

Town of Cape Elizabeth
Recycling Committee
Meeting Minutes
September 1, 2022

Present: Stephanie Austin (SA), Kara Lavender Law (KL), Eve Downing (ED), Tim Trachimowicz (TT), Bruce Rayner (BR)

Absent: Jenna Pfueller (JP), Jennifer MacDonald (JM)

Staff: Jay Reynolds (JR), Director of Public Works

Public/Guests: None

1. Call to Order

TT called the meeting to order at 7:07 PM.

2. Approval of August 4, 2022 Draft Meeting Minutes

The August 4, 2022 meeting minutes were approved as amended by a roll call vote.

5 Yes, 0 No

3. Citizens Opportunity for Public Comment on Items Not on the Agenda

None

- 4. Bottle Donations Program:** TT began the committee discussion by noting that he has discussed the online application form with Webmaster Susana Hubbs. The committee discussed when to initiate the program, and also discussed modifications to last year's application. TT asked if the Town needed an updated W-9 form every year for returning applicants. JR stated he would find out. JR asked if the committee would be comfortable requesting all online submissions. The committee discussed and agreed that the online option should be the preference, and can offer a paper application to user groups if requested. TT offered to structure the letter to applicants in such a way that promotes the online application. BR inquired about how many 2021 applications were school-related. It was noted that the majority were school-related and all of them were youth-related. SA, TT, and the entire committee discussed the logistics of setting up a volunteer program for sorting the bottles at the bottle shed. JR noted the current balance for the program is similar to last year. TT noted he would send Susana Hubbs updates in the next few business days. The committee agreed to an application submittal deadline.

5. Outreach, Communications, and Social Media:

SA is working on setting up an Instagram page, however the application appeared to be not functioning correctly at the time of setup. SA and ED to coordinate on this topic. SA offered to post items to Instagram once the account has been established. ED noted that she recently put a notice about the Recycling Committee on the 'Buy Nothing' website. SA inquired whether the Town's webmaster can share Facebook posts created by the Recycling Committee. JR indicated that she could. The committee discussed social media and the amount of followers the Cape Recycles group had.

ED discussed the new Recycling Q&A initiative. The committee discussed the draft questions and answers that are to be used in upcoming Cape Courier articles. ED asked if JR could send Katrina Venhuizen's email address to her. JR agreed to send it to her.

6. Committee Updates and Correspondence:

TT stated that he had spoken with the School Superintendent about attending a Recycling Committee meeting. The committee discussed the history regarding past attempts to promote recycling efforts within the schools. TT noted that the October meeting may work for the school superintendent.

SA stated that she had a request by a resident to set up a single-use bag receptacle at the Recycling Center. The committee discussed many of the logistics and alternative options to plastic bag recycling.

7. Recycling Center Update: JR provided the committee with updates to employee staffing and the future apparel collection program. JR also informed the committee regarding the schedule for two events. First, the Town's annual mobile document shredding event is scheduled for Saturday, October 8th, from 9:00 AM to 1:00 PM. Secondly, the Town's annual household hazardous waste day is scheduled for Saturday, November 5th, from 9:00 AM to 1:00 PM.

8. Other Business: SA noted that the next round of Portland Water District bottle filling station grants are coming soon. The committee discussed the application and several modifications to the application that may be beneficial.

9. Citizens Opportunity for Discussion of Items on the Agenda
None

10. Adjourn: The committee voted unanimously to adjourn at 8:26 PM

The next meeting of the Committee will be held on Thursday, October 6, 2022.

Respectfully Submitted,

Jay Reynolds