

**Town of Cape Elizabeth
Recycling Committee
Meeting Minutes
September 7, 2023**

Present: Greg Stewart (GS), Becky Fernald (BF), Eve Downing (ED), Tim Trachimowicz (TT), Stephanie Austin (SA),

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

Staff: Jay Reynolds (JR)

Public/Guests: None

1. Call to Order:

TT called the meeting to order at 7:04 PM.

2. Approval of August 3, 2023 Draft Meeting Minutes:

The August 3, 2023 meeting minutes were amended and unanimously approved by the committee.

5 Yes, 0 No

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

No citizens present.

4. Bottle Donations Program

The committee discussed the bottle donations program. TT noted that last year, the committee initiated the application process shortly after the September 2022 meeting. TT asked the committee about extending the application period from five weeks to six. The committee were supportive of this option. JR provided in the agenda attachments one of the applications received in order to review the application and determine whether any changes were needed. The committee noted that the only changes from last year were related to submittal deadlines and dates. TT offered to send the updated application form to Susana for posting on the web. BF inquired about the number of applicants last year. GS inquired about the requested dollar amounts in relation to the available funds. JR stated he will have an updated balance to report at the next committee meeting. BF asked about whether groups were asked to sign up to volunteer at the bottle donations building. The committee discussed that process for the 2024 season. JR suggested focusing on April through June, as summer can be difficult to secure volunteers. TT and SA noted that the release of applications will be posted on social media as well as the Town's website.

5. Outreach, Communications, and Social Media:

ED updated the committee about the articles that have run in the Cape Courier column. ED and the committee also discussed potential topics for future articles. GS and the committee discussed household hazardous waste day, which is on November 4th. GS provided a draft Q+A for household hazardous waste day, which notes that electronic waste will not be part of the collection day. JR noted that the free drop-off dates at the Recycling Center will be from October 21st to November 4th. Electronic waste is eligible for free drop-off during this time frame. The committee discussed the logistics and deadlines for getting draft articles to the Courier for their specific issues. ED noted that the ecomaine event at the Library is scheduled for September 19th.

6. Committee Updates and Correspondence:

SA and the committee discussed the potential of applying for the Portland Water District grant again this year. This year's application would be aimed at Gull Crest Fields, rather than Fort Williams Park. JR has provided information regarding the usage of the facility, which will be incorporated into the application. SA will share the draft application with the committee. SA noted the application is due at the end of October.

7. Recycling Center Update

JR provided an update with regards to the Recycling Center operations. JR also announced that the Town's annual document shredding event is scheduled for September 23rd from 9:00 am to 1:00 pm. The committee discussed website and social media postings for this event. BF inquired about the previous discussion about educational signage at the food waste drop-off location. ED is working on researching this in conjunction with Agricycle's educational materials. JR offered to send ED the information regarding food waste tonnage.

8. Other Business

ED and the committee discussed Recycling Committee member terms and the timeline for term renewals and new applicants.

9. Citizens Opportunity for Discussion of Items on the Agenda:

None

10. Adjourn: The committee voted unanimously to adjourn at 7:54 pm.

Respectfully submitted,
Jay Reynolds