

Town of Cape Elizabeth
Recycling Committee
Meeting Minutes
November 4, 2021

Present: Tim Trachimowicz (TT), Matthew Faulkner (MF), Aubrey Miller (AM), Stephanie Austin (SA), Kara Lavender Law (KL)

Absent: Bruce Rayner (BR), 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 7:03 PM.

2. Approval of the October 7, 2021 Draft Meeting Minutes:

The October 7, 2021 meeting minutes were approved as submitted by a roll call vote.

5 Yes, 0 No

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

No members of the public were in attendance.

4. Bottle Donations Program:

JR provided the committee with a spreadsheet containing the thirteen applications received. JR provided a brief overview and also noted a few items for the committee to review and discuss. One item noted was the tax identification numbers and the use of the Town's tax ID number. TT noted that the Town has full funding and the committee could approve all the applications. AM suggested that the application form be modified to note that the use of the Town's tax ID number is prohibited, and that the submission of the applicant's W-9 is a requirement. TT asked the committee for its opinion on giving group more time to submit their missing information. TT and the committee also discuss two groups that did not provide a clear and specific dollar amount in their application. KL and SA discussed the application form and having future applicants note what any previous bottle donation funds were utilized for in the past. KL discussed the advertising and outreach of the program this year. TT asked the committee to consider donating more to certain applicants. JR noted that two applications still contained a non-descript dollar amount requested and that the committee should assign a monetary value toward it. For example, one application requested "whatever amount is normally given to other school sport groups". The entire committee reviewed each application one-by-one, and reached consensus on potential recommended dollar amounts for each of the thirteen applications. TT discussed sending out an award letter in the future. JR noted that the Town Council may need to act on the funding disbursement, thus, the award letter should happen after any necessary Council action. JR to follow up with Town staff on any procedure matters relating to funding disbursement.

TT discussed the option of applicants volunteering at the bottle donations center during peak times. JR noted that he will need to work out the logistics regarding this topic.

5. Committee Member Updates & Correspondence:

KL updated the committee on the water bottle filling station project. SA noted that the application was submitted to the Portland Water District. KL stated that the materials related to the project (location map, photo of water filling station) was sent to Kathy Raftice, who was going to present the information to the Fort Williams Park Committee.

6. Recycling Center Update:

JR noted that the Town's annual Household Hazardous Waste Day is this Saturday, November 6th. JR also noted the extended hours at the Recycling Center (on Sundays), free waste drop-off weeks, and an update on the hiring process for the staffing vacancy at the Recycling Center.

7. Other Business:

KL inquired if anyone knew of any applications received for the upcoming vacancies on the Recycling Committee. JR noted that the Appointments Committee will be receiving and reviewing applications and that he might be able to get an update from the Town Clerk.

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

No members of the public joined the meeting.

9. The committee voted unanimously to adjourn at 8:20 PM.

The next meeting of the Committee will be held on Thursday, January 6, 2021

Respectfully submitted,
Jay Reynolds