

Town of Cape Elizabeth
Recycling Committee
Meeting Minutes
December 2, 2021

Present: Tim Trachimowicz (TT), Matthew Faulkner (MF), Aubrey Miller (AM), Kara Lavender Law (KL), Bruce Rayner (BR), Jennifer MacDonald (JM)

Absent: Stephanie Austin (SA)

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 November 4, 2021 Draft Meeting Minutes:

After making a minor revision, the November 4, 2021 meeting minutes were approved as submitted by a roll call vote.

6 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. TT provided a brief recap of last month's meeting and discussion. TT also noted a few unresolved items have been addressed with regards to tax ID status and other details of the applications. For example, one unsigned W-9 form was signed and resubmitted. JR outlined a short list of remaining items for the committee to review. AM asked if youth groups were previously informed about the issue of using the Town's tax identification number. JR stated that he discussed the matter with other Town/School staff and they indicated this information had been conveyed to them in the past.

TT asked if an award letter and the payment can be sent out together. JR replied that it could and he could assist in coordinating this.

TT also noted he was going to reach out to the two youth groups who appear to be unresolved with regards to tax status and being established with the School Student Activity Account.

TT read a draft award letter to the committee that he had prepared in advance of the meeting. The committee liked the letter and thanked TT's efforts.

BR brought up the subject of groups volunteering at the Recycling Center. The committee discussed several of the logistics of that option.

TT noted the next steps, and discussed potential changes to the application form for next year. KL suggested the form require a specific dollar amount being requested. TT suggested more information regarding tax identification/status.

5. Committee Member Updates & Correspondence:

No updates were offered by committee members.

6. Recycling Center Update:

JR noted that the Town's annual Household Hazardous Waste Day was Saturday, November 6th. Resident turnout was lighter than usual. JR also noted that the Recycling Center is back to full staff and is running well.

7. Other Business:

MF suggested that the committee begin working on next year's goals at their next meeting. The committee briefly discussed sustainability goals, efforts in other communities, et cetera. JR offered to include last year's goals in the next meeting agenda to assist with the development of 2022 goals.

TT noted the school's efforts with regards to the new building committee that was recently formed and have been meeting to discuss the future needs of the school.

MF noted he has conveyed the responsibilities of social media posts over to SA.

KL thanked both Matthew Faulkner and Aubrey Miller for their volunteer efforts and many years of service on the Recycling Committee. The entire committee also offered their gratitude.

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 7:52 PM.

The next meeting of the Committee will be held on Thursday, February 3, 2021

Respectfully submitted,
Jay Reynolds