

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

Present: Stephanie Austin (SA), Kara Lavender Law (KL), Tim Trachimowicz (TT), Bruce Rayner (BR), Jennifer MacDonald (JM)

Absent: Eve Downing (ED), Jenna Pfueller (JP)

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 November 3, 2022 Draft Meeting Minutes:

The November 3, 2022 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:

N/A.

4. Bottle Donations Program:

TT began the discussion with regards to the bottle donations program. He noted that the committee can fund all of the eligible applicants. JR noted that the proposed funding list TT referenced excluded one applicant that submitted after the deadline. TT also provided a summary of the previous meeting's discussions, which included the subject of how to manage not having enough funds in future years. SA has been working on a signup document for awardees to volunteer at the bottle shed. SA will forward along once it has been completed. TT noted how busy the bottle shed building was on a recent Saturday. JM made a motion to award bottle donation funds to the applicants listed on the draft list. BR seconded the motion. The motion was approved unanimously. KL suggested including new language in the award letter regarding volunteer signups. The committee discussed the signup logistics which included the number of volunteers, time slots, and other details. JR requested that TT forward along information regarding when the award letters will be sent, so that he can inform the Town Manager and potentially the Town Council. SA also noted that the announcement can also be sent to the Courier and posted on social media.

5. Outreach, Communications, and Social Media:

SA discussed the Cape Courier and an article regarding the Apparel Impact program. SA also updated the committee on progress made regarding a new Cape Recycles Instagram account. JR noted that the Cape Courier also ran another issue of the Committee's Recycling Q+A series. JM and JR noted they had seen some recent communications regarding the Apparel Impact program.

6. Committee Updates and Correspondence:

TT noted that the School Superintendent may attend the committee's January meeting. KL discussed the water bottle filling station project. SA noted that the Portland Water District will review the grant application in January.

7. Recycling Center Update: JR discussed current staffing at the Recycling Center. JR also provided a summary of the November 5th Household Hazardous Waste Day event.

8. Other Business: TT discussed the appointments committee process with regards to appointing new Recycling Committee members. Several documents are available on the Town's website, including new applicants and application materials.

JM and the entire committee thanked both Kara Lavender Law and Bruce Rayner for their dedication, service, and contributions to the Recycling Committee.

9. Citizens Opportunity for Discussion of Items on the Agenda

None

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

Respectfully Submitted,

Jay Reynolds