

CITY OF SOUTH PORTLAND, MAINE
SOUTH PORTLAND ENERGY & RECYCLING COMMITTEE

Meeting Minutes

December 19, 2018
6:00pm – 8:00pm

S. Portland Community Center
Art Center

Committee Members

Jessica Williams - District 1 – **Vice-Chair P**
Andrew Capelluti - District 2 – **Chair P**
Taylor Strubell – District 2 **Secretary P**
Michele Danois – District 2 A
Jaime Madore – District 2 A
Daniel Paul – District 3 A

Joseph Fournier - District 5A
Ellen Zimmerman District 2 P
Jessica Walker District 4 P
Vacant - School Department Liaison
Lucy Brennan - City Liaison P

Call to Order – 6:30pm

Agenda: Window Dressers update

Jessica gave a WindowDressers update a copy of which is attached. There was about an hour of discussion regarding this update.

We also discussed that we were to pass out an energy efficiency checklist when people picked up their inserts.

Lucy presented a draft of Municipal Energy Priorities which I believe the council has already seen.

January's meeting will include a debrief of WindowDressers, election of Chair, Vice Chair and Secretary for 2019.

Meeting Adjourned at 7:30

Respectively Submitted,

Taylor Strubell
ERC Secretary

Window Dressers Update 12-19-18
Prepared by Jessica Williams

Taylor and Jessica volunteered at the Wells Community Workshop (CW) on December 12th to brush up on some skills and touch base with Cliff Babkirk who will be helping us out during our setup day and volunteering later in the week.

We will also be getting support from two Window Dressers mentors – Zip Kellogg & BB Adams who have been involved in the Wiscasset CW and have also helped out at the facility in Rockland. They will be there on setup day on January 4th and for the first day or two of our CW. They are very comfortable teaching the different tasks involved in assembling the window inserts.

Jessica met with Dave Eng at SMCC on December 6th to go over details about the space – switches, elevator, bathroom, breakroom, etc.

Food – See attached schedule

Volunteers – See attached schedule

SMCC Construction Technology Break Room Amenities

- 1 or 2 small refrigerators – **1 in break room, Dave to move additional in before CW.**
- Microwave – **one in break room, Liz/Dave to move the one from office into break room.**
- Toaster oven – **Liz/Dave to move one from office into break room.**

SMCC Construction Technology Workshop Space

- Use bathroom and breakroom upstairs
- Elevator available – Shop is on 1, breakroom on 3.
- 10 rectangular tables – 6' or 8' each (1 or 2 of the large topped shop tables)
- 15 chairs – some for workshop, some already in break room. We can bring classroom tables and/or chairs down to workshop. Return when done.
- First Aid Kit in workshop space – will be fully supplied for CW.
- Need open wall space in workshop to sort orders by customer – space will be empty and clean.
- Signs to direct volunteers to location.
 - SMCC will provide 3 - 24"x30" sandwich board style sign holders.
 - We provide the signs.
 - Use staple gun to attach signs.
 - Laminate signs to protect from weather.
 - Print arrows separately.
- Make sign for building front door (on Fort Rd) to direct anyone who enters that way down the hall to the elevator and into the shop.
- We will encourage everyone to enter via the shop door on Slocum Drive.
- Light switches/ power, etc. – easy to find. Turn on lights slowly so as to avoid tripping breaker. Breaker box is right next to switches. Just flip is breakers trip.
- Phone #s for Security & Facilities
 - **Security – 741-5553 – Call if building not open**
 - **Facilities – 741-5636 – Brian (Admin); Martin (Custodian)**
- Print letter from Connie Goldberg & email communications from Dave Eng about use of the space and arrangements being made with Facilities and Security.

CITY OF SOUTH PORTLAND, MAINE
SOUTH PORTLAND ENERGY & RECYCLING COMMITTEE

Paperwork Needed

- Photo & Liability Waivers
- Volunteer sign in sheets
- List of volunteers for each day
- Contact phone #s for all customers.

Materials/Items Needed

- Packing tape to hang signs around SMCC building & to make repairs of small holes in plastic – **Jessica Williams**
- Staple gun & staples – **Jessica Williams**
- Name Tags
- Sharpies – **Jessica Williams**
- Tape – packing, duct, masking - **Jessica Williams**
- Heat gun – **Jessica Williams**
- White Out
- Mr. Clean Sponge – **Jessica Williams/Hannaford Gift Card**
- Swiffer Duster – **Jessica Williams/Hannaford Gift Card**
- Uni-Paint white medium line for touch-ups on white frames.
- First Aid Kit - **SMCC**
- Trash Bags - _____
- Recycling Bags - _____
- Extension cords
 - JSW – 2
- 2 Hair dryers – **Jessica W. &** _____

Items to Purchase with Hannaford Gift Card

- Beverages
- Name Tags
- Trash bags
- Recycling bags
- Chips, other snacks
- Swiffer duster
- Mr. Clean sponge

Workshop Timeline

- **Dec. 28 – Jan. 2**
 - Email/Call all customers to remind them of shift date/time and that they will need to pick up inserts after workshop is complete.
 - Confirm delivery of materials from Parsonsfield. Get inventory from Lyn Sudlow (Parsonsfield LC - (207) 625-8189) so we know what we need from Rockland.
- **Jan. 2** - Express check in for UHaul truck.
- **Jan. 3, 2019** – Taylor & Jessica to drive to Rockland (8:30am) & back, unload materials.
 - Tape customer posting sheets alphabetically on walls before unloading.
 - Unload and sort frames by customer.
- **Jan. 4, 2019** – Set up for Workshop

- **Jessica, Taylor, Cliff Babkirk, Zip Kellogg & BB Adams**
- Set up partially done inserts for each station to show volunteers.
- Receive materials from Parsonsfield
- Email Luke at Allagash ltruman@allagash.com to let him know our CW is starting and we will be ready to deliver materials on around Jan. 11, 2019.
- **Jan. 5** - Our workshop begins
- **Jan. 8, 2019** - Email Luke at Allagash to let him know when we'll be done so he can get ready to receive materials for storage.
- **Jan. 10** – Our workshop ends – make sure all inserts have been picked up or will be by 1/11 at latest.
- **Tentative: Jan. 11 & 12** – Break down and transfer all supplies to Allagash Brewing for their build (taking place a week or 2 after SP).
- **Week of Jan. 21** – Call all customers to make sure inserts fit and are working well.

FOOD SCHEDULE FOR SOUTH PORTLAND WINDOW DRESSERS COMMUNITY WORKSHOP		
SATURDAY, JAN. 5 – THURSDAY, JAN. 10		
DATE	ITEM	PROVIDED BY
Friday, Jan. 4th		
This is a setup day, ERC volunteers only.	Not providing lunch, so bring own. We can make tea, 158 Pickett Street right down the road.	-Jessica Williams (Tea)
Saturday, Jan. 5th		
	COFFEE/TEA	-Aroma Joe's -Jessica Williams (Tea)
13 vol. 8:30 – 12:30	LUNCH	Sierra Club Maine & Ellen Zimmerman
13 vol. 1:00 – 5:00pm	SNACKS	
	BEVERAGES	
Sunday, Jan. 6th		
	COFFEE/TEA	-Aroma Joe's -Jessica Williams (Tea)
12 vol. 8:30 – 12:30	LUNCH - Deli platter with rolls, mayonaise & mustard.	-Angelina Cartin -Anania's (pizza)
12 vol. 1:00 – 5:00	SNACKS	
	BEVERAGES	
Monday, Jan. 7th		
	COFFEE/TEA	-Aroma Joe's -Jessica Williams (Tea)
12 vol. 8:30 – 12:30	LUNCH – Sandwich platter, cookie platter, fruit	350 Maine

CITY OF SOUTH PORTLAND, MAINE
SOUTH PORTLAND ENERGY & RECYCLING COMMITTEE

12 vol. 1:00 – 5:00	SNACKS	
	BEVERAGES	
Tuesday, Jan. 8th		
	COFFEE/TEA	-Aroma Joe's -Jessica Williams (Tea)
9 vol. 8:30 – 12:30	LUNCH – GF, vegan sweet potato lentil stew, Flatbread, Rice. Pizza	-Bettina Pearson -Otto
8 vol. 8:30 – 12:30	SNACKS	
	BEVERAGES - Water	-Bettina Pearson
Wednesday, Jan. 9th		
	COFFEE/TEA	-Aroma Joe's -Jessica Williams (Tea)
9 vol. 8:30 – 12:30	LUNCH - Lasagna, bread, salad	Lisa Cassetta
7 vol. 1:00 – 5:00pm	SNACKS	
	BEVERAGES	
Thursday, Jan. 10th		
	COFFEE/TEA	-Aroma Joe's -Jessica Williams (Tea)
8 vol. 8:30 – 12:30	LUNCH - Soup, bread?	-Karen Luse & Karen Birthisel (350 Maine)
5 vol. 1:00 – 5:00	SNACKS	
	BEVERAGES	

Food Needs

- Coffee – We don't yet have a coffee maker. The Community Center didn't have any we could use - how is Aroma Joe's donating coffee?
- Contact people & phone #s for Otto, Anania, etc so when I call I can talk to someone who knows what's going on.

- 2 bags apples– **ANDREW (?)**
- 3-4 bags clementines – **ANDREW (?)**
- 2-3 bags chips/pretzels/popcorn – **Hannaford Gift Card**
- 1 Loaf of bread, peanut butter & jelly – **HANNAFORD GIFT CARD**
- Cookies/Brownies –**COOKIE JAR - MICHELE**
- Tea – **JESSICA WILLIAMS**
- Milk – **JESSICA WILLIAMS**
- Sugar/Splenda/Equal - **JAIME**
- Honey – **JESSICA WILLIAMS**
- Sparkling water/Seltzer/Juice/Cider/Misc. –**\$50 HANNAFORD GIFT CARD - MICHELE**

Utensil Needs (reusables are preferred so as to minimize waste)

- Plates – **JESSICA WILLIAMS**
- Cups – **JESSICA WILLIAMS**
- Mugs/cups for hot beverages – **WEX – Taylor (?) - Can Aroma Joe's donate some cups?**
- Bowls – **JESSICA (4), TAYLOR (20)**
- Electric Tea Kettle – **SMCC**
- Coffee Makers - **(?)**
- Hot Plate and/or Crock pots – **JESSICA (1), ELLEN (1 large, 1 small), MICHELE (1), JESS, TAYLOR, JAIME** – We should have a couple on hand from first day. JSW can bring one.
- Utensils (forks, knives, spoons) – **ELLEN ZIMMERMAN**
- Serving utensils – **MICHELE, JESS (?)**
- Paper towels – **ELLEN ZIMMERMAN**

Items to Purchase with Hannaford Gift Card

- Beverages
- Name Tags
- Trash bags
- Recycling bags
- Chips, other snacks