

Approved Minutes

CVSWMD Program Oversight Committee (POC)

Central Vermont Chamber of Commerce, 33 Stewart Road, Berlin, VT

Wednesday, May 13, 2015

1. Convene meeting: Lee Cattaneo convened the meeting at 5:05 PM with committee members Gerhard Postpischil, Ellen Gershun, Laura Zeisel, and Mia Moore, along with Cathleen Gent (Planning Analyst). Absent: Anita Krauth. Cathleen Gent took notes.
2. Elect a Chair and Vice-Chair – Motion by Mia Moore to nominate Lee Cattaneo as chair and herself as vice-chair. The motion was seconded by Ellen Gershun. There were no other nominations. Lee Cattaneo cast one vote for the slate.
3. Set Meeting Date and Time – Members agreed that the usual date and time – 5 PM on the first Wednesday of the month -- works well. There was no change to that date and time.
4. Approve Minutes from April 1 meeting minutes: Laura Zeisel made a motion to approve the minutes, seconded by Ellen Gershun. The minutes were approved unanimously.
5. Schedule for Revisions to CVSWMD Ordinances – Cathleen Gent reviewed the status of the Variable Rate Pricing Ordinance and the SWIP, stating that the Board of Supervisors adopted both during the May 6th meeting. She noted that POC members and other Board members brought forth a number of suggested changes to the three existing ordinances, which were also presented within the SWIP. The POC discussed the fact that a formal process needs to be followed for any changes to the existing ordinances. Cathleen Gent said that she and General Manager Leesa Stewart have discussed the timing for reviewing potential changes to ordinances and would like to wait until further progress is made on the facility planning. The POC discussed a timeframe for beginning its review of the ordinances. Laura Zeisel said that she would like to review the ordinances before CVSWMD approaches member municipalities with details about the facility in case there are some parts of specific ordinances that really need to be updated and would, if not updated, put CVSWMD in a poor light. The POC members agreed to take up the ordinances during the June meeting for the sole purpose of seeing if there is anything substantive that needs to be addressed. Lee Cattaneo requested that Cathleen Gent provide copies of the three existing ordinances well in advance of the June meeting and provide the link where the ordinances are located on the CVSWMD web site. Grammatical and policy changes will not be reviewed until the fall. Cathleen Gent also noted that the POC last year agreed to review and bring forth recommendations about the CVSWM mission statement after the SWIP work was completed. Now that the SWIP is adopted, she reminded the POC about that goal. The POC did not discuss when it might begin review of the mission statement and staff will bring that up again in the fall.
6. Facility Planning Update
 - a. Facility Selling Points – Cathleen Gent distributed a revised refined set of selling points that the staff had developed at a full staff meeting. This was based on comments made by Board members during the May 6th meeting and written suggestions offered by a Board member. The purpose of this list is to provide consistent talking points to use when communicating with Selectboards and the general public. The POC agreed that this set of talking points is applicable now during the planning stage only and that financial information, the types of materials, and details about the facility should be added to new talking points, should the facility move forward formally. The POC members offered a number of suggested changes and Cathleen Gent will revise the list accordingly. The POC agreed that all Board of Supervisors should use the same list and that the Act 148 timetable for required provisions should be part of any packet for Board members. The POC requested that they see a revised list before it become final.
 - b. Update regarding Executive Board/FOC Discussion: Financing for Facility – Cathleen Gent reported that, during the April 21st Executive Board meeting, the EB discussed the FOC work vis-à-vis financing for the facility. The EB discussed the fact that additional work needs to be done about the size, scope, and programming of the facility before the FOC begins consideration of facility financing. The POC will revisit scheduling the joint FOC/POC meeting after that additional information is available.
 - c. Property Search – Cathleen Gent reported that there is a general recognition among the EB and the Board that the property search work needs to move along more quickly. She said the Facility Committee will meet again

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next week, with the property search as a primary focus. She asked the POC for input regarding the idea of hiring a commercial real estate firm to assist with that search. The POC agreed that getting additional assistance would be worthwhile – ideally as a buyer broker arrangement. Because no payment would be made for those services, the POC members did not think that a RFP is necessary since organizational funds will not be used. The POC suggested approaching several commercial real estate firms to see if they are interested. Laura Zeisel also brought up the question about how discussions about potential sites will be done at the board level and whether executive session might apply. Cathleen Gent responded that the Board can enter executive session to discuss real estate transactions, among other reasons. Laura Zeisel suggested, and the POC agreed, that CVSWMD should meet with neighbors in municipalities where a facility might be located in order to avoid problems that occur when people learn about public projects that are late in the planning process. Lee Cattaneo pointed out that Act 250 and local permitting will also include a public notice component. Cathleen Gent said that local public meetings are included in a facility outreach plan that the POC will be reviewing soon. The POC members agreed that it is important to have talking points prepared before specific sites are pursued so that Board members can be effective in communicating with people in their towns. The POC did not take any formal motion on this topic.

- d. Professional Services - Cathleen Gent said that the two contracts for professional services for the materials/markets analysis and the architectural/engineering work have been signed and that work for both projects has begun.
7. Organics Program Update – Cathleen Gent reported that Leesa Stewart and Carl Witke are actively hiring for a CDL driver. She also updated the POC about the EB request for a draft Request for Proposal (RFP) for haulers to transition the CVSWMD business organics program to the private sector, adding that staff have prepared the RFP for the EB to review during next week’s meeting. The POC had a general discussion about the business organics program and the fact that Act 148 is changing the landscape for that type of hauling, which is affecting CVSWMD’s programming.
8. FY17 Program Planning – The POC reviewed Cathleen Gent’s memo in the meeting packet. Cathleen Gent reviewed the timeframe for preparing the programming and budgeting for FY17. The POC briefly discussed the list of current programs and potential new programs. At the June meeting, the POC will complete the FY17 program prioritization for recommendation to the Board. Members requested that staff provide readily-available additional information for that discussion, including a description of each program and budget information.
9. Update: State Bulk Purchase – Cathleen Gent provided an update about the state bulk purchase program for municipalities to purchase recycling containers, which will need to be in place next to trash containers in public buildings and on public property by July 1st. She said that 3-4 vendors will have contracts with the State of Vermont very soon. Once those contracts are in place, DEC will notify us and CVSWMD will inform municipalities. Ellen Gershun mentioned that some municipalities are removing trash containers rather than have to add recycling containers. Other POC members discussed potential reasons why some municipalities may not comply, including whether it’s the cost of the containers. The POC discussed the potential role the CVSWMD can play in helping the municipalities acquire those recycling containers. The POC would like CVSWMD to get the word out to municipalities in the following ways: Ask VLCT to place an announcement in its newsletter which goes to every municipality; Notify each town that the containers are now available, and copy the Board of Supervisors in that email; Make an announcement at the Board meeting; Send a follow-up email to Board members to reach out to their municipalities. In terms of whether CVSWMD should subsidize the costs for municipalities, POC members agreed that it’s hard to ascertain if the cost is an issue at this point. If it is, then a subsidy makes sense. Lee Cattaneo suggested that the first step is to ask the EB if there is any potential role for CVSWMD to subsidize the bulk purchase program. He asked Cathleen Gent to ask General Manager Leesa Stewart to add that to the next EB agenda.

Other business – Gerhard Postpischil brought an ad from the *Journal Opinion* newspaper (Bradford) for the NEKMD household hazardous waste collection schedule. He said that it provides good information. Cathleen Gent will pass that along to operations staff.

Lee Cattaneo adjourned the POC meeting at 6:27 PM.