

## Minutes

CVSWMD Program Oversight Committee (POC)

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

Wednesday, April 5, 2017

1. **Convene meeting:** Vice-Chair Claire Wheeler convened the meeting at 5:05 PM with committee members Gerhard Postpischil and Laura Zeisel. Other attendees included Cathleen Gent (Planning Analyst), Cassandra Hemenway (Outreach Manager) and Carl Witke (Operations Manager). Cathleen Gent took notes.
2. **Revisions to Agenda** – There were no revisions to the agenda.
3. **Approve Meeting Minutes – March 1:** *Laura Zeisel made a motion to approve the minutes, seconded by Gerhard Postpischil. There were no changes to the minutes. Voting in favor: Wheeler, Postpischil, and Zeisel.*
4. **A. FY18 Outreach Program Plan Addendum** – Cassandra Hemenway gave an overview of the changes included in the addendum, which focus on new or potential grants and a community composting drop-off site initiative. Laura Zeisel asked about any potential regulatory requirements for community composting drop-offs. Cassandra Hemenway will look into that question. Claire Wheeler commented that it is important to understand both the need and community support for the community composting drop-offs. Based on a question from Claire Wheeler, staff discussed details about the High Meadows grant. *Motion by Laura Zeisel, seconded by Claire Wheeler, to adopt and to recommend the revised FY18 Outreach Program Plan Addendum to the CVSWMD Board. Voting in favor: unanimous.* Cassandra Hemenway left the meeting at this time.

**B. Revised FY18 ARCC Program Plan** – Cathleen Gent distributed a one-page proposal to begin the formal collection of ionizing smoke detectors at the ARCC. That proposal is considered as an appendix to the plan. Carl Witke reviewed all the recent changes in the plan, based on input from the POC during last month's meeting. Laura Zeisel said the changes to the plan represented a big improvement and the plan is much clearer. Gerhard Postpischil posed questions about the ionizing smoke detectors. *Motion by Laura Zeisel, seconded by Claire Wheeler, to adopt and to recommend the revised FY18 ARCC Program Plan, including smoke detector appendix, to the CVSWMD Board. Voting in favor: unanimous.*

**C. Revised FY18 Special Collections Program Plan** – Carl Witke reviewed the changes to the plan. He also discussed staff's recommendation to keep the fees at the current rates and not make any adjustments. The staff review of pricing was in response to a request by the Board in December. Carl said that staff might recommend a different mix of special events for FY19, possibly combined with HHW events. Cathleen Gent added that satellite collections -- as part of the Municipal Services Project -- may also affect the FY19 plan. The POC supported the goal of gathering data for large volume collections (schools and libraries), including the volumes of materials, the institutions participating, the numbers of pick-ups/drop offs, staff time, and profit/loss numbers. *Motion by Laura Zeisel, seconded by Claire Wheeler, to adopt and to recommend the revised FY18 Special Collections Program Plan, to the CVSWMD Board. Voting in favor: unanimous.*

**D. ARCC Pricing Plan** – Carl Witke and Cathleen Gent discussed staff's draft recommendations for pricing at the ARCC, for FY18. The POC agreed that the price should be increased in order to bring in income and to make people more aware of the value of the service. Carl Witke also said that implementing a tiered pricing system is a challenge right now and is not recommending that a tiered system be explored until possibly next year. He pointed out that pricing will be the same for in-district and out-of-district users.

## 5. **ARCC Salvage Policy - Update**

The POC briefly reviewed Cathleen Gent's memo about the policy update. Carl Witke provided information about the types of materials that are salvaged at the ARCC. Carl Witke left the meeting at this time.

6. **General Discussion/Brainstorming: FY19 Program Planning**

Cathleen Gent said that staff are seeking input regarding changes to how program planning is done. Because the POC plays a major role in reviewing and guiding program plans, staff are reaching out to the POC for feedback. Laura Zeisel said that the current system for reviewing plans works well, but recognizes that there are opportunities for reviewing the process, in light of a new General Manager and on the restructuring of policies and procedures. The POC agreed that this might be the time to do strategic planning, which is on the committee's work plan. Claire Wheeler suggested that it is important to ask about the purpose of program plans. If they are developed solely for POC/Board approval, then the current approach is working. If the documents are designed to provide guidance for staff throughout the year, then another format/structure may be preferred. Cathleen Gent said she will follow up with the POC, following further staff discussion.

7. **Agenda for May meeting**

Cathleen Gent briefly reviewed topics for the next POC meeting.

8. **Adjournment** – *At 6:30 PM, Claire Wheeler adjourned the meeting.*