

Minutes

CVSWMD Program Oversight Committee (POC)

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

Wednesday, October 4, 2017

1. **Convene meeting:** Chair Lee Cattaneo convened the meeting at 5:07 PM with committee members Gerhard Postpischil and Laura Zeisel present. Ellen Cheney (Montpelier Board Representative), Carl Witke (Operations Manager), Cassandra Hemenway (Outreach Manager), and Cathleen Gent (Planning Analyst) attended. Cathleen Gent took notes.
2. **Revisions to Agenda** – There were no revisions to the agenda.
3. **Approve Meeting Minutes –September 6:** *Gerhard Postpischil made a motion to approve the minutes, seconded by Laura Zeisel. Voting in favor: unanimous.*
4. **ARCC FY19 Program Plan**

Carl Witke said that there are two principal challenges with the FY19 plan: some FY18 activities have just begun so are difficult to evaluate at this time and there is a potential that the facility will move during FY19, when the current lease expires. He reviewed: 1) FY17 trends for customer, materials, and income; 2) FY19 plan major changes that include purchase of a second box truck, potential for additional staffing; and continuation of many objectives in current FY18 plan. The POC requested a number of changes to the plan:

 - Baler – reference commitment to getting cardboard and other income-generating materials
 - Add user fee income data to FY17 data section
 - Add working with Outreach Program about the product sales, covering budgeting and staffing
 - Other changes to clarify language.

Cassandra Hemenway also discussed CVSWMD’s compost containers.

Motion by Gerhard Postpischil, seconded by Laura Zeisel, to recommend the FY19 ARCC plan to the full Board, with changes as requested during the meeting.
5. **Municipal Services Program Plan and FY19 Special Collections Plan** - Cathleen Gent highlighted portions of her memo for the POC. Carl Witke discussed the option of combining Paint, Batteries, and Bulbs collections next year with Household Hazardous Waste (HHW) events. With additional events expected through the Municipal Services Program next year, Carl pointed out that a variety of materials could be collected and compatible materials may be combined within the same collection event. Staff will bring the Municipal Services Program plan and the FY19 Special Collections Plan to the POC to the next meeting.
6. **FY18 and FY19 Capital Plan** – Because this is being discussed by the Board, immediately after this meeting, the Chair decided to not take up the discussion during the POC meeting.
7. **Fee Schedule and Products for Sale/Pricing** – Cathleen Gent provided an overview about the topic, which relates to getting guidance from the POC about pricing (with mark ups) for products for sale (reusable products and possibly zero waste boxes). Cassandra Hemenway explained the pricing for Soil Savers and Green Cones. The POC agreed that they did not want to set a specific percentage range to price products at this time. Rather, the POC agreed that cost pricing should cover acquisition costs and direct and indirect expenses., within the general goal of reducing the organizational support for programs The POC also asked that staff monitor pricing and come back in a year with the policy question pertaining to mark up percentages for pricing.

8. **Ordinance & Policies RE: Licensing and Surcharge** – The POC reviewed Cathleen Gent’s memo. Members want specific information about the scope of the problems before having any specific discussion. They agreed to meet on this topic, once the information is assembled.
9. **Next Meeting** – Ellen Cheney said she would like to join the POC and will ask Board Chair Fred Thumm to make that appointment. The POC members thanked Ellen for her interest. With Ellen joining the committee, there will be four members, so the quorum will become three persons. Both Lee Cattaneo and Gerhard Postpischil said they are likely to miss the November meeting. The POC said they would be willing to reschedule to late October. Cathleen Gent will follow up about scheduling that meeting.
10. **Adjournment** – *At 6:13 PM, Laura Zeisel made a motion to adjourn the meeting, seconded by Lee Cattaneo, and the meeting adjourned.*



Respectfully submitted by Cathleen Gent