

## Minutes

CVSWMD Program Oversight Committee (POC)

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

Wednesday, September 6, 2017

1. **Convene meeting:** Chair Lee Cattaneo convened the meeting at 5:04 PM with committee member Gerhard Postpischil present. Cassandra Hemenway (Outreach Manager), John Jose (School Zero Waste Coordinator), Bram Towbin (Plainfield Alternative Representative), Bruce Westcott (General Manager) and Cathleen Gent (Planning Analyst) attended. Cathleen Gent took notes.
2. **Revisions to Agenda** – There was one revision to the agenda, namely to add an item about a response from the state regarding the CVSWMD SWIP Report.
3. **Approve Meeting Minutes – July 31:** *Gerhard Postpischil made a motion to approve the minutes, seconded by Lee Cattaneo. Voting in favor: unanimous.*
4. **FY19 Program Plans**
  - a. School Zero Waste Program FY19 Plan – John Jose briefly discussed revisions since the FY18 plan. In response to a question from Lee Cattaneo about farmers markets, John Jose explained that the School Program staff attend each farmers market in the district one time in the summer months, when the staff have more staff. Lee Cattaneo said he thinks farmers markets need assistance in setting up proper recycling and food scrap collection arrangements, including signage. The school program staff will work with the outreach staff to address how to support the farmers markets. Staff will make minor revisions to the plan and the POC will make a final review.
  - b. Outreach Program FY19 Plan – Cassandra Hemenway briefly discussed revisions since the FY18 plan. There was a general discussion about the emphasis in the FY19 plan for doing outreach for food scraps/organics. Lee Cattaneo suggested that the FY19 plans reflect CVSWMD's initiative with the hub and spoke/satellite services. Cathleen Gent said that, once Board approval for the Municipal Services Program (MS) is in place, relevant elements in any program plans will be modified or added before the FY19 plans are presented to the Board. Staff will make minor revisions to the plan and the POC will make a final review.

Cathleen Gent asked the POC members if the new (introduced for FY19 plans) formatting and structure/narrative worked well and the POC members said the documents are good for their review purposes. Lee Cattaneo suggested that only plan highlights be shared in the verbal presentations to the Board. Cathleen Gent noted that the program plans may be adjusted for formatting and consistency in the final draft that the POC receives.

## 5. **FY18 & FY19 Capital Planning and Funding**

Cathleen Gent briefly summarized the memo in the packet about this topic. The POC discussed the process and two specific items. 1) Budget items for the ARCC, which will be purchased in FY18, will need to be authorized by the Board in keeping with policies and procedures. 2) For the MSP. Lee Cattaneo requested that any equipment needs be identified and brought to the full Board.

Under this topic, Cathleen Gent reviewed the letter from the ANR Department of Environmental Conservation regarding CVSWMD's submission for the calendar year SWIP report. ANR noted two areas as incomplete, related to clean wood. Cathleen Gent will work with Bruce Westcott to prepare the written response to the ANR letter. She updated the POC about the current plan for a clean wood drop off at the Casella CV transfer station. Lee Cattaneo asked about our plans to lease or purchase a chipper to assist various transfer stations with leaf and yard waste. Cathleen Gent said that transfer stations have not

indicated they have sufficient volumes for chipping. She will follow up with transfer stations about that question.

6. **Committee Annual Goal Setting** – The POC reviewed the draft FY18 Work Plan, based on the edits made during the July 31<sup>st</sup> meeting. Cathleen Gent will correct the date for one item.
7. **Next Meeting** – Cathleen Gent reminded the POC that there will be a public meeting at 6 PM on October 4, which will require an adjustment in the POC meeting end time. The public meeting is required for the CVSWMD SWIP and will focus on getting public input for current or future programming.
8. **Adjournment** – *At 6:07 PM, Lee Cattaneo adjourned the meeting.*

Respectfully submitted by Cathleen Gent