



1. **Convene meeting:** Chair Lee Cattaneo convened the meeting at 5:31 PM with committee members Betsy Ziegler and Shari Cornish in attendance via Zoom. Planning Analyst Theron Lay-Sleeper, Operations Manager Brenna Toman, and General Manager Lisa Liotta also attended via Zoom. Theron Lay-Sleeper took minutes.
2. **Revisions to Agenda:** *There were no revisions to the agenda.*
3. **Approve Meeting Minutes from February 2, 2022:** *Betsy Ziegler made a motion to approve the minutes of the February 2 meeting. The motion was seconded by Shari Cornish and passed unanimously.*

4. **ARCC Zero Waste Lab Item DDR Batteries:**

Brenna Toman presented information on the Zero Waste Lab item: Damaged, Defective, and Recalled (DDR) Lithium-Ion batteries. They are reactive, flammable, explosive and require special handling. Keeping these items out of recycling and trash facilities is important for safety, and the ARCC has handling procedures to mitigate risk and contain thermal events. These items have been accepted as a Zero Waste Lab item since FY21. Staff propose adopting these as regular ARCC items at \$3 per unit to cover processing and handling costs.

Betsy Ziegler moved to recommend to the Board to accept DDR Li-Ion batteries at the ARCC for \$3 each. Shari Cornish seconded the motion and it was approved unanimously.

5. **ARCC Lunch Hour:**

Brenna Toman presented a staff proposal to close the ARCC from 1pm-2pm Monday, Wednesday, and Friday. The ARCC is currently operating with one full time staff person and one 1/2 – time staff person, and is currently missing two part-time staff. Two staff are required to operate the ARCC while open. Three staff are required during open hours in order to cover lunches, which are guaranteed by CVSWMD personnel policy. There is currently no leeway for any staff to miss work for any reason, which would force an emergency closure in case of any absence due to sickness, vacations, etc. Staff propose introducing and publicizing a regularly scheduled lunch hour to avoid emergency closures and to support staff.

Shari Cornish moved to approve the adoption of the ARCC lunch hour as proposed starting April 18th subject to confirmation by the Executive Board on Wednesday, April 20th. The motion was seconded by Betsy Ziegler and approved unanimously.

6. **2021 SWIP Report:**

Theron Lay-Sleeper presented the draft 2021 SWIP Report to the Vermont Department of Environmental Conservation. The disposal rate has decreased significantly from last year. The committee discussed the report briefly and asked if there were any goals that were not met. Lisa Liotta noted that the requirement to conduct outreach to private schools was not achieved due to difficulty contacting private school staff.

Shari Cornish moved to recommend approval of the 2021 SWIP Report as prepared to the full Board. Betsy Ziegler seconded the motion and it was approved unanimously.

7. **Other Old or New Business:** There were no other business items to discuss.

8. **Adjournment** – *Shari Cornish made a motion to adjourn, seconded by Betsy Ziegler. The meeting adjourned unanimously at 6:12 PM.*

Respectfully submitted by Theron Lay-Sleeper