

## Approved Minutes

CVSWMD Program Oversight Committee (POC)

CVSWMD Office, 137 Barre Street, Montpelier, VT

Wednesday, June 3, 2015

1. Convene meeting: Lee Cattaneo convened the meeting at 5:00 PM with committee members Gerhard Postpischil, Ellen Gershun, Mia Moore, Anita Krauth along with Cathleen Gent (Planning Analyst). Absent: Laura Zeisel. Also in attendance: Tom Bachman and Jessica Thyme (Gossens Bachman Architects); Facility Committee members Peter Anthony, Chrissy Bellmyer, and Carl Witke. [Note: Lee Cattaneo is on both the POC and the Facility Committee.] Cathleen Gent took notes.
2. Facility Planning Update
  - a. Meet with Architects – Jessica Thyme reviewed the work done to date for the project, describing the “input process” work which included meetings, tours of the ARCC and the Addison County Solid Waste District facility in Middlebury, questionnaires that CVSWMD staff are completing, and looking at precedents (other facilities), one of which Tom Bachman visited in Michigan. Jessica Thyme distributed a spreadsheet with a summary of the facility space needs and discussed the graphic programs for the facility. She compared the square footage space with the original numbers distributed by CVSWMD in the RFP and the percentages of space under the following categories: weatherized; under roof, roll-off, open paved, and open pervious for the following graphic programs: ARCC; mandated recyclables; corrugated cardboard; food scrap collection; leaf and yard waste; clean wood; construction & demolition; scrap metal; and HHW. Jessica noted that some of their new draft estimates differ from the original CVSWMD numbers. Tom Bachman next distributed a set of site circulation concepts including a drive-thru; simple circulation; island building with separate circulation of passenger and commercial vehicles; preview, and separate storage. He reviewed the considerations for each option and took comments from the POC and members of the Facility Committee. Peter Anthony pointed out that the different options will have implications for staffing levels, which is linked to the budget. Several people, including Peter Anthony, Anita Krauth, and Chrissy Bellmyer pointed out that there needs to be some control point – whether a separate gate house or kiosk or attached to a building. There were various comments about what people liked or didn’t like with the different options. Tom Bachman requested that individuals follow up directly with Cathleen Gent if they have additional comments after the meeting. The group then discussed the question of how much education programming will be part of the facility. There was consensus that there should be a small area – using a conference room, for instance – where groups can meet and that educational tours should be able to be accommodated within the ARCC area and other places. The group also said space for education should be done without significant increases to the budget. Chrissy Bellmyer pointed out that is important that the ARCC space be clean and that there be enough room for a group to be standing somewhere in the work area. There was a general discussion about whether the facility would be solely for residential or solely for commercial users. The members recognized that we need to wait for the materials and market analysis to be completed, but that there is some expectation that, the more materials we handle, the more income we can generate, therefore, we would want to have both residential and commercial users, although it isn’t yet finalized what materials we would want the commercial users to bring. C&D and scrap metal are likely materials to accept from commercial users. The meeting participants also briefly discussed whether we would accept trash at the facility. Peter Anthony suggested there may be good financial reasons to accept materials such as trash that have been picked up by haulers, but the group agreed it is important to look at the circulation, truck sizes, and materials before making any decisions. Lee Cattaneo said we might want to allow small haulers, not larger haulers. In terms of mandated recyclables, the group discussed having a fast trash and bag drop for residential users versus accepting hauler-scale mandated recyclables. One question is whether a fast trash versus a tipping floor would make a difference in CVSWMD’s facility being considered as a transfer station. Lee Cattaneo brought up the concept of one-stop shopping as a goal for the facility. Anita Krauth pointed out that we should minimize the amount of waste being generated at the facility and that we should be conservation-minded with our decisions, such as placing solar on top of roofs in parking areas, etc. One other point people agreed with is that some types of pole barns or other systems are needed to keep the materials dry. That agenda item concluded and the architects and Facility Committee members left at this time.

Approved Minutes  
CVSWMD Program Oversight Committee (POC)  
CVSWMD Office, 137 Barre Street, Montpelier, VT  
Wednesday, June 3, 2015

- b. Facility Selling Points – The POC reviewed the most recent draft of selling points that have most recently been edited by the Facility Committee. Under Section 2, the POC asked that the third bullet be reframed to state that we don't need as many HHW events and that those remaining events will take place to serve more rural areas. The POC also agreed that there should be a plan for transportation with rural local recycling and services, although did not set a date for taking that up.
3. Approve Minutes from May 13 meeting minutes: Anita Krauth made a motion to approve the minutes, seconded by Mia Moore. The minutes were approved unanimously.
4. FY17 Program Planning – Cathleen Gent distributed a pie chart and table that General Manager Leesa Stewart put together for the Program Allocation FY15 – from July 1 through April -- which shows the program allocation for various CVSWMD programs. The POC also reviewed Cathleen Gent's memo in the meeting packet. Cathleen Gent discussed the timeframe for preparing the programming and budgeting for FY17, indicating that the POC needs to complete its prioritization in September so that the programming priorities can go to the FOC later that month, since a hearing needs to be held prior to November 1<sup>st</sup>. Mia Moore and Ellen Gershun said that they would like feedback from staff who manage CVSWMD programs about whether more or less funds will be needed in FY17 and the reasons why. The POC also requested more information about the clear bags in terms of what that pilot program would cost.
5. State Bulk Purchase – Recycling Containers for Municipalities - Lee Cattaneo provided an update from the EB meeting, during which the EB provided direction about how to assist municipalities, namely that CVSWMD should assist municipalities financially, if we can afford to. Lee suggested that the question of how CVSWMD should do that cannot be discussed until we learn the details about the state bulk purchase program, including the costs for the containers. The POC will discuss this topic again, once the state bulk purchase program is announced.
6. Preliminary Review of CVSWMD Ordinances – Lee Cattaneo said that he would like to revise the ordinances into a new single volume, which will include separate sections for each topic. He said he would like to eliminate the redundancy across the separate ordinances, such as the definitions or hauler licensing references. He proposed that, as a first step, he will block out new sections and put all the current content within the sections. His plan is to do this by the next POC meeting. Lee also said he will talk with General Manager Leesa Stewart about whether legal counsel is comfortable with having one ordinance to replace our various separate ordinances currently.
7. July meeting – After discussion, it was clear that there would not be a quorum for the July 1 meeting. The POC agreed that the group should meet this summer. Cathleen Gent will send out a doodle request with potential dates to POC members.

Lee Cattaneo adjourned the POC meeting at 6:30 PM.