

Approved Minutes

CVSWMD Program Oversight Committee (POC)

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

Wednesday, March 4, 2015

1. Convene meeting: Lee Cattaneo convened the meeting at 5:02 PM with committee members Gerhard Postpischil, Mia Moore, and Anita Krauth, along with Leesa Stewart (General Manager), Cassandra Hemenway (Zero Waste Outreach Coordinator), and Cathleen Gent (Planning Analyst). Absent: Ellen Gershun; Laura Zeisel. Cathleen Gent took notes.
2. Approve Minutes from February 4 meeting minutes: Anita Krauth made a motion to approve the minutes, seconded by Mia Moore. The minutes were approved unanimously. Cathleen Gent provided brief updates regarding the SWIP review process, upcoming public hearings, and the state bulk purchase program for municipal recycling containers in public spaces.
3. Organics Program Update – Cathleen Gent reported that the Executive Board has directed staff to develop a strategy for the divestment of the organics hauling program and to present a plan by July 1st. Cathleen also reviewed the work being done by a staff working group (Leesa Stewart, Cassandra Hemenway, Carl Witke, Cathleen Gent). Staff would like to move forward with the FY16 customer fee increases which were approved by the Board late last year. Cathleen said that staff have come up with several options they will bring forward in the plan. Lee Cattaneo stated that the program is not sustainable as it is currently operating and noted that any plan needs to ensure that the cherry-picking of larger customers will not take place. There was additional discussion about Act 148 and organics collections.
4. Facility Planning Update
 - a. Evaluation Forms for Reviewing Facility Proposals – The POC reviewed and made suggested edits to the draft evaluation forms to be used for reviewing proposals for consulting services.
 - b. Evaluation Review Process – Cathleen Gent and Lee Cattaneo provided an update about the evaluation review process. During the March 17th Executive Board meeting, Fred Thumm will be asked to appoint an ad hoc committee for reviewing proposals. During that meeting, the Executive Board will open sealed proposals and provide direction about the review process.
 - c. Outreach Plan(s) for Facility – Cassandra Hemenway described the current status of preparing the outreach plans for the facility. She indicated that the plans will be ready in late March and will be presented to the POC during the April 1st meeting. POC members provided input and ideas for the outreach plan.
 - d. Clarify Facility Services/Functions – Cathleen Gent provided an update about a request from the Financial Oversight Committee (FOC) that the POC describe what functions (and, therefore, programming) the facility would provide. In general terms, the FOC is looking for directional clarity regarding what Board members wish to see CVSWMD pursue in a facility and the level of comfort in representing our plans with local Selectboards. Leesa Stewart added that the FOC is concerned that the full scope (Concept Option #3, as endorsed by the Board) is not financially feasible. Lee Cattaneo said that the architectural/engineering studies and market/materials analysis will provide valuable information that will influence the facility size/configuration and materials, noting that the work won't be completed for several months. Leesa Stewart said that the chief reason why the FOC is taking up the question now is that the bond process needs to begin later this year in order to have funds available by mid-2016. Cathleen Gent, Leesa Stewart, and Cassandra Hemenway updated the POC regarding work that the Facility Staff Working Group is doing with respect to financing/fundraising options and a modular (phased) to completing the project (Option 3). There was consensus among the POC members that they are open to a modular approach. The POC briefly reviewed the three options that the POC prepared last fall. At its next meeting, the POC will discuss whether to endorse an increase of \$1 in the per capital fee for the purpose of building a facility. However, the POC was clear that concrete plans and site plans should be prepared prior to moving forward any such proposal. The POC requested that the FOC provide the POC with their recommendation for the maximum amount that CVSWMD should

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take on in long-term debt. The POC also asked the Facility Staff Working Group to continue its work with respect to services under a modular approach and financing/fundraising/grants.

- e. Questions to be answered via the Facility Business Plan – Lee Cattaneo asked that the plan address the organics program, including a compost facility, and leaf and yard waste. POC members will email Cathleen Gent if there are any other special questions they would like answered in the Facility Business Plan. Leesa Stewart will bring this question to the FOC as well.

Mia Moore left at 6:15 PM. There was no longer a quorum and the meeting adjourned.