

## Approved Minutes

CVSWMD Program Oversight Committee (POC)

Central Vermont Chamber of Commerce office

Wednesday, September 3, 2014

1. Convene meeting: Lee Cattaneo convened the meeting at 5:05 PM with committee members Gerhard Postpischil and Ellen Gershun attending, along with Laura Zeisel (board member), Leesa Stewart (General Manager), and Cathleen Gent (Planning Analyst). Cathleen Gent took notes.
2. Approve Minutes from August meeting: Laura Zeisel made a motion to approve the minutes of the August 6<sup>th</sup> meeting, seconded by Ellen Gershun. No changes were offered and the minutes were approved.
3. Revisions to agenda – Laura Zeisel asked details about the POC in light of the fact that she is thinking of joining the committee. The POC discussed whether to alter the starting time of meetings. Committee members encouraged Laura Zeisel to join the committee and the meeting start time will not change.
4. New Facility
  - Revised General Project Work Plan – The POC reviewed the revised facility general project work plan and made the following changes: 1) Add a new task for doing a RFP and retaining a consultant to draw site plans between December 2014 and May 2015, in conjunction with evaluating locations. The site plans will be needed for doing the permitting process. 2) Revise “Retain architect or designer and obtain design drawings” to “Retain architect and obtain sketch drawings” and move up before permitting and zoning task, since architectural sketch drawings will be needed. 3) Add new task, “Obtain detailed architectural drawings” in February-March 2016 time frame. The committee agreed that this project work plan will be revised extensively over time. Lee Cattaneo also asked Leesa Stewart to send the POC members the link with the consultant study done for the Chittenden Solid Waste District about districts for either materials or geographic locations, since that document might be helpful to the POC in discussing the new facility options.
  - Discuss Decision-Making Process – Leesa Stewart reported that she has conferred with CVSWMD Board chair Fred Thumm, who has indicated he would like two committees, the POC and the FOC, to present recommendations to the full board together. The Facility Committee will provide input about its recommendations to the POC. Cathleen Gent said the goal is for the POC to present to the FOC at its October meeting. Laura Zeisel suggested a joint meeting may be appropriate.
  - Revised Facility Evaluative Matrix Tool - The POC prioritized the materials for a facility as follows: #1 Mandated recyclables (source separated); #2 (combine #2 and #4) Composting/food waste (pick up) and ARCC Food scraps; #3 Mandated Cardboard (corrugated); #5 Leaf and yard waste; #6 ARCC Garden and Shed; #7 Household Hazardous Waste (no paint); #8 Clean wood waste; #8a C&D materials; #9 ARCC Technology/Small electronics (including E Waste). The POC will review the full list again at the next meeting, when additional cost information is available. Lee Cattaneo would also like to look again at the value of materials for ARCC garden and shed since the paint care program is now operational.
5. CVSWMD Survey of Municipalities: Planning for Recycling Containers in Public Places – The POC reviewed the FOC meeting minutes of August 19<sup>th</sup>. Leesa Stewart said that the FOC would like to retain any excess FY14 revenues for a new facility and not offer a grant program or purchase for recycling containers to meet municipalities’ needs to be compliant with Act 148. Lee Cattaneo said he agrees with that position. Ellen Gershun and Laura Zeisel suggested there might be some outside source of grant funds for municipalities. Leesa reviewed several options. The POC requested that staff put together a list of possible grant sources, along with other ways they might be able to obtain containers (through a state bulk purchase, haulers, etc.). Leesa Stewart pointed out that the towns are now entering their annual budget preparation process, so that any state bulk purchase option or recycling container expenses should be finalized by December. She will follow up with ANR about that potential bulk purchase program.
6. CVSWMD SWIP – Lee Cattaneo requested that the public hearing schedule be moved to an appendix. There were no additions to the SWIP vision, mission and guiding principles.
7. Next meeting – The next meeting is on Wednesday, October 1<sup>st</sup> from 5 to 6:15 PM.
8. Adjourn – Lee Cattaneo adjourned the meeting at 6:25 PM.