



**Convene meeting:** Chair Lee Cattaneo convened the meeting at 5:07 PM with committee members Ellen Cheney, Gabrielle Malina, Gerhard Postpischil and Matt Rouleau in attendance. Planning Analyst Cathleen Gent, Outreach Manager Cassandra Hemenway, and ECO AmeriCorps Member Theron Lay-Sleeper also attended. Cathleen Gent took minutes.

Gerhard Postpischil handed out a list of his suggestions related to the POC job description and some of the specific policies to be discussed under the CVSWMD Administrative Policies and Procedures topic.

1. **Approve Meeting Minutes –March 6 and April 17:** *Ellen Cheney made a motion to approve the minutes of the March 6 meeting, seconded by Gabrielle Malina. The motion passed unanimously. Matt Rouleau made a motion to approve the minutes of the April 17 meeting, seconded by Ellen Cheney. Cathleen Gent requested that the following be deleted “R3/O3/H3 – Business Outreach – check off ‘leaf and yard debris’ since we created a flyer in 2018.” The motion to approve the minutes as amended passed unanimously.*
2. **POC Job Description**  
The POC reviewed the draft POC Member Description (May 2018) and Section 3 from the CVSWMD Financial Policies and Procedures, which describes the functions of the Program Oversight Committee. The POC made minor modifications to the May 2018 job description, and added a new item #8 “The POC shall analyze program goals of the District in accordance with Section 3 of the Financial Policies and Procedures.” *Gabrielle Malina made a motion, seconded by Matt Rouleau, to revise the POC Member Description. The motion passed unanimously.*
3. **CVSWMD Administrative Policies and Procedures** – Cathleen Gent explained that, at this time, CVSWMD’s non-financial policies and procedures are separately kept. The POC has a task on its work plan to create one document for all administrative-related policies (non-financial). The product will be similar to the Financial Policies and Procedures which were adopted in the fall 2018. Cathleen explained that the list of polices and each policy was included in the meeting packet, with no particular order. Lee Cattaneo facilitated the discussion about the project and the POC offered specific ideas for changes to the policies, beginning with the Public Comment Period at Monthly Meetings policy and the Conflict of Interest and Disclosure policy. Following discussion, the POC members agreed to take this up at a future meeting. Lee Cattaneo requested staff to prepare a review document for POC members to aid in making edits.  
  
Due to time constraints, the POC moved the order of the agenda.
4. **FY20 Budget – Composting Income and Expenses – Proposal for Limited Public Distribution** – Cassandra Hemenway joined the POC for this discussion. She reviewed her memo regarding the history of previous guidelines regarding giving away and selling compost pails and buckets and discussed the current situation, in which the supply of buckets is very low and the FY20 budget includes a new line item for counter food scrap containers. Cassandra described an idea to supply residents in certain multi-family housing complexes with the buckets at no or low cost. The POC requested that staff return to the POC with a draft policy which encompasses giveaways for workshops, community prizes, etc. (the original intent) as well as the sales of buckets and limited distribution of free containers with established criteria and certain parameters (for low-income housing complexes, for instance.)
5. **Presentation: Repair Cafes and Mattress Collection** – ECO AmeriCorps member Theron Lay-Sleeper presented information about repair cafes, the mattress collection at Barre Town, and community composting efforts. A Q&A discussion followed.
6. **Adjournment** – Cathleen Gent will send out a poll for finding a summer meeting date. *Lee Cattaneo adjourned the meeting at 6:20 PM.*

*Cathleen Gent*

Respectfully submitted by Cathleen Gent