



Convene meeting: Chair Lee Cattaneo convened the meeting at 5:05 PM with committee members Ellen Cheney, Gabrielle Malina, Gerhard Postpischil and Matt Rouleau (arrived at 5:15 PM) in attendance. Planning Analyst Cathleen Gent and School Zero Waste Program Coordinator John Jose also attended. Cathleen Gent took minutes.

1. **Revisions to Agenda** – Lee Cattaneo added an item to the agenda, namely a discussion about waste oil.
2. **Approve Meeting Minutes –June 5:** *Gerhard Postpischil made a motion to approve the minutes of the June 5 meeting, seconded by Gabrielle Malina. No changes were offered. The motion passed unanimously.*
3. **Waste Oil Discussion** - Lee Cattaneo recounted a conversation that took place in a local auto parts store, when someone asked if the store accepted used motor oil and the staff member said they did not. That led to a discussion about state law and whether stores are required to accept used motor oil. Cathleen Gent said she would consult the law’s language and confer with ANR staff, then report back to the POC.
4. **Backyard Composting Equipment Donation Policy** – Cathleen Gent reviewed the draft policy prepared by Outreach Manager Cassandra Hemenway related to donations of composting equipment. The POC requested a change to language in the item related to “Kitchen Caddies” – namely to change “state-funded affordable” to “state subsidized” multi-family housing. Cathleen Gent suggested that the POC add an item: “Unless restricted by grant requirements or other restriction for below-market pricing, pricing for the public will reflect CVSWMD’s Financial Policies and Procedures, Section 10, Pricing of Products for Sale.” The POC decided that provision should be changed in the Financial Policies and Procedures document. *Gerhard Postpischil made a motion to approve the Backyard Composting Equipment Donation Policy as amended. The motion was seconded by Gabrielle Malina. Voting: four in favor (Cattaneo, Cheney, Malina, Postpischil); one abstention (Rouleau).*
5. **Municipal Services Program Grant Program: Proposed Changes to Guidelines and Application** –Cathleen Gent and Ellen Cheney (who also serves on the Grants Committee) provided an overview of changes proposed by the Grants Committee. The POC discussed various aspects of those, most notably the terms “one-time” and “sustainable”. There was consensus that an application should be excluded solely because a town has applied for the same project in the past, especially if there are available funds. Although an application might be prioritized lower, it might not be disqualified, if other criteria are in place. *Motion made by Ellen Cheney, seconded by Matt Rouleau, to forward the MSP guidelines and application documents to the Executive Board. Voting: unanimous in favor of the motion.* Cathleen Gent requested that Lee Cattaneo confer with her in making final changes to the documents for the Executive Board. She will communicate with Grants Committee chair Matt Levin about the changes made by the POC. Gerhard Postpischil provided a hard copy of suggested changes to Cathleen Gent, which are primarily grammatical.
6. **Proposed Changes to FY20 Program Plans**
 - a. Outreach Program – postponed to next POC meeting due to time constraints.
 - b. School Zero Waste Program – John Jose and Cathleen Gent reviewed the proposed changes with the POC. Some changes are found in the “Additional Programming” section, regarding the timing for developing and rolling out a Reducing Toxics Guide for schools and facilitating field trips to solid waste facilities. Other changes are in the “Summer Programming” section and a new section “Teacher Professional Development Workshops”. The POC asked staff to always try to assess in advance what changes might be needed to staff workload to assume new activities. *Motion made by Ellen Cheney, seconded by Gabrielle Malina, to recommend the FY20 Program Plan changes for the SZWP. Voting: unanimous in favor of the motion.*
 - c. School and Library Materials Transfer Program – postponed to next POC meeting due to time constraints.
7. **Proposed Change to 2019 CVSWMD Fee Structure: Business Fee for Tires-** Cathleen Gent reviewed a proposal offered by outgoing ARCC Operations Manager Charlotte Low to enact a tire price increase for businesses. This proposal is being made because there has been a substantial increase in the number of tires

being brought to the ARCC by businesses because our prices are lower. POC members agreed that it was always intended that the ARCC be an outlet for residents to bring tires, not companies making a profit. The POC requested the following changes: effective date of August 15, 2019; \$6 for off-rim and \$7 for on-rim: use the term “commercial”. *Motion by Gerhard Postpischil, seconded by Matt Rouleau, to approve the price change, as amended. Voting: unanimous in favor of the motion.*

8. **Work Session – Administrative Policies and Procedures Document** – Due to time constraints, the POC did not take up this topic. Gerhard Postpischil provided Cathleen Gent with a hard copy of his suggested changes.
9. **Adjournment** – Cathleen Gent will send out a poll for finding an August meeting date. *Lee Cattaneo adjourned the meeting at 6:45 PM.*



Respectfully submitted by Cathleen Gent