



**Convene meeting:** Chair Lee Cattaneo convened the meeting at 5:05 PM with committee members Ellen Cheney and Gerhard Postpischil in attendance. Interim General Manager Cathleen Gent, School Zero Waste Program Coordinator John Jose, and Operations Manager Lisa Liotta also attended. Cathleen Gent took minutes.

Cathleen Gent introduced Lisa Liotta, CVSWMD's new Operations Manager at the ARCC.

1. **Revisions to Agenda** – Cathleen Gent added an item to the agenda, namely a review of the FY20 POC Work Plan.
2. **Approve Meeting Minutes –July 24:** Cathleen Gent distributed copies of the minutes. *Ellen Cheney made a motion to approve the minutes of the July 24 meeting, seconded by Gerhard Postpischil. No changes were offered. The motion passed unanimously.* Cathleen Gent reported that she contacted the State of Vermont about the question about whether retail shops are required to accept waste oil. Cathleen confirmed that no establishments must accept waste oil per state law. Used oil is prohibited to be land filled. Lee Cattaneo said his concern is that the state MMP would require a SWME to accept waste oil if there are no regional outlets. Cathleen Gent pointed out that a number of establishments currently accept used oil and residents and businesses may bring used oil to CVSWMD HHW events.
3. **Proposed Changes to FY20 Program Plans**
  - a. Outreach Plan – Cathleen Gent noted that Outreach Manager Cassandra Hemenway is doing a training this evening so cannot attend. Cathleen then reviewed the proposed changes to the Outreach Plan. POC members offered a number of minor changes. *Ellen Cheney made a motion to recommend the revised FY20 Outreach Plan to the Board of Supervisors, seconded by Gerhard Postpischil. The motion was passed unanimously.*
  - b. Special Collections Plan: School and Library Materials Transfer Program – Cathleen Gent and John Jose reviewed the changes to the program, within the FY20 Special Collections Plan. *Ellen Cheney made a motion to recommend the revised FY20 Special Collections Plan related to the School and Library Materials Transfer Program to the Board of Supervisors, seconded by Gerhard Postpischil. The motion was passed unanimously.*
4. **HHW Infrastructure Grant RFP** – Cathleen Gent reviewed the memo about the State of Vermont RFP for proposals for permanent HHW facilities. POC members discussed questions and ideas, and said they would bring those to the full Board discussion on the topic.
5. **Update RE: Municipal Services Grant Program & Future Programming** – Cathleen Gent and Lee Cattaneo reviewed the process for coming to agreement on changes to the MSP grant program, which involved the POC and Grants Committee chairs meeting and agreeing on language changes. Lee Cattaneo also said there may be activities by towns that may be considered for regular programming in the future. Staff will discuss this in light of the next round of MSP applications received.
6. **Equipment Commissioning and Decommissioning** –Cathleen Gent and Lee Cattaneo discussed the policy and specifics of what might be considered for this year. Lee Cattaneo said that he does not want the large roll-off truck to be sold at this time, as it may be needed for MSP activities and the expense of purchasing a new truck could be prohibitive. *Motion made by Ellen Cheney, seconded by Gerhard Postpischil, to retain the roll-off truck and to communicate this action to the FOC. The motion passed unanimously.*
7. **Planning Fall Meeting with FOC** – The POC offered a number of potential meeting dates, which Cathleen Gent will communicate to the FOC.
8. **Work Session – Administrative Policies and Procedures Document** – The POC reviewed the document and offered specific changes. The next step is for staff to re-format the document for final POC review. No time table was established for this, due to staff work priorities.

9. **POC FY20 Work Plan** – POC members reviewed the FY20 Work Plan for the POC. No changes were offered. *Motion made by Ellen Cheney, seconded by Gerhard Postpischil, to approve the FY20 POC Work Plan. The motion passed unanimously.*
10. **Adjournment** – Ellen Cheney made a motion to adjourn, seconded by Gerhard Postpischil. The meeting adjourned at 6:20 PM.



Respectfully submitted by Cathleen Gent