



Convene meeting: Chair Lee Cattaneo convened the meeting at 5:00 PM with committee member Matt Rouleau in attendance. Brenna Toman took minutes.

1. **Revisions to Agenda:** None.
2. **Approve Meeting Minutes –May 6th, 2020:** *Matt Rouleau made a motion to approve the minutes of the June 3rd meeting. There were no proposed changes and the minutes were passed unanimously.*
3. **FY21 Special Collections Program Plan:** Staff drafted the FY21 Special Collections Plan to include changes in the Large Volumes Collections for Public Institutions, addition of the new Household Hazardous Waste Facility, and general updates. The Committee suggested several clarifications and requested to see data for Schools & Libraries collections for FY19-FY20. *Motion by Matt to recommend that the full board approve the FY21 Special Collections Plan with corrections. The motion was seconded by Lee and approved unanimously.*
4. **Joint FOC Committee Meeting:** Staff will bring analysis and recommendations for new capital items, including the purchase of a new box truck (FY21) and equipment for the new Household Hazardous Waste Facility (FY22), to the FOC meeting. The committee recommended estimating the percentage that we would use any new equipment at the ARCC versus the new HHW Facility, if applicable.
5. **Adjournment** – The next meeting of the POC will be held Wednesday August 5th, 2020. Matt Rouleau made a motion to adjourn, seconded by Lee Cattaneo. The meeting adjourned at 5:29 PM.

Respectfully submitted by Brenna Toman