



Convene meeting: Chair Lee Cattaneo convened the meeting at 5:02 PM with committee member Matt Rouleau in attendance. Brenna Toman took minutes.

1. **Revisions to Agenda:** None.
2. **Approve Meeting Minutes –Sept 2nd 2020:** *Matt Rouleau made a motion to approve the minutes of the August 5th meeting. There were no proposed changes and the minutes were passed unanimously.*
3. **Approve Meeting Minutes –Joint FOC/POC Mtg August 20th 2020:** *Matt Rouleau made a motion to approve the minutes of the August 20th meeting. There were no proposed changes and the minutes were passed unanimously.*
4. **FY22 Program Plan Template:** Staff overhauled the FY22 Program Plan template to streamline several redundancies and to make plans easier to read and revise. Committee members stressed the importance of using consistent language for revenues and expenses.
5. **POC FY21 Work Plan:** Some dates had been adjusted for the work plan.
6. **FY22 Municipal Services Plan:** Brenna Toman presented the FY22 Plan, with the caveat that sections will need to be changed to match the newly revised FY22 template. This plan was adapted from both the previous MSP plan and the Special Collection Plan. Committee members noted that some components did not seem to fit into the MSP program, and may be better suited in an administrative-type plan. Staff will bring a revised MSP Plan to the November POC meeting.
7. **FY22 Household Hazardous Waste Plan:** Brenna Toman presented the FY22 Plan, with the same caveat that sections will need to be changed to match the newly revised FY22 template. The Committee requested that staff bring the revised plan to the November POC meeting.
8. **Other:** Staff gave an update on the SWIP and public hearings occurring in October.
9. **Adjournment** –The next meeting of the POC will be held Wednesday November 4th, 2020 at 5pm. The meeting adjourned at 5:40pm.

Respectfully submitted by Brenna Toman