



**Convene meeting:** Chair Lee Cattaneo convened the meeting at 5:35 PM with committee member Matt Rouleau in attendance. Planning Analyst Brenna Toman took minutes.

1. **Revisions to Agenda:** None.
2. **Approve Meeting Minutes –November 12, 2020:** *Matt Rouleau made a motion to approve the minutes of the November 12<sup>th</sup> meeting. There were no proposed changes and the minutes were passed unanimously.*
3. **FY22 Program Plan**
  - a) **Household Hazardous Waste Program Plan:** Brenna Toman presented the FY22 Plan. The Committee suggested wording revisions to clarify two sections of the plan. *Matt Rouleau made a motion to recommend to the Board of Supervisors approval of the FY22 Household Hazardous Waste Program Plan. Lee Cattaneo seconded the motion, which passed unanimously.*
4. **Other:** –The next meeting of the POC will be held Wednesday January 13<sup>th</sup>, 2020 at 5pm. This will be a Special Meeting. There was a short discussion of how to streamline the Program Plan process. Chair Lee Cattaneo urged any Board members interested in Program Plans to join the POC.
5. **Adjournment:** The meeting adjourned at 5:52 PM.

Respectfully submitted by Brenna Toman