



**Convene meeting:** Chair Lee Cattaneo convened the meeting at 6 PM with committee member Matt Rouleau in attendance. Staff present included Outreach Manager Cassandra Hemenway, General Manager Cathleen Gent, and Planning Analyst Brenna Toman took minutes.

1. **Revisions to Agenda:** None.
2. **Approve Meeting Minutes –December 2<sup>nd</sup>, 2020:** *Matt Rouleau made a motion to approve the minutes of the December 2<sup>nd</sup> meeting. One date change was noted. Lee Cattaneo seconded the motion. The motion passed unanimously.*
3. **Selling Recycling Bins:** Cassandra Hemenway proposed to offer surplus recycling bins from the school program to the public at the District's pricing rate. Members noted that the sales tax will be based on the sale and the markup combined, but will result in charging the same price (\$12). *Matt Rouleau made a motion to add recycling bins to equipment sales at a rate of \$12.00 per unit. Lee Cattaneo seconded the motion. The motion passed unanimously.*
4. **FY22 Program Plan: Outreach Program Plan:** Cassandra Hemenway presented the FY22 Plan, highlighting USDA funded project to work with Barre City landlords. The Committee suggested wording revisions to clarify this section of the plan. *Matt Rouleau made a motion to recommend to the Board of Supervisors approval of the FY22 Outreach Program Plan. Lee Cattaneo seconded the motion. The motion passed unanimously.*
5. **Program Plan Update Process:** The Committee considered a proposal to allow the POC authority to approve revisions to annual program plans without full Board approval. The POC would have the option to forward significant program plan revisions for consideration by the full Board if necessary. Committee members noted that the process should not start until the POC had at least 3 members. Program plan changes would be highlighted in a short, bulleted attachment to POC minutes, which the full Board approves. Board members will have the opportunity to request copies of program plan revisions. This idea will be brought to the February meeting of the Executive Board.
6. **Upcoming Plans:** Brenna Toman reviewed the FY22 Program Plans that will be next brought to the POC, likely at their March meeting.
7. **Other:** –The next meeting of the POC is planned to be held Wednesday February 3<sup>rd</sup>, 2020 at 5pm.
8. **Adjournment:** The meeting adjourned at 6:30 PM.

Respectfully submitted by Brenna Toman