



1. **Convene meeting:** Chair Lee Cattaneo convened the meeting at 6:01 PM with committee member Matt Rouleau in attendance. Planning Analyst Theron Lay-Sleeper, General Manager Lisa Liotta, Operations Manager Brenna Toman, and Outreach Manager Cassandra Hemenway also attended. Theron Lay-Sleeper took minutes.
2. **Revisions to Agenda:** *Matt Rouleau moved to add scheduling a regular meeting time to the agenda, which was seconded by Lee Cattaneo. The motion passed unanimously.*
3. **Approve Meeting Minutes from April 7th, 2021:** *Matt Rouleau made a motion to approve the minutes of the April 7th meeting. The motion was seconded by Lee and passed unanimously.*
4. **Introductions-Committee Members and Planning Analyst:** The committee welcomed Theron Lay-Sleeper as the new Planning Analyst and POC staff. New committee member Betsy Ziegler was not able to attend this meeting, and will be introduced next meeting.
5. **Appoint a chair and vice chair:** *Matt nominated Lee as the chair, and Lee nominated Matt as the vice chair. The nominations were unanimously accepted. Lee Cattaneo was appointed to chair and Matt Rouleau was appointed to vice chair.*
6. **FY22 Program Plans Revisions:**
 - a) **Outreach Program Plan** – Cassandra presented ongoing outreach program work and highlights from the past fiscal year, as well as projects that are coming up. Members discussed Very Small Quantity Generator registration and outreach. *Matt Rouleau moved to recommend approval of the revised Outreach FY22 Program Plan to the full Board. Lee Cattaneo seconded, and the motion was passed unanimously.*
 - b) **HHW Program Plan** –The start date of the HHW facility project has been changed and the HHW Program Plan reflects that change. Lee questioned the definition of “vehicle,” and Lisa acknowledged that there has been some discussion about the definition of “carload” or “vehicle” and trucks vs cars. Lee felt that “vehicle” was too vague a term and recommended that the FY22 program plan be amended to include planning a volume-based pricing schedule for HHW event attendees. *Matt Rouleau moved to recommend approval of the HHW Program Plan as amended to the full Board, which was seconded by Lee Cattaneo and approved unanimously.*
7. **Other:** The POC established that their meeting time shall be the first Wednesday of each month at 5:30pm, unless additional meetings are necessary. Theron will work to schedule a joint POC/FOC meeting by sending out a couple of dates to all committee members.
8. **Adjournment** – *Matt Rouleau made a motion to adjourn, seconded by Lee Cattaneo. The meeting adjourned at 6:40 PM.*

Respectfully submitted by Theron Lay-Sleeper