

Minutes

CVSWMD Program Oversight Committee (POC)

Central Vermont Chamber of Commerce, 33 Stewart Road, Berlin, VT

Wednesday, December 7, 2016

1. **Convene meeting:** Chair Lee Cattaneo convened the meeting at 5:03 PM with committee members Claire Wheeler, Gerhard Postpischil, and Nancy Kellogg. Other attendees included Cathleen Gent (Planning Analyst) and Bruce Westcott (General Manager). Cathleen Gent took notes.
2. **Revisions to Agenda** – There were no revisions to the agenda.
3. **Approve Meeting Minutes – November 2:** *Claire Wheeler made a motion to approve the minutes, seconded by Gerhard Postpischil. The motion passed unanimously.*
4. **Enforcement Policy/Plan:** Cathleen Gent explained that, in response to the POC’s request at the last meeting to provide parameters regarding the range of potential enforcement activities, staff members (Bruce Westcott, Barb Baird, and Cathleen) reviewed and revised (with track changes) the current Education and Enforcement Activities Procedures Policy # 1601. Bruce Westcott noted that he is working on a general review of the CVSWMD policies with the goal of consolidation and restructuring separate policies to create a uniform policies and procedures document. Cathleen Gent reviewed the changes to Policy #1601 with the POC, which offered the following observations and/or changes:
 - a. Section 1. Education – add language reflecting the fact that education is offered in an on-going manner within the compliance process.
 - b. Section II. Annual Licensing: 1.b. – add “within 30 days” or “within 60 days” depending on staff recommendation.
 - c. Section IV. Unit Based Pricing. POC noted that the first step should be education regarding both correct signage and fees.
 - d. Section V. Regulations of Solid Waste – The POC noted that ANR takes the lead on these types of violations.
 - e. Section VII. Procedures for Education and Enforcement: 1. - The CVSWMD Solid Waste Management Ordinance refers to a “daily incident” for violations, therefore, that will be the guide that is used for enforcement. Staff will add “daily” before the word “incident” and add a reference to the Solid Waste Management Ordinance.
 - f. Section VII. Procedures for Education and Enforcement: 2. ii. The POC would like an addition indicating that staff will send a reminder via email, if possible, prior to serving a Notice of Violation letter.

Motion: Made by Claire Wheeler, seconded by Nancy Kellogg, to recommend a set of revised changes to Policy 1601: Education and Enforcement Activity Procedures, as revised during the meeting, for review by the Board of Supervisors.

Gerhard Postpischil said that he believes a CVSWMD bylaw requires that the POC and the Financial Oversight Committee (FOC) are required to hold a joint meeting annually. Cathleen Gent will research this question and follow up with the POC.
5. **Handling of Organic Wastes within the District** – Lee Cattaneo reviewed the background as to why he is proposing that the POC and the Board of Supervisors consider a process to take comments from the public regarding possible exemptions for haulers from curbside collection of food scraps and/or leaf and yard waste from residential customers. The POC members reviewed the concept paper and expressed support for

bringing this forward to the Board, but did not take any formal action since the Board will take up the question immediately following the POC meeting.

6. **POC FY17 Work Plan Check-In:** The POC discussed a number of changes to the POC FY17 Work Plan in terms of the dates for completing certain tasks and indicating which tasks are completed. Cathleen Gent will revise the document and distribute it to the POC.
7. **Adjournment** – *The meeting adjourned at 6:25 PM.*