



1. **Convene meeting:** Chair Lee Cattaneo convened the meeting at 12:14 PM with committee member Laura Zeisel present and Gerhard Postpischil by conference call. Bruce Westcott (General Manager) and Cathleen Gent (Planning Analyst) attended. Cathleen Gent took notes.
2. **Approve Meeting Minutes – December 6:** *Gerhard Postpischil made a motion to approve the minutes, seconded by Laura Zeisel. Voting in favor: Unanimous.*
3. **FY19 Grants Program Plan**  
The POC reviewed the draft FY19 Grants Program Plan, which has been recommended by the LWRF/Grants Committee. The POC made several changes to the Plan:
  - Page 1 – Last line – Delete “at” and spell out CVCC as “Central Vermont Community College”
  - Page 3 – Revise paragraph regarding the review committee for MSP grants to clarify the role of outside committee members and specifying that outside committee appointment will be made by the General Manager.*Motion by Laura Zeisel, seconded by Gerhard Postpischil, to recommend the plan, as amended, to the Board of Supervisors. Voting in favor: Unanimous.*
4. **Calendar 2018 HHW and Special Events** – The POC reviewed Cathleen Gent’s memo about the topic. POC members expressed support for combining HHW and PBF events this year. They suggested that CVSWMD accept certain materials, even if they are not formally part of the HHW events -- such as smoke detectors, fire extinguishers, mercury thermometers, etc. -- charging whatever fees apply. Cathleen Gent pointed out one change the Operations staff would like, namely to do rover PBF events in Chelsea and Duxbury – for this year only (2018). Any future events in those two towns will go through the MSP grant approval process. The POC also agreed that only the FY19 plan should be revised, not the FY18 plan. Cathleen Gent will communicate the POC direction to Operations staff.
5. **Municipal Services Program** – Cathleen Gent reviewed her memo and draft MSP Grant Program Guidelines document. The POC offered a number of edits to the grant program guidelines document. Cathleen Gent will prepare a track changes version of the document and staff will present that during the upcoming (Tuesday) Board of Supervisors meeting. *Motion by Gerhard Postpischil, seconded by Laura Zeisel, to recommend the MSP Grant Program Guidelines document for approval by the full Board, as amended during this meeting. Voting in favor: Unanimous.*
6. **Enforcement Notification Procedure** – Bruce Westcott reviewed his memo and draft letter regarding enforcement for haulers that have not obtained licenses in 2018. He discussed the steps for issuing violation notices, rights of appeal, etc. as laid out in Article 10 of the CVSWMD Solid Waste Management Ordinance. The POC endorsed the procedure, which will involve phone calls, then letters, from the General Manager. Some edits were suggested for the letter, which Bruce Westcott will incorporate.
7. **Adjournment** – Due to time constraints, the POC did not discuss the Board retreat recap and strategic planning project. *The POC adjourned at 1:15 PM.*

Respectfully submitted by Cathleen Gent