

Minutes
CVSWMD Program Oversight Committee (POC)
CVSWMD office, 137 Barre Street, Montpelier VT
Monday, July 31, 2017

1. **Convene meeting:** Chair Lee Cattaneo convened the meeting at 5:05 PM with committee members Gerhard Postpischil and Laura Zeisel. Bruce Westcott (General Manager) and Cathleen Gent (Planning Analyst) attended. Cathleen Gent took notes.
2. **Revisions to Agenda** – There were no revisions to the agenda.
3. **Approve Meeting Minutes – June 7:** *Gerhard Postpischil made a motion to approve the minutes, seconded by Laura Zeisel. Voting in favor: unanimous.*
4. **Municipal Services Project - Update**
The POC discussed Cathleen Gent’s memo. Lee Cattaneo said that CVSWMD should accept cardboard only if it can generate income. He added that a baler provides an opportunity for expanded markets and income. POC members requested changes to the floor plan: add locations of doors and windows, move the notes about lighting to inside the building; add some outside features such as the width of the driveway, presence of the railroad tracks, and parking. Laura Zeisel said she had been at the ARCC recently. She was impressed with the new posters placed above the materials containers. She also said that the parking area is problematic. The POC also requested that the plan put greater emphasis about satellite services.
5. **Revised FY18 Clean Wood Plan**
Cathleen Gent reviewed the reasons for a revised FY18 Clean Wood Plan and said that CVSWMD has been working with Casella to site a drop off at the CV Transfer Station for clean wood, with the exception of stumps. Staff expect that there will be a limited number of stumps each year and CVSWMD is approaching a number of resources to accept stumps. The POC asked that a provision be added to the revised plan, namely that CVSWMD not be charged for any clean wood that we accept at special events (should we wish to do those as part of the satellite program).
Motion by Laura Zeisel, seconded by Gerhard Postpischil, to recommend that the Executive Board approve the revised FY18 Clean Wood Plan. Voting in favor: unanimous.
6. **FY19 Program Plans: General Discussion**
The POC reviewed the outline for the CVSWMD FY19 program plans. Cathleen Gent and Bruce Westcott discussed the fact that the goal of having an outline and template for program plans is to facilitate a process whereby the POC and Board can review the information more effectively, with a mechanism to show changes from previous plans. The POC agreed with the outline and template approach.
7. **Sharps Program – 540 N. Main**
The POC reviewed the memo and attachments from Mike Peabody. POC members agreed that having sharps collection containers are good from a safety perspective, but raised a number of questions/concerns: timeframe when the program will start; how might this affect our workers comp insurance; protocols for handling sharps that are on the ground (concern that staff will be expected to handle the sharps); the need for public education by the organizing committee. The POC would support only the southeast location for the placement of the sharps collection container. (The northwest location is too close to facility operations and entrance/work areas.) In addition, the POC does not want CVSWMD staff to shovel or do any maintenance services related to the container. The POC requests staff to present answers to the questions/concerns to the EB prior to any decision being made. The POC decided not to take a position on the sharps program until staff present answers and additional information.

8. **Committee Annual Goal Setting** – The POC reviewed the FY17 Work Plan and made a number of changes for FY18, including revised dates for the tasks that are annually completed. In addition, the POC discussed whether to review the mission statement and potentially launch a strategic planning initiative. Cathleen and Bruce will provide the POC with previous strategic planning documents (including the zero waste plan) and the mission statement. The POC also discussed the topic of education and enforcement, confirming that CVSWMD should do enforcement based on what is in our ordinance, not what is in the SWIP. Cathleen Gent will review the ordinance regarding what is required per food scrap collections. The POC will review the draftFY18 work plan at the next meeting, based on reviewing additional information.
9. **Fall Public Meeting and Strategic Planning** – The POC advised that the public meeting -- which is required for our SWIP -- be scheduled after the Municipal Services Project Advisory Committee meeting in September. The meeting should be take place immediately before a Board meeting. [Strategic planning was discussed under item #8.]
10. **Adjournment** – *At 6:30 PM, Lee Cattaneo adjourned the meeting.*

Respectfully submitted by Cathleen Gent