 Meeting Minutes

CVSWMD Program Oversight Committee (POC)

Location: 137 Barre Street, Montpelier VT

Remotely via Zoom

Wednesday, May 3rd, 2023

1. **Convene meeting:** Chair Lee Cattaneo convened the meeting at 5:33 PM with committee members Betsy Ziegler, Shari Cornish, in attendance via Zoom. Assistant General Manager Theron Lay-Sleeper attended via Zoom. Theron Lay-Sleeper took minutes.
2. **Revisions to Agenda:** *None*
3. **Public Comment Period and Announcements:** *None*
4. **Accept Meeting Minutes from May 25, 2022**: *Shari Cornish* *made a motion to accept the minutes of the August meeting. The motion was seconded by Betsy Ziegler and passed unanimously.***Accept Meeting Minutes from August 9, 2022**: *Betsy Ziegler made a motion to accept the minutes of the August meeting. The motion was seconded by Shari Cornish* *and passed unanimously.*
5. **Committee Considerations:**

Theron Lay-Sleeper presented a proposal to re-establish the POC as an Ad-Hoc Committee that meets annually to review program plans. Staffing is short and many staff are new to their positions. The goal is to transfer program planning to program staffers, and base all program plans on the CVSWMD SWIP in five-year plans that will be reviewed annually.

*At 5:41 Jon Jewett Joined the meeting.*

Sign Betsy up for newsletter. Send it to board members, town officials.

*Shari Cornish moved to meet bi-annually to review program plans at 5:00PM on the first Wednesday in March and 5:00PM on the first Wednesday in September to review capital expenditures with the FOC, and otherwise as needed to collaborate with staff in the development of each 5-year SWIP and corresponding program plans to meet the goals laid out therein. Betsy Ziegler seconded and the motion passed unanimously.*

1. **FY24 Program Plans Review**

Theron Lay-Sleeper presented the FY23 Outreach Program Plan, highlighting changes that have been made since Briana Morin joined the District as the new Public Relations and Outreach Coordinator. Betsy Ziegler suggested adding articles to town newsletters, and the Committee discussed different large events that could be visited.

*Jon Jewett moved to recommend the Board to accept the FY24 Outreach Program Plan, FY24 School Zero Waste Program Plan, FY24 HHW Program Plan, and ARCC Program Plan. Shari Cornish seconded the motion and it was approved unanimously.*

1. **Other Old or New Business:** There were no other business items to discuss.
2. **Adjournment** – *Jon Jewett moved to adjourn, and the motion was seconded by Shari Cornish. The meeting adjourned unanimously at 6:22PM.*

Prepared by Theron Lay-Sleeper