

Sustainable Materials Management Project Team

Meeting Minutes

September 11, 2019, 10:00am, 79 Elm Street, Hartford

Present: Susan Amarello – CT DEEP
Kymberly Cianci – Public Defender Services
Michael Gilbert – DSS
Fred Krauth – DOT
Billy Lovejoy – DSS
Patrick McKee – UCONN
Chris Nelson – CT DEEP
Carol O'Shea – DAS (Logistics Coordinator)
Mary Sotos – CT DEEP
Rich Pease – DOC (Team Leader)
Jennifer Weymouth – DEEP (Co-Chair Rep)
Cortez White – Judicial Branch

Next meeting: October 9, 2019, 11:00am, 450 Columbus Blvd, Hartford

1. Discussion

- Discussed EO goals, Project Team purpose and mission, can be changed if we feel it's necessary and will be finalized at the October meeting.
- Discussed how we define waste, how to develop metrics for waste collection (it will be a fiscal year baseline). Waste definition will be finalized at the October meeting. Proposed methodology for baseline was mentioned and will be emailed separately.
- Discussed purchasing to support the EO. Important to re-think what and how we purchase.
 - Purchasing rules have changed.
 - DOT and DSS have great surplus programs – we can learn from them.
 - Are the products compostable and/or do they need to be?
 - Where is \$\$ coming from to buy more expensive items?
- How can we save money? Streamlining materials management operations internally? No deskside pickup of trash is a best management practice and potential cost savings.
- Discussed recycling and composting.
 - State contract for composting in process of being developed.
 - Discussed Composting Pilot program currently underway at 450 Columbus Blvd. Discussed hurdles, discussed setting up a “green team” and volunteers to help during lunch time.
- Green Teams can help with shifting the culture in agencies not typically focused on the environment.

- Discussed the State Agency Survey
 - Each team member to review and comment on the Survey for discussion at the October meeting.
 - At the October meeting, the team will decide how widely the survey will be distributed.
 - Agreed it should come from the SSOs to get a 100% response.
- Additional questions that came up:
 - How to handle returnable bottles in offices, can housekeeping take home with them?

2. Presentation from Chris Nelson, CT DEEP (presentation will be distributed to team via email)

Reviewed the materials management hierarchy with emphasis placed on waste reduction, reuse, and recycling. Also discussed policy drivers for statewide goals.