

Sustainable Materials Management Project Team

Meeting Minutes

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

Present: Kymberly Cianci – Public Defender Services
Fred Krauth – DOT
Jennifer Landau – CHFA (Communications Liaison)
Billy Lovejoy – DSS
Connie Mendolia – CT DEEP
Carol O’Shea – DAS (Logistics Coordinator)
Mary Sotos – CT DEEP
Rich Pease – DOC (Team Leader)
Jennifer Weymouth – DEEP (Co-Chair Rep)

Next meeting: Wednesday, November 13, 2019, 10:30am, 450 Columbus Blvd, Hartford

1. Discussion

- September meeting minutes were approved by the team and have been posted on Greener Gov CT website
- Approved EO goals, Project Team purpose and mission, however deliverables and focus may need to be modified if determined by the team
- Waste definition finalized and proposed methodology for baseline was discussed further
- Discussion continued regarding baseline measurements of waste and methodology, challenges of measurement of waste at facilities without trash compactors, waste measurement in costs or weight, benefits of “right sizing” dumpsters to specific building waste generation ie smaller containers and less pick-ups result in cost and energy savings
- Pilot projects discussion such as compactor data gathering
- Quick wins such as requiring recycling of toner cartridges, benefits and cost savings of secure/private/flex printing options should be promoted across agencies
- Discussed the State Agency Survey. Word version of the survey will be emailed to team and feedback should be provided by Monday, October 21st at 8am. A follow-up meeting/conference call will be scheduled to finalize the survey with a goal to release the survey to all SSO’s by the November 13th meeting. Survey discussion topics included:
 - Purpose of the survey, which agencies are recycling, barriers to recycling, impact of contracts, identify best practices and procedures, develop suite of strategies needed to achieve goals and creation of policies and procedures

- Once survey is finalized, it will be distributed to all SSO's. Agencies will be given 30 days to respond to the survey
 - Once responses have been received, a smaller team will be needed to review, analyze and compile the data received for discussion with the greater team
- Waste audits for facilities may be helpful to determine weight and types of waste generated by a facility to provide recommendations to optimize recycling efforts and reduce costs

2. Tour of 450 Columbus Blvd cafeteria

Composting Pilot program currently underway at 450 Columbus Blvd. Challenges discussed with team. Photos of recycling, composting and trash bins and associated signage emailed to team separately.