

# Sustainable Materials Management Project Team

## Meeting Minutes

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

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

Next meeting:           Wednesday, December 11, 2019, 1:30pm, DAS, 450 Columbus Blvd, Hartford  
Conference Room A

### 1. Discussion

- October meeting minutes were approved by the team and have been posted on Greener Gov CT website. Team agendas have also been submitted as requested.
- Team meeting attendance was discussed since all members will need to be engaged and actively participating.
- Discussion of SMM project team EO Goals, Action Items and Help Needed – Deadlines and timeframes still to be determined. Much is dependent on the upcoming Survey results.
- SSO report out presentation on Friday, November 8<sup>th</sup> was discussed regarding team updates and upcoming online progress report to the Governor.
- Materials Management Survey has been finalized and will be distributed to all SSOs during the week of November 18<sup>th</sup>. 100% participation from all State agencies is the goal.
- Pilot projects already underway and to be documented include:
  - DAS composting program and proper trash/recycling/composting bins in each lunch room
  - DOT “right sizing” dumpsters to specific building waste generation ie smaller containers and less pick-ups result in cost and energy savings
  - DSS recycling of toner cartridges
  - DSS secure/private/flex printing options

Additional discussion:

- Green Teams / Committees

- Include recycle information as part of agency new employee orientation
  - Aluminum can and plastic bottle 5¢ recycling – conflict with State directives
- Each team member should review the list of Best Management Practices that was distributed and add any that are missing. Several of the Best Management Practices are also potential Pilot Projects.
- Culture change supported by each agency and comprehensive education of staff is vital to the success of any new recycling/waste reduction initiative, including a discussion of the differences between items ideal for recycling, trash and composting. Proper roll-out of programs is critical and “lessons learned” should be shared with other agencies. A “Change Manager” may be needed to help guide staff and encourage and model “best behavior”.
- Composting 101 and similar trainings may be needed to ensure successes.
- Quick wins and small steps should be emphasized as well as simplistic and straightforward goals also ensure incremental accomplishments towards the larger goals.

**2. Future tour of UCONN facility may be upcoming (Date and Time - To Be Determined)**