

Sustainable Materials Management Project Team

Meeting Minutes

December 11, 2019, 1:00pm, 450 Columbus Blvd, Hartford

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

Next meeting: Wednesday, January 15, 2020, 1:30pm, DEEP, 79 Elm Street, Hartford
 Conference Room 4B

1. Discussion

- November meeting minutes were approved by the team and have been posted on Greener Gov CT website. Team agendas have also been submitted as requested.
- Surveys are due on December 18th and to date, 4 survey results have received from CRDA, Consumer Protection, CGA - Office of Legislative Management and Dept. of Community and Economic Development. Some questions on the survey have been received and the email containing the survey itself was not clear so some SSOs may have missed it in emails. A possible extension of the deadline was discussed depending on how many are received by next Wednesday.
 - Metrics to be analyzed from the survey results, emailed previously to Team
 - Data from the surveys will be discussed at the next SMM Team meeting on January 15th
- Continued discussion of SMM project team EO Goals, Action Items and Help Needed. Upcoming Survey results will continue to inform the Goals and Action Items. Action items will include developing a “Tool Kit” of documents for reference which would include: checklists, guidelines, lessons learned, best practices.
 - “Right size” dumpsters – Fred to develop draft guidance prior to January 15th meeting.
 - Food waste recycling/collection – Carol/Jenn to coordinate on the development of composting guidance/lessons learned and provide update at the January 15th meeting.
 - Toner cartridge recycling – Billy has developed guidance on Toner Recycling from W.B. Mason, Toshiba, Canon, and Suburban. The Team discussed other possible vendors to be included. Billy will review the additional vendors and state contracts for any additions. A toner recycling question is included on the survey.

- Secure/private print options
- Blue Earth education and training opportunities for agency education
- SSO report out presentation on Friday, December 6th was discussed regarding team updates and Rich distributed the “Change Management” slides to SMM Team.
- Outreach and education is critical to success and discussion included:
 - Composting 101 class or workshop for state agencies including tour of 165 Capital Avenue
 - CT Innovations and Center for Eco Technology (CET) could be a partner
- Energy and water conservation actions have immediate and measurable cost savings and availability of state funding. SMM has less of an immediate impact and may be considered a second tier priority, therefore a paradigm shift is critical. Support from upper management is needed for successful “buy-in” from staff to support recycling/composting efforts to reduce waste generation.
- Additional discussion:
 - Standard Operation Procedures (SOP) - State contracts for vendors need to be reviewed and standardized to implement recommendations. Uniform contracts and renewals encouraged including ‘green purchasing’. DAS purchasing will need to be involved.
 - Pilot projects are necessary to promote success on the small scale which can be replicated to other, larger scale operations. A scaffolded process is needed to ensure successful roll-out of a new initiative.
 - Culture change supported by each agency and Commissioner 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”.

2. Next meeting – DEEP website to be reviewed at January meeting at DEEPs offices.