

# Sustainable Materials Management Project Team

## Meeting Minutes

January, 15, 2020, 1:30pm, DEEP Offices, 79 Elm Street, Hartford

Present:                   Kymberly Cianci – Public Defender Services  
Fred Krauth - DOT  
Jennifer Landau – CHFA (Communications Liaison)  
Billy Lovejoy – DSS  
Connie Mendolia – CT DEEP  
Rich Pease – DOC (Team Leader)  
Jeanne Roberge – Judicial Purchasing  
Jennifer Weymouth – DEEP (Co-Chair Rep)

Next meeting:           Wednesday, February 19, 2020, 1:00pm, DEEP, 79 Elm Street, Hartford  
Conference Room 4B

### 1. Discussion

- December meeting minutes were approved by the team and have been posted on Greener Gov CT website. Team agendas have also been submitted as requested.
- Survey Update: surveys were due on December 18<sup>th</sup> and a few are still outstanding as not all have been received. Surveys should all be received by the next SSO meeting on Friday, February 7<sup>th</sup> for the SMM Team report-out. A reminder to agencies will be sent out next week.
  - Survey follow-up will be needed since some questions were not answered ie data gaps and irregular responses were received
  - Metrics to be analyzed from the survey results
  - QA/QC is needed and answers will be compiled into a major spreadsheet
  - Data from the surveys will be discussed at the next SMM Team meeting on February 19<sup>th</sup>
  - Survey results will inform team goals and priorities
- Contracts discussion: review and focus on expiring contracts related to trash/recycling. Identify various buyers at DAS for contract renewal updates. Contracts should include language related to Materials Management. Specific language is TBD. Progress has been made on language to require haulers to provide electronic data. Should require more from haulers to set baseline, identify weights, etc. Discussion included the DEEP Parks contract which expires on 1/31/2020. Bids vs RFP discussion, where RFP is preferred since the requirements can be revised as needed.

- In the future, trash haulers should be reporting an accurate estimate of volume back to agency. Currently they have limited ability to provide this info. However, compactors have gauges to analyze the fill level of the compactor to indicate the need to empty.
- RFP for Food Scrap Collection: pre-bid meeting detailing containers, collection frequency and other requirements. Blue Earth (West Hartford) and Curbside Compost (Milford area).
- Centralized trash should be another goal as this saves significantly on labor costs and individual trash bins can be removed from workstations/desks and will save cost on cleaning contracts.
- “Green Team” efforts at each agency should also be a goal/priority to promote sustainable initiatives and begin a culture change at each agency. Green Teams should meet regularly. DEEP website was reviewed with tips and information regarding how to create and promote a Green Team at each agency through awareness, education and communication.
- Centralized purchase of standardized color-coded recycling containers was discussed. Jenn thought at one time there was an RFP developed for this. She will try to find the original draft RFP so it can be reviewed by the team.
- 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 analysis was reviewed including costs and pick-up frequencies
  - Food waste recycling/collection – Development of composting guidance/lessons learned will be forthcoming
  - Toner cartridge recycling – Guidance developed on Toner Recycling from W.B. Mason, Toshiba, Canon, and Suburban. Billy will distribute his revised guideline to the team.
  - Secure/private print options

## **2. Next meeting at DEEP offices.**