

# 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.