

Act 170 Depackager Stakeholder Group

General Process Framework and VT Open Meeting Law Obligations:

1. **Meetings:** Will be held in-person at 1 National Life Drive, Montpelier VT, unless otherwise specified. Additionally, meetings will be live streamed virtually via Microsoft Teams and will have a telephone call in option. Individuals for whom the above listed accommodations represent hardship or are otherwise disadvantageous are encouraged to send any specific requests for suitable Public Accommodations (pursuant to 9 V.S.A. § 4502) to the Solid Waste Management Program.
 - a. All stakeholders and public participants shall sign in or state their name and affiliation so they can be included in the minutes.
 - b. Meetings will be recorded for the public record.
2. **Document Management:** Relevant documents to the stakeholder group will be posted on a dedicated webpage managed by ANR. Minutes, agendas, draft reports, and any other documents used by or generated by this stakeholder group will be posted on the webpage as well. Direct any questions regarding the webpage to Ben Gauthier, SWMP.
 - a. Final agendas shall be distributed to members and posted to the stakeholder group webpage at least 48 hours prior to a regular meeting.
 - b. Meeting minutes will be recorded by the official note taker and shall be made publicly available within 5 calendar days on the webpage. Draft minutes may be posted initially and then replaced with the final minutes once all stakeholders have had a chance to approve. Meeting minutes shall include:
 - i. All members of stakeholder group present (and list absentees);
 - ii. The names and affiliation of all other active participants in the meeting;
 - iii. General points and summary of discussion;
 - iv. Any motions, proposals, resolutions made, offered considered and what disposition is made; if any and
 - v. Results of any votes, with a record of individual vote of each member.
 - c. Access to Public Records: Public records pertinent to the stakeholder group will be made available on the public webpage.
 - i. Any additional public records sought by stakeholders or members of the public will be made available within 3 business days in accordance with 1 V.S.A. §318 – Access to Public Records. If the record is inactive, in storage, or requires additional time to recover, the requestor will be notified in writing of a date and time (not to exceed one week) that the record will be made available.
 - d. Stakeholder group members are discouraged from using group emails to conduct business or hold discussion. Any stakeholder group emails determined to contain official business or discussion will be recorded and posted to the webpage as public records. This does not apply to group emails used solely to schedule meetings, draft agendas, or distribute documents.
3. **Public Attendance & Participation:** (1 V.S.A. §312(h)): *(h) At an open meeting, the public shall be given a reasonable opportunity to express its opinion on matters*

considered by the public body during the meeting, as long as order is maintained. Public comment shall be subject to reasonable rules established by the chairperson.

- a. Individual members of the public are encouraged to attend the stakeholder group meetings.
- b. There will be opportunity for public participation at allotted times during the stakeholder group meetings. The public are welcome to submit formal comments at any time to the stakeholder group coordinator or chairperson - once selected by the group.
 - i. Initially, comments during meetings will be kept under 2 minutes to allow everyone a chance to speak if desired. Additional time will be made available prior to the meeting's close as time allows. If this does not allow sufficient time for public participation, the stakeholder group is welcome to formally modify this approach and dedicate additional time and/or standalone meetings for public participation as deemed appropriate.
 - ii. Public participant responsibilities and code of conduct:
 1. Everyone has an equal opportunity to speak and participate.
 2. Comments during meeting will be made during allotted times and kept under 2 minutes. Public participants are welcome to speak again after everyone has had a chance to speak, and provided there is time.
 3. A speaker shall conclude comments ASAP once the timekeeper has announced the expiration of time.
 4. Be constructive, respectful, and polite
 5. Focus on the topic being discussed, using specific examples if appropriate.

4. Report:

- a. ANR will submit the final report to Legislature by January 15, 2023. Consensus is ideal, but not required. Split opinions are okay and recommendations can be ranked or weighted in the report to Legislature.
- b. Draft versions of the report will be posted on the webpage. Public participation is welcome. Since legislature specifically requested recommendations from the stakeholders, there will not be a traditional public notice, public comment or Agency response to comments process for the draft report. However, any comments received applicable to the requested recommendations under Act 170 Section 25 will be submitted to legislature by ANR.