



Convene meeting: Committee members Fred Thumm, Lee Cattaneo, Jon Jewett, Jack Mitchell present. Bill Powell and Jay Labare (APEX Consulting) were also present. Staff present: Brenna Toman taking notes.

1. **Revisions to Agenda:** None.
2. **September Meeting Minutes:** *Jon Jewett made a motion to approve the September meeting minutes. Jack Mitchell seconded the motion. The motion passed unanimously.*
3. **Project Schedule:** Jay Labare reviewed the long-term project schedule adjusted for the design-build method of delivery. There are several touch points where committee and board members will have the opportunity to weigh in before the final design is completed. Special meetings may be required in the late spring/early summer of 2021 to finalize designs.
4. **Civil Engineer RFPs:** CVSWMD received three proposals for civil engineering services for the HHW Facility. The original scopes varied, so staff asked for firms to submit a revised baseline scope to aid with the comparison. Jay Labare created a bid leveling comparison, and staff and consultants evaluated each firm. Committee members noted the importance of interviews to determine the best fit. *Jack Mitchell made a motion to invite Lamoureux & Dickinson and Dubois & King for interviews. Jon seconded the motion. The motion passed unanimously.* Fred Thumm will join staff and consultants in interviewing the candidates. Staff will bring a recommendation to the November Board meeting.
5. **Design Build RFP Outline:** Staff drafted an outline for components of the Design Build RFP. The Committee discussed various types of buildings and construction materials. Jay Labare noted that certain building materials are better suited for the current energy standards. Members mentioned the possibility of a pre-engineered structure, which would save costs. Staff will consult with David Nightingale (consultant from Solid Waste Associates) to determine building types for HHW facilities. Staff will bring the Design Build RFP to the November Executive Board meeting.
6. **Properties Update:** Bill Powell provided an update on several landowners that he contacted in East Montpelier and Berlin. Bill and staff will follow up with several leads. The Committee expressed the importance of staying within the property budget and requested staff consider the large costs of adding water/wastewater/electric services to properties without municipal services. The Committee requested that staff bring a property recommendation to the November Facilities Committee meeting.
7. **Meeting Schedule:** The next scheduled meeting is Thursday, November 19th at 5:30pm. This will be a special meeting.
8. **Adjournment:** The meeting was adjourned at 6:50 pm.

Respectfully submitted by Brenna Toman