



Convene meeting: Committee members Fred Thumm, Lee Cattaneo, Jon Jewett, Peter Carbee present. Bill Powell and Jay Labare (APEX Consulting) were also present. Staff present: General Manager Cathleen Gent, Operations Manager Lisa Liotta, Planning Analyst Brenna Toman taking notes.

1. **Call to Order:** 6:05PM
2. **Revisions to Agenda:** None. Cathleen Gent introduced Lisa Liotta to the Committee.
3. **October Meeting Minutes:** *Jon Jewett made a motion to approve the October meeting minutes. Lee Cattaneo seconded the motion. The motion passed unanimously.*
4. **Civil Engineer Update:** At the November meeting, the Board of Supervisors approved retaining Lamoureux & Dickinson for civil engineering services in the amount not to exceed \$27,281. After contracts are finalized, engineers are ready to evaluate properties.
5. **Properties Update:** Staff provided an overview of the properties in the Barre-Montpelier area that have been assessed. The Committee discussed an informal offer to site the facility at the CV Transfer Station and land for sale at the Wilson Industrial Park (WIP). The Committee discussed the possibility of purchasing a larger parcel to eventually locate a bag drop and/or other additional operations/collections at the potential facility site in the WIP. *Jon Jewett made a motion to recommend to the Board of Supervisors that staff engage consultants and engineers to review sites at the Wilson Industrial Park. Peter Carbee seconded the motion. Fred Thumm (Barre Town Representative) abstained from the vote. The motion passed.*
6. **Design Build RFP:** Staff presented the draft RFP for Design-Builders, which included the Programming Report by David Nightingale of Special Waste Associates. The RFP is scheduled for release Tuesday November 24th, and proposals will be due December 18th. There were questions about pre-bid site visits, budget oversight responsibilities, and mechanism of retainage. Committee members noted several small revisions within the RFP. *Peter Carbee made a motion to authorize staff to release the Design-Build Request for Proposals as revised. Lee Cattaneo seconded the motion. The motion passed unanimously.*
7. **Project Schedule:** Staff reviewed the upcoming schedule for the project, including key dates for Committee and Board of Supervisors review.
8. **Budget Discussion:** Cathleen Gent reviewed the progress on the FY22 budget pertaining to the HHW Facility. Staff and consultants are continuing to refine the operations budget for the facility, which will affect CVSWMD's total budget for FY22.
9. **Other Business:** The next meeting of the Ad Hoc Facilities Committee will be Thursday, December 19th at 6:00PM. It is likely that the meeting will be held remotely.
10. **Adjournment:** The meeting was adjourned at 7:07 pm.

Respectfully submitted by Brenna Toman