



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: Manager Lisa Liotta, Planning Analyst Brenna Toman taking notes.

1. **Call to Order:** 6:18PM
2. **Revisions to Agenda:** None.
3. **October Meeting Minutes:** *Lee Cattaneo made a motion to approve the October meeting minutes. Jon Jewett seconded the motion. The motion passed unanimously.*
4. **Properties Discussion:** The Committee discussed the advantages and disadvantages of siting an HHW Facility and additional operations in the Wilson Industrial Park. The Committee discussed the importance of road distance, access, and visibility. Staff will use GIS services from the Central Vermont Regional Planning Commission to locate additional properties that meet minimum criteria for facility siting and will bring a report to the January meeting. Staff will also analyze town-specific user data from the ARCC to determine what towns most customers travel from.
5. **Design Build RFP:** Staff reported on the bidders' conference, which was attended by one firm. Proposals are due December 18th. Staff and consultants will interview short-listed firms in January and will bring proposals and recommendations to the January Committee meeting.
6. **Budget Discussion:** Staff 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.
7. **Schedule Update:** Staff reviewed the upcoming schedule for the project, including key dates for Committee and Board of Supervisors review.
8. **Other Business:** The next meeting of the Ad Hoc Facilities Committee will be Thursday, January 28th at 6:00PM. It is likely that the meeting will be held remotely.
9. **Adjournment:** The meeting was adjourned at 6:45 pm.

Respectfully submitted by Brenna Toman