



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

1. **Revisions to Agenda:** None.
2. **August Meeting Minutes:** Peter Carbee made a motion to approve the August meeting minutes with a small revision. Lee Cattaneo seconded the motion. The motion passed unanimously.
3. **Construction Project Delivery Methods:** The Committee discussed a range of construction delivery methods with Jay Labare and staff, and agreed with the advantages of a Design-Build approach for our HHW facility project. There was consensus that a performance bond requirement be included in the Request for Proposals (RFP) for civil engineering services. *Jack Mitchell made a motion to recommend staff develop a Design-Build RFP following the point of sale agreement on a property. Lee Cattaneo seconded the motion. The motion passed unanimously.*
4. **Civil Engineer RFP:** Committee member provided various suggestions and revisions to the Civil Engineer RFP, including adding detail about future plans to expand the facility to include other operations and suggested other small wording/numbering changes. *Jack Mitchell made a motion to authorize staff to issue the Civil Engineering RFP as revised. Lee Cattaneo seconded the motion. The motion passed unanimously.*
5. **Project Schedule:** Jay Labare reviewed both the short-term detailed schedule and the long-term project schedule. He will make revisions based on the design-build approach, which may lengthen the duration of portions of the project, depending on the process for getting a site secured. He will bring a revised schedule to the next AHFC meeting. He also noted that it is possible to go out to RFP for design-build before a property has been chosen. Committee members stressed the importance of staying on schedule.
6. **Properties Update:** Due to zoning restrictions, staff are no longer pursuing the O Allen Street property in Barre City. Staff recently toured the Kenco building, which has traffic flow challenges and space limitations. Staff also recently toured the Wilson Industrial Park (WIP), which has ideal lots but may not be located in a suitably accessible area. The Committee recommended gathering more information on the WIP lots, and to continue searching the area for possible parcels that are not currently on the market. Jon Jewett noted a provision that exists in town zoning laws allowing public facilities to be sited in any zoning district. Staff will continue to research sites and reach out to landowners.
7. **Meeting Schedule:** The next scheduled meeting is Thursday, October 22<sup>nd</sup>.
8. **Adjournment:** The meeting was adjourned at 6:55pm.

Respectfully submitted by Brenna Toman