

**Meeting of the
FACILITY COMMITTEE**
Of the Central Vermont Solid Waste Management District
At 137 Barre Street, Montpelier VT
Wednesday, December 17, 2014

Approved minutes

- 1) **Convene meeting:** Chrissy Bellmyer convened the meeting at 5:40 PM. Also in attendance: Fred Thumm, Steve Micheli, Leesa Stewart, Carl Witke, and Cathleen Gent (committee staff). Absent: Peter Anthony, Lee Cattaneo. Cathleen Gent took the minutes.
- 2) **Approval of the minutes of the September 17 Meeting:** Motion by Fred Thumm, seconded by Leesa Stewart, to approve the minutes. No changes were offered and the minutes were approved.
- 3) **Revised General Project Work Plan:** Cathleen Gent reviewed the changes to the general project work plan. The changes were based on the “next steps” discussed during the November Board retreat for a facility business plan. She asked the Facility Committee, in addition to what will be included in the business plan, what other information the Board will want to see and what are the decision-making points in the process. Fred Thumm said that one major decision point will be related to bonding or financing the facility. If public bonding is used, a formal process with municipalities will be needed. Steve Micheli pointed out that we need to have a site early in the process and should start working on that now. The Committee then talked about the structure of the general project work plan. Cathleen Gent said the format of the work plan will be revised to reflect concepts as well as a time line. Leesa Stewart mentioned that the Work Breakdown Structure is an approach that works well. Cathleen Gent will revise the work plan ahead of the January 14th POC meeting.
- 4) **Facility Business Plan:** The Facility Committee reviewed the Facility Business Plan. Based on a written question from Peter Anthony, the Facility Committee confirmed that the facility business plan encompasses buildings and sites (including a separate site for a compost facility). There were no changes to the business plan outline. Cathleen Gent will revise the facility business plan elements ahead of the January 14th POC meeting.
- 5) **RFP Elements for Professional Services and for Build to Suite Services:** Cathleen Gent pointed out that the RFP will provide two options, one for professional services assuming that CVSWMD would purchase land and go through the building process ourselves and the other for a “build to suit” option with a development package (land, professional services, construction, lease or lease to own, etc.) The committee did not make any changes to the RFP elements. Cathleen Gent will prepare a draft RFP for the POC meeting.
- 6) **Potential Sites:** The Committee discussed a number of potential sites. As suggested by Peter Anthony in an email, Cathleen Gent will contact the Barre Area Development office to see if they have an inventory of usable spaces in the area. Other tasks:
 - a. Steve Micheli will look into a property on Route 14 toward East Montpelier.
 - b. Cathleen Gent will contact the Central Vermont Regional Planning Commission to see if there are any brownfields properties.
 - c. Cathleen Gent will prepare a draft list of potential properties, based on additional information she receives.
- 7) **Adjourn:** Motion by Carl Witke, seconded by Fred Thumm, to adjourn. The meeting adjourned at 6:28 pm.