

**Meeting of the
FACILITY COMMITTEE**
Of the Central Vermont Solid Waste Management District
At 137 Barre Street, Montpelier VT
Wednesday, February 18, 2015

Approved minutes

- 1) **Convene meeting:** Peter Anthony convened the meeting at 5:33 PM. Also in attendance: Lee Cattaneo, Steve Micheli, Leesa Stewart, Carl Witke, and Cathleen Gent (committee staff). Absent: Chrissy Bellmyer, Fred Thumm. Cathleen Gent took the minutes.
- 2) **Approval of the minutes of the January 21 Meeting:** Motion by Steve Micheli, seconded by Leesa Stewart, to approve the minutes. No changes were made. The minutes were approved unanimously.
- 3) **Status of RFPs and RFQ**
 - a. Current Status – Cathleen Gent reported that the two RFPs and the RFQ for the new facility were issued last week. The due date for the RFPs is March 13th.
 - b. Evaluation Form for Reviewing Proposals – The committee reviewed the three draft evaluation forms (one for each RFP and the RFQ) and offered a number of suggestions in terms of internal organization and point allocations. A motion was made by Steve Micheli, seconded by Carl Witke, to forward the evaluation forms, as modified, to the POC for evaluation, vetting, etc. The motion was approved unanimously.
 - c. Evaluation Review Process - Leesa Stewart pointed out that the Executive Board will receive sealed bid proposals for the RFPs on March 13th. The Facility Committee then came to consensus about an ad hoc committee, with representatives from the EB, POC, FOC, and Facility Committee for the purpose of reviewing proposals and conducting interviews. Assuming they are all willing to serve, those individuals include: Fred Thumm, Bill Powell, Steve Micheli, Lee Cattaneo, and Carl Witke. Leesa Stewart will play an advisory role and Cathleen Gent will staff the committee. Since he will be chairing the next Board of Supervisors meeting, Lee Cattaneo will appoint the ad hoc committee at the March Board of Supervisors meeting.
- 4) **Facility General Project Work Plan Update** – Cathleen Gent, Leesa Stewart, and Lee Cattaneo provided a brief update about the facility general project work plan. Cathleen Gent said that the Executive Board approved the revised work plan and will approve any future changes. Lee Cattaneo added that the Executive Board wants regular updates about the project.
- 5) **Potential Sites**
 - a. Preliminary Site Evaluation Worksheet – Cathleen Gent reviewed the draft worksheet, which would be used at early stages of evaluating properties in order to provide a streamlined, consistent, transparent data gathering mechanism for looking at potential sites, whether the evaluation is done by staff, committee members, or others. The Facility Committee made some changes to the worksheet. A motion was made by Carl Witke, seconded by Steve Micheli, to accept the form, as changed. The motion was approved unanimously. Lee Cattaneo said it doesn't need to be reviewed by the POC.
 - b. Process for Reviewing and Considering Potential Sites – The Facility Committee discussed a process to clarify roles and responsibilities in looking at sites. Leesa Stewart suggested, and the committee agreed, that Cathleen Gent should be the CVSWMD intake person for the public, developers, etc. and will keep the information for each potential site. The Facility Committee clarified that informational based emails within the committee may be done, but emails involving decisions may not be done. Cathleen Gent will continue to produce monthly reports for the committee. If a “hot” property becomes available and a meeting is needed, Cathleen will call a special meeting.
- 6) **Review of Potential Sites** – The committee reviewed and discussed information on specific sites. Cathleen Gent will gather additional topographic information about the East Montpelier area around the City of Barre property and will get information about the former Cabot Creamery building on Route 2 near the roundabout. There were discussions about other properties but no follow-up is planned at this time. Cathleen Gent will also send the RFQ to four additional developers who were suggested by a member town. The summary document about brownfields will be shared again with the committee.
- 7) **Adjourn:** Motion by Leesa Stewart, second by Lee Cattaneo, to adjourn. The meeting adjourned at 6:50 pm.