

**Meeting of the
FACILITY COMMITTEE**
Of the Central Vermont Solid Waste Management District
At 137 Barre Street, Montpelier VT
Wednesday, January 21, 2015

Approved minutes

- 1) **Convene meeting:** Chrissy Bellmyer convened the meeting at 5:35 PM. Also in attendance: Peter Anthony, Steve Micheli, Leesa Stewart, Carl Witke, and Cathleen Gent (committee staff). Absent: Fred Thumm, Lee Cattaneo. Cathleen Gent took the minutes.
- 2) **Approval of the minutes of the December 17 Meeting:** Motion by Leesa Stewart, seconded by Peter Anthony, to approve the minutes. One change was offered and the minutes were approved.
- 3) **Revised General Project Work Plan:** Cathleen Gent reviewed the changes to the general project work plan. Based on the discussion during the committee's December meeting, she revised the general work plan format to reflect project phases, tasks, and sub-tasks, not just the chronology/timeline. Some of the dates have been revised to reflect the current status of the project and assignments have been updated. Cathleen Gent noted that General Manager Leesa Stewart and staff have not had an opportunity to review the revised general project work plan. The Facility Committee said they prefer this new format and found it helpful. Leesa Stewart offered changes to the facility financing mechanism section, the outreach section, and the pre-construction and construction sections. The Facility Committee had a general discussion about the municipal bonding process. Leesa Stewart suggested that the EB should review the general project work plan since the assignments for staff may conflict with their other job duties. Motion by Peter Anthony, seconded by Carl Witke, to recommend the revised version, with edits from tonight and any additional staff edits, to the Executive Board. Cathleen Gent pointed out that the Board of Supervisors now gets the general project work plan update as part of the monthly Board packet. Since the new work plan will not be ready for the February meeting board packet, Cathleen Gent will prepare a memo with a general update about the work associated with the facility.
- 4) **RFPs for Professional Services and RFQ for Build to Suit:** Cathleen Gent distributed track-changes versions of revised versions of the two RFPs, the RFQ, and Appendix B – Space and Cost Requirements for the Facility, based on changes made by the Executive Board during last night's meeting. The Facility Committee reviewed the track-changes versions and offered comments and suggestions. A new Appendix C will be added -- containing the general site criteria that the POC and Facility Committee have recommended. The committee asked Cathleen Gent to talk with Lee Cattaneo about the time frame for issuing and getting responses to the RFPs and for pinning down when final work products (for RFPs) and build to suit proposals (RFQ) should be due. The committee asked Leesa Stewart to talk with legal counsel about whether a 'loan/lease' option would be considered as "long-term" debt. The answer to that would be linked to whether charter language applies in terms of needing town votes for bonding. The committee also suggested the RFPs and RFQ be submitted via a sealed bid procurement process through the Executive Board. Leesa Stewart said that, after the EB receives the proposals, it could request that staff review the proposals and report back with recommendations. The committee requested that proposal evaluation scoring sheets be used to review proposals. Cathleen Gent will prepare a draft set of evaluation scoring sheets.
- 5) **Update and Discussion: Potential Sites:** The Facility Committee reviewed the work to date about potential sites. Steve Micheli reported about contacts he has made. The committee asked Cathleen Gent to meet with someone from the Berlin town offices to network about potential commercial/industrial real estate options in that area. Leesa Stewart suggested that, to control costs, there might be a benefit to doing a modular approach, where CVSMD would do parts of the facility which will make money or save money or which we must do, and then work on other components over time. Chrissy Bellmyer said that it's important to have the parts of a facility which are visited by the public be permanent. The committee agreed the public gets confused and discouraged when there are changes to the facility location, hours of operation, etc.
- 6) **Adjourn:** Motion by Leesa Stewart, seconded by Peter Anthony, to adjourn. The meeting adjourned at 7:07 pm.