

**Meeting of the
FACILITY COMMITTEE**
Of the Central Vermont Solid Waste Management District
At 137 Barre Street, Montpelier VT
Wednesday, May 20, 2015

Approved minutes

- 1) **Convene meeting:** Chrissy Bellmyer convened the meeting at 5:43 PM. Also in attendance: Lee Cattaneo, Peter Anthony, Leesa Stewart, Carl Witke, and Cathleen Gent (committee staff). Absent: Steve Micheli, Fred Thumm. Cathleen Gent took the minutes.
- 2) **Elect a Chair and Vice-Chair:** Motion made by Peter Anthony to nominate Chrissy Bellmyer as Chair (no second was needed). No other nominations were offered. The motion passed unanimously. Motion made by Peter Anthony to nominate Steve Micheli as Vice-Chair (no second was needed). No other nominations were offered. The motion passed unanimously.
- 3) **Set Meeting Date and Time:** The committee discussed various days to hold the meetings and decided to set the date and time for the second Thursday of each month at 5:30 PM.
- 4) **Approval of the minutes of the February 18 Meeting:** Motion by Leesa Stewart, seconded by Peter Anthony, to approve the minutes. No changes were made. The minutes were approved unanimously.
- 5) **Status of Materials/Market Analysis and Architectural/Engineering Studies:** Cathleen Gent discussed the work to date with NRRA/CompassWorks for the materials/market analysis and with Gossens Bachman Architects for the architectural/engineering planning work. She discussed the focus of the work at this time, as well as upcoming meetings, etc.
- 6) **Property Search**
 - a. Commercial Real Estate/Buyer Broker Services – Cathleen Gent generally described the buyer-broker service arrangement concept. She said that the Executive Board discussed the idea during its meeting last night and that the EB is in favor of CVSWMD working with commercial real estate professionals to quicken the search for properties for a facility. She added that the EB does not wish to enter an exclusive buyer-broker service agreement so that CVSWMD can remain flexible in terms of looking for private sale as well as MLS properties. There was a brief discussion about pros and cons of having a formal buyer-broker agreement in place. The Facility Committee agreed with the EB that staff should contact three commercial real estate firms to do a property search and that staff should bring a list of criteria for things CVSWMD is seeking in a property – price range, size of parcel, location, etc.
 - b. Review List of Potential Sites – Revised Summary Sheet – Cathleen Gent reviewed the new summary sheet format and said the form will be used to compile all the properties within one document, and that the more detailed Preliminary Site Evaluation Worksheet will also be used for individual properties. Zoning information will be added to the summary sheet. Facility Committee members then reviewed individual potential sites. Leesa Stewart suggested, and other committee members agreed, that the former Cabot Administrative offices building should not be considered as a site for the facility, due to the high monthly rent and excessive office space, which might be difficult to rent next to the facility operations. The group discussed the Barre City property in East Montpelier, reviewed photos taken by staff who did a site visit near the property in late March, and discussed the challenges of access and bringing in utilities. Other properties were briefly discussed. Cathleen Gent will get more information about a property in Barre City and a potential space to lease in Montpelier.
 - c. Prioritize sites – Due to time constraints, no formal prioritization was done during the meeting. The Committee asked staff to create a new “eliminated from consideration” category and to put the former Cabot building in that category. Committee members placed the Barre City property in East Montpelier to the bottom of the list for consideration.
- 7) **Facility “Selling Points”:** The Committee reviewed a list of the facility selling points. The list was last reviewed by the POC. A number of changes were offered to make the fact sheet as relevant and easy to understand as possible for town officials. The POC will review the list again, prior to a review by the EB.
- 8) **Adjourn:** The meeting adjourned at 6:45 pm.