

**Central Vermont Solid Waste District
Minutes Ad Hoc Facilities Committee Meeting
November 10, 2022**

Members Present: Chair Fred Thumm, Shari Cornish, and Jon Jewett. Members absent: Lee Cattaneo, and Bill Ahearn. Staff present, Lisa Liotta, General Manager and Theron Lay-Sleeper, Assistant General Manager. Others Present, William Powell.

5:32 p.m. - Meeting called to order by Chair, Fred Thumm.

5:33 p.m. - There were no revisions to the agenda.

5:35 p.m. - There were no public comments or announcements made.

5:37 p.m. - Review of Minutes of the August 16, 2022 joint meeting of the Executive Board and Facilities Committee. The minutes were approved without change.

Shari Cornish motioned to accept the August 16, 2022 minutes as written. The motion was seconded by Jon Jewett and approved unanimously.

5:40 p.m. Shari Cornish motioned to go into executive session under 1 V.S.A. §313(a)(3), finding that premature general public knowledge would clearly place the district at a disadvantage relating to negotiating or securing of a real estate purchase or lease options. The motion was seconded by Jon Jewett and passed unanimously.

5:52 p.m. – The Ad Hoc Facilities Committee and staff left executive session with no action taken.

- After leaving executive session, the Ad Hoc Facilities Committee took the following action:

The General Manger provided background to the Facilities Committee regarding direction from the CVSWMD’s Board of Supervisors at their September, 2022 meeting asking for the development of a calendar of next steps and assigned responsibilities at this meeting.

The committee discussed the development of a purchase option agreement using some language from a similar Barre City document as a guide. It was discussed if the document (once drafted) should be reviewed by the district’s legal counsel. It was generally agreed that is should be reviewed counsel. Additionally, the committee discussed obtaining a property appraiser, development of a request for proposals and approaching the land owner. Bill Powell asked if the Agency of Natural Resources (ANR) should be involved with the property evaluation and purchase since the agency would be providing some of the funding toward its purchase. The General Manager explained that ANR has been in the information loop regarding the property purchase and has preliminarily indicated that full grant funding would be available, but that a formal grant amendment request with a new/revised project budget would need to be submitted and approved by ANR’s business office. Prior to executing a Purchase and Sale Agreement, the amendment should be requested and approved.

1. It was agreed by the Ad Hoc Facilities Committee that district staff would go ahead with developing a purchase option agreement and would have the agreement reviewed by legal counsel.
2. It was also generally agreed that using the available lists of property appraisers, staff would develop a request for proposals (RFP) for a property appraisal along with assessment criteria. The RFP would be mailed out and appraisal firms would be given 4 weeks to respond. At the end of 4 weeks, an assessment would be performed of the submittals.

Shari Cornish made the motion, seconded by Jon Jewett that after review of appraiser submittals, district staff would provide a ranked list of appraiser firm recommendations to the District Board of Supervisors for their approval by December 22, 2022.

- **As the Board is not scheduled to meet in January, the Board will be asked at their December meeting to consider approving the Executive Board to accept the recommendation of an appraiser and for staff to enter into a contract for services accordingly.**

3. It was also agreed that district staff should approach the property owner prior to the appraisal to provide an overview of the district's intent and to provide a heads-up that someone would be visiting the property.

6:02 p.m. Committee meeting adjourned.

Notes taken by Jon Jewett, member Ad Hoc Facilities Committee.