

## South Hero New Town Hall Building Committee Meeting Agenda

**Meeting Date:** Tuesday, June 25, 2024

**Meeting Time:** 6:00 PM

**Location:** Town Office Conference Room, 333 US Route 2, South Hero, VT

**OR Zoom Meeting ID:** 814 1959 0978, Passcode: 660440

### I. Introductions

### II. Review and Approval of Agenda

### III. Review and Approval of Prior Meeting Minutes (June 11, 2024)

### IV. Focus on Final Two Potential Sites

- **Public Presentation:**

- Leslie Carter, landscape architect with Reed Hilderbrand, will present conceptual landscape plans of the two final potential town hall sites (329-333 US Route 2 and 318-320 US Route 2).
- The committee will present the finalized site attributes list and associated exhibits.
- The public will have an opportunity to ask questions and provide comments on the two final sites and the site selection process.
- Matt Reed to discuss the cost estimation company's proposal to provide estimated construction comparison budgets for the 2 sites.
- Nate Hayward to discuss any grandfathered wastewater capacity associated with the former Rescue building (based on conversations with Jay Buermann).

- **Site Attribute Scoring:**

- The committee will discuss all attributes, review the scoring process, and may complete the scoring exercise.

### V. Owner's Project Requirements, RFP, and Charter:

- Discussion of the charge from the selectboard and next steps.
- Matt Reed will discuss the consolidated office staff survey document that may be included in the request for proposal (RFP) for Architectural and Engineering Services.
- Jill Lowrey will discuss the site visits of the Fairfax and Charlotte town offices with Naomi King. Jill will share photos and floorplans. *This agenda item may be postponed if the visits are not accomplished before June 25th.*
- Discussion of the schedule of our committee's work scope as it relates to a town meeting bond vote and the schedule that will be included in the RFP.

### VI. Discussion of the Regional Planning Grant:

- Anne Zolotas or Ross Brown to share the documents and process for how the

committee can use these funds.

### **VII. Next Steps**

- **Summary:** Briefly summarize the key takeaways from the meeting.
- **Action Items:** Discuss and determine next steps, such as:
  - Finalizing the scoring of the two sites based on the site attributes.
  - Developing a recommendation to the Selectboard based on the site scoring.
- **Meeting Schedule:** Determine the date and time for the next meeting.

### **VIII. Public Comment**

- The public will have an additional opportunity to provide comments and feedback on the proposed Town Hall project.

### **IX. Adjournment**

- The meeting will be adjourned.

### **Additional Notes**

- Committee members are encouraged to come prepared to discuss the final two potential sites and provide input on the site scoring process.
- The public is encouraged to attend and actively participate in the meeting.