

## South Hero New Town Hall Building Committee Meeting Agenda

**Meeting Date:** July 9, 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 25, 2024)

### IV. Site Selection Process

- **Site Attribute Scoring:**
  - Review and discussion of the email from Leslie Carter received after the June 25th meeting.
  - Review the site attribute list incorporating any edits from committee and public comments.
  - Discuss whether the committee should do preliminary scoring prior to receiving a cost comparison study to get an initial read.
- **Cost Comparison Study:**
  - Discussion of Matt Reed and Anne Zolotas's request for authorization of the expense for the cost comparison study from the selectboard.
  - Discussion on moving forward with the cost comparison study.

### V. Discussion on project hurdles and timeline.

- Discuss project timeline and key dates to attempt to go to bond vote in March 2025.

### VI. Owner's Project Requirements (OPR), RFP, and Charter

- Update on Jill Lowrey's potential visit to Fairfax and Charlotte town offices with Naomi King.
- Review of the draft program of spaces and any adjustments by Matt Reed.
- Discussion on the RFP schedule in relation to the town meeting bond vote.

### VII. Next Steps

- Briefly review the action items for the committee moving forward.
- The committee needs to establish working groups outside of the committee's regular meetings to tackle project elements and report back to the committee. Some of these items are:
  - Developing RFP
  - Finalizing site attribute scoring model
  - Building project timeline

### VIII. Adjournment