

South Hero New Town Hall Building Committee Meeting Minutes

Meeting Date: July 29, 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

Committee Members Present:

- Kathleen Swanson, Chair
- Nate Hayward, Secretary
- Anne Zolotas
- Jill Lowrey
- Matt Reed
- David Roy (new member)

Committee Members Absent:

- Phil Scott, Vice Chair

Members of the Public Present:

None

I. Introductions

The meeting began with introductions of committee members. David Roy was formally welcomed as a new member of the committee.

II. Review and Approval of Agenda

The agenda was reviewed and approved as presented.

III. Review and Approval of Prior Meeting Minutes (July 9, 2024)

The minutes from the July 9, 2024 meeting were reviewed and approved without changes.

IV. Report from Selectboard meeting items (Anne Zolotas)

- **Site selection recommendation status:** Anne Zolotas reported that the Selectboard affirmed the Committee's site selection recommendation.
- **Deadline by which the articles must be approved by the select board to have an article on the March town meeting vote:** Anne Zolotas reported that the deadline for submitting articles to the Selectboard for the March town meeting is January 7, 2025.

- **Committee's new member recommendation to selectboard (David Roy):** Anne Zolotas confirmed that the committee's recommendation to appoint David Roy to the committee has been approved by the Selectboard.

V. Public Outreach Strategy

Kathleen Swanson, leading the public outreach effort, felt that the time for additional public outreach will begin once the chosen architect has conceptual plans to present to the public.

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

The working group provided an update on the progress of developing the RFP document and project timeline. The working group shared the timeline and made adjustments along with committee input.

VII. Next Steps

- **Action Items:**
 - The RFP / Timeline working group will continue to refine the document prior to the August 6th meeting. Per the draft timeline the committee hopes to discuss the finalized RFP document at the next meeting and then forward to the selectboard for authorization to publish it.
 - Anne Zolotas will inquire with Kim Julow about the bonding process and report back.

VIII. Public Comment

None

IX. Adjournment

The meeting adjourned at 7:15PM.

Prepared by: Nate Hayward, Secretary