

## **South Hero New Town Hall Building Committee Meeting Minutes**

**Date:** Wednesday, September 18, 2024

**Time:** 2:30 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**
- **Phil Scott, Vice Chair**
- **Nate Hayward, Secretary**
- **Jill Lowrey**
- **Anne Zolotas**

### **Committee Members Absent:**

- **Matt Reed**
- **David Roy**

### **I. Introductions**

- Members introduced themselves.
- No members of the public were in attendance.

### **II. Review and Approval of Agenda**

- The agenda was reviewed and approved.

### **III. Review and Approval of Prior Meeting Minutes (August 6, 2024)**

- The minutes from the August 6, 2024 meeting were reviewed and approved without Changes.

### **IV. Discussion of RFP process and proposals received**

- The committee discussed the RFP process and the proposals received.
- To avoid any conflict of interest, committee member's David Roy and Matt Reed were not in attendance since their respective firms provided proposals.

### **V. Executive session for review of proposal financials, selection process, and contract discussions**

- The committee went into executive session to discuss the proposal financials, selection process, and contract discussions

### **VI. Review and discussion of next steps**

- The committee exited the executive session and discussed the next steps..
  - Conduct any necessary interviews to answer any questions on the proposals.
  - Provide a recommendation to the selectboard.
  - Nate Hayward and Kathleen Swanson to attend the selectboard meeting to

discuss the committee's recommendation.

#### **VII. Assign new action items**

- After interviews Nate Hayward will draft a letter to the selectboard with the committee's recommended A&E firm.

#### **VIII. Public Comment**

- No public comments were received.

#### **IX. Adjournment**

- The meeting adjourned at 3:53PM.