

**Town of Tinmouth
Select Board
Monday, April 3, 2023 - Special
Meeting Minutes**

Members present (in-person): Meadow Squier, Kevin Eaton, and Judy Gilmore

Others present:

In-person: Eric Buffum-Road Commissioner, Cathy Reynolds, and Gail Fallar-SBA

Via Zoom: Steffanie Bourque – Municipal Project Manager (RRPC), Sherry Johnson, Kim Harbaugh, and Rick Fallar

Meadow called the meeting to order at 7:01.

The purpose of the meeting was to discuss the Request for Proposal (RFP) for the TAP grant for the salt/sand shed.

Steffanie provided an update to bring Judy up to speed on the project, reviewing the process from the beginning. She noted she thought the Consultant Selection Committee (Cathy, Eric and Gail) appointed by the Select Board in December, had the authority to decide about the RFP. The Select Board decided they wanted to be part of that decision and at their meeting in February decided to proceed with an RFP.

Steffanie then explained the choices: 1) spend out of pocket (not eligible for grant reimbursement) with the prior engineer (Otter Creek Engineering); 2) go out to bid for the RFP; or 3) choose from the State's **At the Ready** engineering list and proceed with one of those companies.

Board discussed options, time line, need for the state to grant a categorical exclusion once the conceptual plans have been completed, next grant deadline (September), whether or not any local firms would bother to bid (Rutland had no luck), huge increase in costs, etc. In the end, the Board decided by consensus to proceed with the RFP, if no one bids, then move to the **At the Ready** list.

Board and CSC reviewed the draft RFP. It was noted that the scope of work could be changed (for instance reduce the size of the structure or building just a salt shed); topo work may have to be done as the site now has a massive amount of fill on it. After more discussion, Kevin moved and Judy seconded to approve the RFP as edited, all voted in favor.

Steffanie will now finalize and get the RFP out to bid, electronically, posted to the Town's website, the RRPC's web site, and on the Vermont Business Registry and Bid System. RFP bids will also be required to be filed electronically. Steffanie will handle any questions. Once bids are received, they will be ranked, by the SB and CSC members, independently. Then all will meet to make the final decision. Once the Design Engineer is chosen there will need to be a steering committee to work with them to get to the final plans to go to bid for construction. SB will think about this committee.

In other business, Cathy inquired about the FEMA/OEC grant for the generators for the fire house and the town office. What does the SB want for a process? After brief discussion, the SB decided that Cathy, Kevin and Gail will review bids/create an RFP to send out, bids due by May SB meeting. Need to spend grant by September.

Next Meeting Schedule ~ Thursday, April 13 – 6:30 start time to allow for NFIP presentation

Meeting adjourned at 8:02 pm.

Respectfully submitted,

DRAFT