

**Town of Tinmouth  
Consultant Selection Committee  
And Select Board  
May 17, 2023  
Minutes**

Present were: CSC members Cathy Reynolds, Gail Fallar and Steffanie Bourque (Project Manager)  
SB members Kevin Eaton, Judy Gilmore, and Meadow Squier  
Via Zoom was Scott Gurley, VTRANS Advisor

The meeting was called to order at 7:10.

There was brief discussion regarding reimbursement of expenses if the town decided that it could not go forward due to the cost. Scott was vague with an answer, as it depends, some towns applied for additional grant funding, some revised the size of their project, only one has cancelled.

Steffanie announced that she was a former employee of one of the firms who submitted proposals, so she would not participate in the ranking of the proposals.

Proposals for design engineering for the proposed salt/and shed were received from DuBois & King and Marble Valley Engineering.

All present then entered into Executive Session to discuss and rank the proposals, as premature general public knowledge would place the town at a substantial disadvantage regarding contracts.

Members exited executive session at 8:15. The CSC decided by consensus to recommend to the Select Board that they award the contract to Dubois & King.

The Select Board received the recommendation from the CSC. Meadow moved and Judy 2nded to accept the CSC's recommendation regarding DuBois and King and to authorize the CSC and the Project Manager to negotiate a formal contract. All voted in favor.

The Select Board then appointed itself to the CSC, Judy moved and Kevin 2nded, all voted in favor. Members having decided at an earlier meeting that they wanted to be part of the process.

It was noted, that once the award is contracted, the CSC will morph into a steering committee for the remainder of the project.

The Board meeting on the 23<sup>rd</sup> was cancelled, any items for its agenda were moved to June 13<sup>th</sup>.

Respectfully submitted,

Gail Fallar, Scribe