

Town of Danville  
Selectboard Minutes  
Special Meeting - 1 VSA 312 (c)(2),(5)  
April 22, 2024  
Danville Town Hall

**Board Members Present:** Peter Griffin and Glenn Herrin

**Board Members Present Using Teams:** Janice Ouellette and Alison Low

**Board Members Absent:** Eric Bach

**Others Present:** Audrey DeProspero and Keith Gadapee

**Special Public Meeting called to order** by Janice Ouellette at 11:01 am.

- RFP (Request for Proposal) Wording Discussion – meeting to discuss RFP received by the Selectboard on 4/18/24 noting the view of the RFP language was in question, and referred to Town Attorney for input.

Alison Low noted bid document was not clear that bidder is supposed to present certificate at time of bidding.

Glenn Herrin noted there was language in RFP about certificate and the Town Attorney reads it differently.

Peter Griffin suggested to create specs that don't allow difference. The current language doesn't specify when submission needed. He believes bidder does have insurance and just thinks person didn't put paperwork in envelope. He noted it was not a problem of substance and he was not worried about accepting as bidder.

Alison Low hasn't seen an accord form being needed at time of bidding before.

Janice Ouellette suggested not to go against what RFP says.

Peter Griffin noted contractors must supply certificate, but no timing listed in when they needed to do so.

Janice Ouellette noted RFP doesn't specify when.

Alison Low wondered what could happen if they rebid and what ramifications could be.

Keith Gadapee noted it could be more expensive but he could not predict. He noted the contractor was just calling out the technicality they saw. Wording needs to be clearer.

Peter Griffin noted if the Town does do something someone doesn't like they could sue or choose to never work for Town again.

Glenn Herrin noted he checked the Purchase Policy which doesn't say it has to be included with bids.

Peter Griffin thought they should accept the bid conditionally with certificate.

Alison Low agrees.

Glenn Herrin suggested to change language going forward and suggested to stay with J. Hutchin.

*Motion by Glenn Herrin, 2<sup>nd</sup> by Alison Low to reaffirm motion for J. Hutchin contingent upon receipt of satisfactory insurance certificate with one million limit and having Town of Danville named as Additional Insured. Vote 4-0-0. Motion carries.*

*Motion by Glenn Herrin, 2<sup>nd</sup> by Alison Low to adjourn at 11:25 pm. Vote 4-0-0. All in favor.*

Minutes taken by Audrey DeProspero submitted April 22, 2024 at 1:10 pm.