

New Library and Town Center Project
Steering Committee Meeting Minutes, Draft
January 9th, 2018

Location: Meeting Room #2 Shelburne Town Offices

In Attendance: Cathy Townsend, Kevin Unrath, Joe Colangelo and Ruth Hagerman (via telephone).

Others in attendance: Rob Higgins, Andrea Murray, Megan Nedzinski and AJ Humphrey

1. *Call to Order - Joe called the meeting to order at 1:35
2. *Consider Approval of Agenda - **Kevin made a motion to approve agenda, Cathy seconded, motion passed unanimously.**
3. *Consider Approval of 12/28/17 Draft Meeting Minutes - **Kevin made a motion to approve draft meeting minutes as submitted, Cathy seconded, motion passed unanimously.**
4. *Consider Approval of 12/28/17 VIA Notes - **Kevin made a motion to approve VIA meeting notes as submitted, Cathy seconded, motion passed unanimously.**
5. Public Comments - None
6. Construction Updates- VIA presented to the DRB last week. The DRB made motion to proceed to the next step. Requested letters (and possible meetings) from municipality heads as well as a parking analysis. Tree Warden has some questions. VIA's civil engineer to complete a thorough parking analysis. Re stripping of other on site parking areas was suggested with the hope of gaining a few more spots. Discussion regarding the balance between maintaining green space and increasing parking. Joe will attend next DRB meeting, which is not yet scheduled. Will likely need to present twice more to the HBRC and obtain the recommendation of HBRC before going back to DRB. Some invoices have been received and have been paid. Scoping of current lines -manhole to parking lot to street and corner needs to be done. Joe will look into having this done in house.
VIA getting ready to submit site plan designs to Neagley and Chase. Design Committee meets today. Plan to get designs out to consultants later this week and to Neagley and Chase next week.
VIA has received the revised proposal for a Hazardous Materials Assessment, which needs to be reviewed and then scheduled. Last week, VIA's civil engineer and the fire staff coned off areas on the campus, hopped in the quint and were able to confirm that the apron and campus design will work, once some minor tweaks are made.
Allotted parking still needs to be finalized. VIA met with Acting Police Chief today to review and

discuss pedestrian safety and traffic flow. Some research to be done regarding history of the site. Megan provided updates Owner's Costs budget sheet - some numbers are still estimates, such as audio visual and temporary library expenses.

7. Design Committee - Committee meets today, some small changes to make now that the removal of the full basement is finalized. Many future decisions to make. Important to involve logical groups and individuals as the project moves forward. Invite these folks at an ad hoc basis. VIA has added some square footage to accommodate for the lost basement space. The main vessel got about 3 feet longer and 5 feet wider. Zone is wider, only 1 pass through, good viewing for staff. Some seating changes, wall storage added. Notch made in north side of building for some mechanical units, with the rest housed in a small third level made possible by the slanted roof. Upper level - fewer partitions, second fireplace and space for the Historical Society. Will soon have design materials to share with the public. Main vessel - consider clapboard. Focus on maximizing use and daylight. Use durable products. When possible, use local materials. Follow lines of Town Hall. Roof of new building to be lower than the Town Hall roof.
8. Fundraising - We are thankful for the volunteer time and support we are receiving from several experienced and knowledgeable community members. Brief review of recent work accomplished.
9. Temporary Library - Based on feedback from other libraries that have recently moved, estimate about \$10,000 to move out and in, using a combination of paid movers and volunteers. Modular building not an option due to permitting requirements. We will need to lease a space, and store about 50% of our collection.
10. Other - None
11. Adjourn - Kevin made a motion to adjourn, Cathy seconded, meeting adjourned at 2:34pm.

* Decision Item

Reasonable accommodations shall be provided upon request to ensure that this meeting is accessible to all individuals regardless of disability

