

Town of Shelburne, Vermont

New Library and Town Center Project Steering Committee Meeting Minutes January 30, 2018

Location: Meeting Room 1, Shelburne Town Offices

In Attendance: Cathy Townsend, Joe Colangelo, Ann Smallwood, Kevin Unrath and Ruth Hagerman

Other: Megan Nedzinski and Andrea Murray via phone, Meagan Downey and AJ Humphrey

1. *Call to Order - **Joe called the meeting to order at 1:37 pm.**
2. *Consider Approval of Agenda - **Ann made a motion to approve agenda as written, Cathy seconded, motion approved unanimously.**
3. *Consider Approval of 1/23/18 Draft Meeting Minutes - **Cathy made a motions to approve draft meeting minutes, Ruth seconded, motion approved unanimously.**
4. Public Comments - None
5. Fundraising - The committee plans to launch the campaign website by Feb 9th. VIA is working hard to provide updated drawings for the project as a whole. Fundraising efforts to focus on top donors. Lots to do in a very short time - rather than over years, as is often the case. Giving Tuesday was very successful. Many volunteers involved on many levels - website development, data entry etc. Hoping for a print ready case statement in a couple of weeks. More committee members are welcomed - committee meets 2nd and 4th Thursday of the month. Strategize ways to streamline communication for all team players. The project budget remains 6.5 million and the goal of the fundraising is to meet the match and lower to the bond to 5.5. Naming opportunities- draft was reviewed, still under development. Permitting process is lengthy and does add expenses. Continue to refine budget.
6. Design Committee - VIA attended pre-application meeting with DRB yesterday. Nearly all of the required letters from municipality heads have been signed and submitted. Lots of effort put into meeting with these parties. VIA to attend Natural Resources Committee meeting 2/14. Parking analysis completed. Ten additional spots are required. Plan currently provides 16 extra spots. Seismic testing just completed. Septic testing to be done tomorrow. Results from both expected in about a week. Clerk of the Works job needs to be posted, follow up with Claypoint. VIA working on other project details - fixtures, plantings etc. Happy to receive input from the Tree Advisory Committee. Update Historical Society on current floor plans. Owner's Cost - Working to tighten up these numbers. Clarification of what falls under Owner's Costs and what doesn't. Neagley and Chase plan to provide detailed cost estimate document for next meeting. Kevin and Andrea to take a look at current shelving.
7. Other Business-None
8. *Adjourn- **Cathy made a motion to adjourn, Ruth seconded, meeting adjourned at 3:00 pm.**