

Town of Shelburne, Vermont

DRAFT MINUTES
New Library and Town Center Project
Steering Committee Meeting
February 23, 2018

Pierson Library Conference Room, 5376 Shelburne Road, Shelburne, Vermont

1. ***Call to Order - Kevin called the meeting to order at 10:02 am.**
2. ***Consider Approval of Agenda - Ruth made a motion to approve agenda, Ann seconded, motion passed unanimously.**
3. ***Consider Approval of 2/16/18 Draft Meeting Minutes - Ann made a motion to approve minutes, Cathy seconded, motion passed unanimously.**
4. Review 2/16/18 VIA Notes - Complete
5. Public Comments - None
6. Construction Committee - Update from DRM meeting- the DRB voted to close the hearing and go into deliberations. Kaitlin Mitchell is scheduling a meeting with Fire, Police, Public Works, Planning and Zoning and the Steering Committee. Some of the Fire Department's requests don't meet the town plan. Discussion regarding our options. Joe made a motion to reopen hearing and attend March 7th DRB meeting with a revised plan that addresses any concerns raised during the large group meeting. Ruth seconded, motion passed unanimously. Andrew- project goes to to bid on or about March 7. Still wanting to hear back regarding Performance and Payment Bond, Joe will circle back. Ready to start interviewing for Clerk of the Works position. Joe has reached out to VLCT regarding insurance. The DRB request to look at this as a PUD created a lot more work. Storm water calculations would not be needed otherwise. Waiting on sewer scoping video and hazardous material report. If we replace manhole as part of project it can be paid out of water funds. Fire department would like to move- this is not likely to happen in the near future. The Design Committee pushed the Community Room back so that the hall leads right into the room. Also, cut terrace back a bit and include plantings instead. Both changes provide cost savings. Met with Historical Society, meeting with them again next week. VIA followed up with project engineer regarding Town Hall roof. Roof should be addressed. Tie rods are the best option.
7. Fundraising Committee - Discussion regarding project budget and the need to support fundraising efforts. Consider asking the Trustees or the Friends to help financially. May need to call a special Trustees meeting. Joe clarified some details regarding pledges/bond. Bond will be taken out in July. Town Meeting- encourage library volunteers to attend town dinner. Kevin will man a booth with new drawings from VIA. At the meeting, he will be ready to answer questions but a formal presentation is not planned.
8. Town Hall - A discussion regarding the ownership of Town Hall is not a Steering Committee job. Needs to be addresses during a meeting with the Selectboard, the Trustees, Recreation Department and Kevin. Kevin will work on scheduling this.
9. Design Committee - Met today, reviewed changes. Discussed lighting, ceiling plans, exterior materials, and site plans. Andrea will let us know if /when there are specific things we need to do. Kevin doing an audio vision inventory, Nick doing an inventory of shelving. Need to start an inventory of items to keep and their dimensions.
10. Other Business - Do we want to pursue a grant for an electric plug in? Grant would provide a 25% match. Plug could be anywhere on campus. We will submit application, Joe will help Barb complete it. Discussion regarding solar - budget is tight, budget in two panels, or lease out the top of the roof. Sun Common comes to assess soon, ask them to look at all municipal buildings - it's a free consultation. Joe can meet with them. No Steering Committee meeting next week, just an 8:00 am Design Meeting.

11. *Adjourn - Ruth made a motion to adjourn, Ann seconded, meeting adjourned at 11:22.
11:00am

* Decision Item

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