

***Town of Shelburne, Vermont***  
Draft Steering Committee Meeting Minutes  
New Library and Town Center Project  
March 23rd, 2018

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

In Attendance: Ann Smallwood, Kevin Unrath, Joe Colangelo

Others in Attendance: AJ Humphrey

1. **\*Call to Order - Joe called the meeting to order at 10:00am**
2. **\*Consider Approval of Agenda - Ann made a motion to approve the agenda, Kevin seconded, Motion approved Unanimously.**
3. **\*Consider Approval of 3/9/18 Draft Meeting Minutes - Kevin made a motion to approve the meeting minutes, Ann seconded, Motion passed Unanimously.**
4. Review VIA Notes from 3/9/18 meeting - VIA not in Attendance.
5. **\*Consider Approval of 3/16/18 Draft Meeting Minutes - Ann noted that the minutes should reflect that Al DiPietro was offered and accepted the Clerk of the Works position. Kevin made a motion to approve the Minutes as Amended, Ann seconded, Motion approved Unanimously.**
6. Review VIA Notes from 3/16/18 Meeting - VIA not in Attendance
7. Public Comments - None
8. Board Membership - There will likely be an Interim Town Manager and this person would be a member of the Steering Committee meetings. Proposal for a formal vote at next Steering Committee meeting to elect Cathy Townsend as Chair of the Steering Committee.
9. Transition - Al DiPietro has been hired as the Clerk of the Works, he will be a town employee.
10. Construction Committee- Performance bond not required. VLCT will purchase insurance for us if Neagley and Chase doesn't want to, although it is preferred that Neagley and Chase purchase it. Very close to finalizing temporary library location.
11. Design Committee- Site plan was finalized last night. Architects working today on design elements. They are requesting longer Design meetings for the next few weeks.
12. Other Business - Kevin will begin on a draft Memorandum of Understanding (MoU) which will be recommended to the Trustees and Selectboard. Town Hall is a separate entity from the library with management to be negotiated between the Library Trustees and Selectboard. Recent meeting with SunCommon regarding solar panels for the new library. An initial investment (outright purchase) of about \$150,000 would save about \$2,000 a year. Payment options - Include in the bond, Private Fundraising or Finance it separately. If not buying outright, we'd want to bid for the project. Otherwise, Joe feels it's okay to work with SunCommon. **Ann suggested a motion to pursue solar for the new building. Kevin made a motion, Joe seconded, Motion passed Unanimously.** Committee will need to update Select Board when we get a bit closer to demolition. Project Manager position ending as Clerk of the Works is brought on board. Kevin will do meeting minutes and agendas. AJ to continue working on Fundraising through July 1st, average of 8 hours a week. Negotiating lease for temporary location, waiting for results. Next Steering Committee to begin at 11:00 not 10:00.
13. **Adjourn - Kevin made a motion to adjourn, Ann seconded, meeting adjourned at 10:41.**

\* Decision Item

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

