

MINUTES
New Library and Town Center Project
Steering Committee Meeting
April 20th, 2018

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

In Attendance

Steering Committee: Ruth Hagerman, Cathy Townsend, Kevin Unrath, Joe Colangelo (Chair)

VIA: Andrea Murray

Neagley and Chase: Rob Higgins

Al DiPietro (Clerk of the Works)

Public: None

1. Call to Order 10:08 AM

2. *Consider Approval of Agenda

Motion by: Ruth

Second by: Cathy

Passed unanimously

3. *Consider Approval of 4/13/18 Draft Meeting Minutes

Motion by: Ruth

Second by: Cathy

Passed by Ruth, Cathy, Kevin (Joe abstain—did not attend meeting)

*Consider Approval of 3/23/18 Draft Meeting Minutes

Motion by: Joe

Second by: Kevin

Passed unanimously

4. Public Comments

Joe: Lee starts as Interim April 30. Will attend SC meetings and cover TM responsibilities for SC.

5. Construction Committee

N&C: Coordination meeting next week with parties impacted by geographic proximity to project.

Weds 4/25 9 AM Town Office Mtg Rm 2

VIA: Schedule/Cost estimate review meeting with N&C today

DRB: Final hearing May 2nd.

Publicity: Waiting on final temporary location decision.

Bond: May is due date to request application to bond bank. Bond pulls July/August. Second application Dec/Jan. Kevin requests a list of alternates to the budget.

*Fundraising: Ruth moves to direct the Fundraising committee to begin presenting to potential donors the option of lowering the bond or funding supplemental needs.

Second by: Joe

Passed unanimously

6. Design Committee

Landscape: Might need to add exterior equipment pad north side. Patio lighting modification.

Acoustics: Ongoing

IT: Documents ready for Kevin to review with IT support. Deliver at next Design meeting.

Furniture: RFP under development, review next Design meeting.

Staff wish list: Kevin to remind them.

Door hardware: Next Design meeting.

Vents: Mechanical room needs a vent, will use the window.

Mailboxes: Relocate on site plan.

7. Temporary Library Committee

Library Trustees 4/19/18 moved to continue investigating two spaces.

Lease: Lee as Interim Town Manager will sign.

Joe leaves 10:52

8. Other Business

Budget tracking process: Kevin will consult with Peter and Lee to set up the system.

Kevin will call in next Friday.

Weds 25th Site coordination meeting Room 2 Town Offices 9 AM

SC next week at 10 AM

Design next week 8 to 10 AM, Cathy will chair.

Joe returns 11:00

9. Adjourn 11:00 am

Motion by: Cathy

Second by: Kevin

Passed unanimously

ACTION ITEMS:

Kevin: Review IT documents. Deliver at 4/27 Design meeting.

Request wish list from staff.

Consult with Peter and Lee to set up the bill paying system.

VIA: Alternate bids list.

Joe: Discuss lease signing and bond bank thoughts/procedure with Lee.

Cathy: Initiate changes to fundraising strategy as per motion in Item 5.