



DRAFT MINUTES  
New Library and Town Center Project  
Steering Committee Meeting  
May 4, 2018

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

In Attendance

Steering Committee: Cathy Townsend (chair), Kevin Unrath, Ann Smallwood, Ruth Hagerman (minutes)

VIA: Andrea Murray, Megan Nedzinski

Neagley and Chase: Rob Higgins, Andrew Martin, Steve Rollins

Al DiPietro (Clerk of the Works)

Lee Krohn (Interim Town Manager)

Barb Comeau (Library Trustee)

Public: None

1. Call to Order at 9:01 AM

2. \*Consider Approval of Agenda

Moved by: Ruth

Second by: Ann

Passed unanimously

3. \*Consider Approval of Meeting Minutes of April 20, 2018

Ruth, Kevin, Cathy are in attendance from that meeting. Joe no longer in Town.

Ruth moves to accept on the understanding that Steering Committee membership has changed.

Second by: Kevin

Passed unanimously

4. Public Comments

Update on DRB meeting of May 2 2018 provided at Lee's request.

~DRB continued hearing. VIA will return with clarification on lighting and landscape plans.

~Lengthy PUD process undertaken at the request of the Town has put project at a potential financial disadvantage by lengthening the time line significantly.

5. Board Membership

Joe has left. So we are now at 5, if we stay at 5 our quorum would be 3. Agreed to this.

(Cathy; Ruth; Kevin; Ann; Alice are voting members)

6. Construction Committee

NC presented budget estimate updates.

Lee leaves 9:33 AM

Barb leaves 10:04 AM

Al leaves 11:04

Andrea leaves 11:07

Communication process:

Cathy and Kevin will rcv emails from VIA and forward as required

7. Design Committee

Furniture RFQ should be finalized today.

NC leaves 11:30

8. Temporary Library Committee

Filling out the form for change of use for DRB approval.

Kevin will scope work and contact movers for bid.

9. Other Business

Budget in general—tracking process. Continue to establish.

Fundraising updates.

Cathy/Kevin to work on updating Town Website and adding links where needed.

Meeting adjourns at 11:50 AM

Moved by: Ann

Second by: Ruth

Passed unanimously

OPEN ACTION ITEMS (mtg 5/4)

**Kevin:** Review and return IT package to VIA (April 20)

Consult with Peter and Lee to set up the bill tracking/paying system (April 20)

Finalize conditional use forms.

Moving bids.

**Cathy:** Re-evaluate LGL with fundraising committee and Peter to rectify numbers.

Edit Town Website, work with Kevin/staff to set up links

**Andrea:** Finalize RFQ for furniture.

Forward Al's job description to the SC

**Rob:** Send out minutes from logistics meeting (April 27)

**Lee:** Follow up with Andrea re DRB and Municipal budget details.

Confirm with Peter that payment/performance bond is not necessary

Next week:

**SC Special Meeting:** Monday May 7 noon Library Conference Room

**Design:** Fri May 10 8 to 10 AM Library Conference Room

**SC:** Fri May 10 10 AM to noon Library Conference Room

