



DRAFT MINUTES
New Library and Town Center Project
Steering Committee Meeting
May 11, 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: Andrew Martin

Al DiPietro (Clerk of the Works)

Lee Krohn (Interim Town Manager)

Public: None

1. Call to Order at 10:05

2. *Consider Approval of Agenda

Moved by: Ann

Second by: Kevin

Passed unanimously

3. *Consider Approval of Meeting Minutes of May 4, 2018

Moved by: Ann

Second by: Ruth

Passed unanimously

*Consider Approval of Meeting Minutes of May 7, 2018

Moved by: Kevin

Second by: Ann

Passed unanimously

4. Public Comments

5. Construction Committee

DRB meeting coming up: Lighting and Landscaping are the two remaining questions.

NC continues to revise construction estimates.

(Lee joins meeting at 10:15)

Discussed deconstructing the building. Bid packages beginning to go out.

6. Design Committee

Reviewed budget. Another meeting will be scheduled shortly.

Furniture RFQ delayed while working on DRB continuation.

7. Temporary Library Committee

Conditional use/site plan review for FH on DRB schedule for June 6. We are responsible for 600\$ in permitting fees.

(Andrea leaves 10:51)

A. *Move that the Temporary Library Committee release bid documents to hire movers for a June/July 2018 move to the temporary space.

Moved by: Ann

Second by: Kevin

Passed unanimously

B. * Move that the Temporary Library Committee hire temporary employee(s) to aid with moving tasks.

Moved by: Ann

Second by: Kevin

Passed unanimously

Volunteer call for the days of moving to help with book handling.

8. Other Business

Budget in general—tracking process. Cathy, Kevin, Peter, Lee need to meet.

9. Meeting adjourn at 11:32

Moved by: Ann

Second by: Ruth

Passed unanimously

OPEN ACTION ITEMS

Kevin: IT: Review and return to VIA (4/20)

Consult with Cathy, Peter and Lee to set up the bill tracking/paying system (4/20; 5/11)

Moving bids. (5/4)

Cathy: Re-evaluate LGL with fundraising committee and Peter to rectify numbers. (5/4)

Edit Town Website, work with Kevin/staff to set up links. (5/4)

Lee: Follow up with Andrea re concrete pad in front of Fire Department. (5/4)

Megan: Forward Joe's email regarding payment/performance bond to Lee. (5/11)

Upcoming meetings:

Design: Fri May 18, 8 to 10 AM

SC: Fri May 18, 10 AM to noon

Upcoming vacations:

Ruth will be out May 25, possibly also June 1