



MINUTES
New Library and Town Center Project
Steering Committee Meeting
June 8, 2018

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

In Attendance

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

SC Members not present: Colleen Parker, Alice Winn

VIA: Andrea Murray

Neagley and Chase: Andrew Martin, Rob Higgins

Al DiPietro (Clerk of the Works)

Public: None

1. Call to Order at 10:11 AM

2. *Consider Approval of Agenda

Moved by: Ann

Second by: Ruth

Passed unanimously

3. *Consider Approval of Meeting Minutes of May 25, 2018

Amend to include Ruth departure at 10:54 AM. Members not present were Jerry Storey, Colleen Parker. Also, Andrew was not in attendance.

Moved by: Ann

Second by: Ruth

Passed unanimously, Jerry abstained

4. Public Comment: none

5. Construction Committee

- Bid packages finalized after June 22nd. Go to SB on July 10th as overview, final on July 24th.
- Fire safety permit should go out on the 22nd. Will go with a conditional permit if needed (bc of Fire Dept alarm panel). Division of Fire Safety wants a new panel, Jerry agrees this cost goes into Town budget, he will need an estimate soon for budgeting process.

6. Design Committee

- Three furniture vendors attended RFP walk-through.
- Shoring of TH Porch and West Wall needs structural engineering bid, contractors have approached the engineers VIA is using, any concerns about that? None were expressed, Andrew said it was not unusual.

- Change order from VIA and Engineering Ventures resulting from site plan changes required by Fire Dept and lengthy permitting process was discussed. \$50,000 over contract quote. Go up to SB with this on July 24th.

7. Temporary Library Committee

- Motion to award contract for moving Library to Field House temporary facility to Vt. Moving and Storage.
Moved by: Ann
Second by: Ruth
Passed unanimously

8. Other Business

- Kevin question about the billing process: should things come to the committee. Agreed that unexpected costs should be referred for discussion.
- Fundraising:
 - ~Almost to halfway to bond match. Fundraising committee just sent out 270 packets, all costs and materials were donated, including postage. Each letter was personalized.
 - ~Booth at Farmer's Market once a month. Assistance always appreciated.
 - ~Fundraising event this weekend (by invitation).
 - ~Friends of the Pierson Library matched the Vermont Gives fundraiser for May. We are very appreciative of this support, as well as all the donations received from the public as part of this effort. In exchange, Cathy applied to SCHIP'S for summer reading program (usually fully funded by Friends). Programs will be held at FH and at Gym.

9. Meeting adjourned at 11:21 AM.

Moved by: Ruth
Second by: Kevin
Passed unanimously

OPEN ACTION ITEMS

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

Waiting on coding from Peter. (6/8)

Talk to Ann Janda about moving the phones to temporary space. (6/8)

Sort out strobe light in temporary space. (6/8)

Research building maintenance costs for next years budget (with Andrea). (6/8)

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

Edit Town Websites (Library & Committee page), set up links to new webpage. (5/4)

Sign permit for construction sign. (6/8)

Think about TH windows with the assistance of Kevin and VIA. (6/8)

Andrea: Everything.

Rob: Fire Department alarm panel estimate to Jerry Storey. (6/8)

Find a solution to alarming TH during construction. (6/8)

Andrew: Demolition or shovel in the ground event (with Cathy). (6/8)

Upcoming meetings:

Design: Fri June 15 8 to 10 AM

SC: Fri June 15 10 AM to noon

Vacation dates:

Lee out June 8 to 19

Andrea out July 9 to August 3

Library move dates:

July 16-20

Additional Meetings that were held last week:

5/26 Booth at the Farmer's Market - fundraising group & 2 SC reps

5/29 Conference call with VIA, N&C, 2 SC reps

5/31 Meeting with Fire Department - VIA, Engineering Ventures, N&C, 2 SC reps

6/4 Fundraising Mailing Gathering - fundraising group & 3 SC reps

6/5 IT Mtg - VIA, Ken Hughes, 2 Symquest reps, 2 SC reps

6/5 Furniture Pre-Bid Mtg - VIA, 2 SC reps

6/6 DRB Mtg - Conditional Use permit for Field House - 2 SC reps

6/6 Mechanical Mtg conference call - VIA, several system engineers, 2 SC reps

6/9 Design Mtg - VIA, 3 SC reps, 1 additional Trustee, 1 member of the public