



MINUTES  
New Library and Town Center Project  
Steering Committee Meeting  
June 15, 2018

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

In Attendance

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

SC Members not present: Colleen Parker, Ann Smallwood

VIA: Andrea Murray

Neagley and Chase: Andrew Martin

Al DiPietro (Clerk of the Works)

Public: None

1. Call to Order at 10:05 AM

2. \*Consider Approval of Agenda

Moved by: Ruth

Second by: Kevin

Passed unanimously

3. \*Consider Approval of Meeting Minutes of June 8, 2018

Change spelling to SCHIP'S. Motion to approve with changes--

Moved by: Kevin

Second by: Ruth

Passed unanimously, Alice abstain

Kevin proposes inserting "additional info" before action items

4. Public Comment: none

5. Construction Committee

July 10 preliminary bid documents to SB.

July 24 GMP presentation to SB.

Furniture RFP addendum sent out with changed return date, proposals due on June 26

IT: Megan has not received any info from IT guy, expected them by the 11<sup>th</sup>. Will follow up with Kevin.

Last open day for Library is July 14.

Al reminded the committee again that his son-in-law is employed by Engineering Ventures, civil engineers for the project.

6. Design Committee

Change order outstanding.

TH windows: Darwin says he can take storms off if a few windows can be repaired.  
Andrea will put into budget.

7. Temporary Library Committee

July 16 to 20 is move.  
Volunteer schedule upcoming.

8. Other Business

Review Action items

Jerry will be gone next week.

**SB schedule coming up:**

July 10: preliminary bid to SC. Small additional presentation re move, models

July 24: formal submission of the GMP and change order. Total project budget. Estimates of Operational annual, Maintenance over long term. Split out TH and Library.

9. Meeting adjourns at 11: AM.

Moved by: Alice  
Second by: Kevin  
Passed unanimously

--Additional Information--

OPEN ACTION ITEMS

**Kevin:**

Waiting on codes from Peter. (6/8)

Research building operation and maintenance costs for next years budget for July 24 SB mtg (with Andrea). (6/8)

**Cathy:**

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

Edit Town Websites (Library & Committee page). (5/4)

Follow-up with Peter: can the cupola money in this years budget be obligated, is it in next years budget. (6/15)

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

Follow-up with Darwin re cupola. (6/15)

Upcoming meetings:

Design: cancelled June 22

SC: cancelled June 22

Monday June 25 afternoon construction review with all parties 1 to 5 PM, location TBD

Vacation dates:

Lee out June 8 to 19

Andrea out July 9 to August 3

Library move dates:

July 16-20

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Additional Meetings that were held last week:

- 6/8 Fundraising Committee Mtg  
Sent out two more fundraising mailings (50 & 70)
- 6/10 Fundraising Fireside at Trustees house
- 6/11 Met with two conservators about the EHW Town Hall sign
- 6/1? Applied for two temporary signs with Zoning
- Daily thank you letters for donations