



MINUTES
New Library and Town Center Project
Steering Committee Meeting
June 22, 2018

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

In Attendance

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

SC Members not present: Colleen Parker, Jerry Storey

Lee Krohn (Interim Town Manager) arrived at 9:59 AM

Public: None

1. Call to Order at 9:09 AM

2. *Consider Approval of Agenda

Moved by: Alice

Second by: Ann

Passed unanimously

3. *Consider Approval of Meeting Minutes of June 15, 2018

Motion to approve with the addition of the following wording:

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

Moved by: Ann

Second by: Alice

Passed unanimously

4. Public Comment: none

5. Discuss procedure to be followed when a committee member has missed three consecutive meetings, in reference to policy unanimously passed by the Committee on 25 May 2018.

Discussed implementation of policy, will continue to review procedure in near future.

6. Construction Working Group

Town policy re conflict of interest may apply Al. This policy is enacted through Lee, not the SC.

Permitting has become overwhelming. The SC will direct Al to take over permitting for project. Request that he present a review of all required permits and status of each next week.

Tree Warden has a potential conflict issuing the tree removal permit; check state statute Title 24/Chapter 067/2509.

https://vtcommunityforestry.org/sites/default/files/pictures/tw_removal_permit.pdfAl

Lee will assist in establishing the correct process in a timely fashion given that all permits must be issued ASAP.

Andrea will drop zoning permit off Monday with Planning and Zoning.

7. Design Working Group

Query from VIA re TH AV needs. Kevin will request a plan that can be stubbed for components during project, with bids for components as finances allow.

Skylights being added to bid package as an Alternate cost.

Signage for building entrances: Pierson Library over both entrances.

Light fixtures in TH: Need to change the bulbs. Polish the fixtures. Need to know what the finish is. And who has a ladder.

Lee arrives at 9:59

Cathy is being replaced by Ann on the Design Group.

8. Temporary Library Working Group

Cathy is no longer on TL Group

Lee needs to coordinate assistance from Town for move, Kevin will put together a list.

Volunteer schedule proposed as Rotary Weds the 18th, Town Thursday the 19th, Friends and Trustees, Patrons and SC on the 20th. Scouts also, no date yet.

9. Other Business

Al: move police sign to other side of building—talk to Cathy and Police Chief

Historical Society: time capsule. Alice will coordinate

Punch bowl and cups moved from Library Attic to Town Clerks office. Possibly purchased by Friends, used for events in the original Pierson Library. However, might be original to Webb TH furnishings. Alice will follow up.

Fundraising news: We are at just over the 50% goal of fundraising to lower the bond! Thus, the effective bond is now 6.0 million!!

Outstanding response from Wake Robin to our campaign—125 letters to residents, 60 donated in response!! We strongly appreciate their level of interest in the project.

Briefly reviewed fund balances provided by Peter Frankenburg.

10. Meeting adjourns at 10:40 AM.

Moved by: Ruth

Second by: Ann

Passed unanimously

--Additional Information--

OPEN ACTION ITEMS

Kevin:

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

Organize SB presentation on **July 10**. (6/22)

Email VIA regarding AV in TH: stubbing out for components, bidding a package. (6/22)

Email Lee regarding needs from Town for move. (6/22)

Cathy:

Re-evaluate LGL with Kevin, AJ, Lauren to rectify numbers. (5/4)

Meet with Al re all permitting for project. (6/22)

Notify VIA re Pierson Library signage over both entrances. (6/22)

Warn furniture meeting for 6/28 at 1 PM in Library in case SC quorum is present. (6/22)

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

Al: Next week (6/29) present a review of all required permits and status of each. (6/22)

Arrange for move of Police sign from parking lot to south side of Town Offices. (6/22)

Ruth: Email Al re his new permitting assignment. (6/22)

Email Andrea inquiring whether Division of Fire Safety has looked at TH. (6/22)

Alice: Contact David Webster re punch bowl. (6/22)

Contact Historical Society re time capsule. (6/22)

Important Dates

Design: Friday June 29 8:30 AM

SC: Friday June 29 10:00 AM

June 25 construction review with all parties 1:30 to 5 PM, Town Hall

June 28 Furniture packages review 1:00 to 5:00 PM, Library

July 10 preliminary bid to SB. Small additional presentation re move, building, fundraising, etc.

July 24 formal submission of the GMP and change order to SB.

Kevin to present estimates of Operational annual, Maintenance over long term. (Split out TH and Library.)

Vacations:

Andrea out July 9 to August 3

Kevin out June 24 to 28

Library move:

July 16-20

Additional Meetings that were held last week:

6/15 Rotary Event

6/18 Town Hall AV meeting

Delivery of materials to VIA in Middlebury

6/19 Fundraising meeting

Volunteer Needs:

Farmers Market.

Moving Library.

Open spot on Temporary Library Working Group.