



MINUTES
New Library and Town Center Project
Steering Committee Meeting
June 29, 2018

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

In Attendance

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

SC Members not present: Colleen Parker, Ann Smallwood

VIA: Andrea Murray, Megan Nedzinski

Neagley and Chase: Andrew Martin, Rob Higgins

Al DiPietro (Clerk of the Works)

Lee Krohn (Interim Town Manager)

Public: None

1. Call to Order at 10:04 AM

2. *Consider Approval of Agenda

Moved by: Ruth

Second by: Alice

Passed unanimously

3. *Consider Approval of Meeting Minutes of June 22, 2018

Moved by: Kevin

Second by: Jerry

Passed unanimously

4. Public Comment: none

5. Construction Working Group

- July 9 deadline for bids extended to the 13th.
- Recycle and reuse of old building components before demolition needs to be planned.
- Date to strip asphalt shingles from roof and coordinate training with Fire Dept. needs to be decided.
- NC can schedule asbestos abatement but the work is being done for the Town. After July 21.
- Trailer location. Next to site entrance, where the ash trees are now.
- Permits: Have demo permit, have construction permit from town, July 4 is end of town zoning permit waiting period. Fire safety permit went in on Tuesday with a water curtain variance, conditional for site and foundation work. Andrea will follow up with that one next week. VTrans went in, check was to be picked up. Still outstanding: stormwater and trees.

- The State and Town Permits need to be posted ASAP. Kevin will post the Zoning permit at the Library today.
- Furniture RFP. Interviews to be scheduled (see below)
- Clapboard color to be coordinated with HPDRC.
- Landscape walkthrough for tree removal. Lee, David, anybody else. Date not set.
- Building envelope walk-through Monday the 2nd at 9:30 AM at VIA in Middlebury. VIA, Al and Pete (NC).
- Weekly job meetings will probably need a rep from the SC. Rob will schedule.

6. Design Working Group

- AV and a few other amendments to bid will be given to NC.

7. Temporary Library Working Group

- Kevin distributed moving task list.
- Filed a temporary extension to the lift in current space.
- Temp is helping dismantle the shelving.

8. Other Business

- Lee is waiting for Peter re Town Insurance query.

Presentations to SB

- July 10th: Ruth will do a short project overview. SC will review the overview on the 6th.
- July 24th: GMP. SC will reconcile the bids first. If satisfactory, the SC will recommend to the SB that the GMP be signed. VIA change order presented.

9. Meeting adjourns at 10:58 AM.

Moved by: Kevin

Second by: Ruth

Passed unanimously

--Additional Information--

OPEN ACTION ITEMS

Kevin:

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

Cathy:

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

Warn furniture meeting after Andrea confirms with vendors. (6/29)

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

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

Ruth: Presentation for SB. (6/29)

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

Contact Historical Society re time capsule. (6/22)
left info for Dorothea.

Important Dates

Monday the 2nd envelope walkthrough VIA, NC, Al at VIA

Design: **July 6** 8:00, Library

Furniture RFP: **July 6**, 8:30 TH

July 9, 8:30 TH (back-up)

SC: **July 6** noon, Library

SB: **July 10** project status update

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

Vacations:

Andrea out July 9 to August 3

Al out July 9 to 13

Alice out July 6th afternoon to 21

Library move:

July 16-20

Additional Meetings that were held last week:

6/23 Farmers Market

6/25 Hand-off VIA to NC

Volunteer Needs:

Farmers Market. Dates?

Moving Library.