



DRAFT MINUTES
New Library and Town Center Project
Steering Committee Meeting
July 6, 2018

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

In Attendance

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

SC Members not present: Colleen Parker, Alice Winn

VIA: Andrea Murray

Neagley and Chase: Rob Higgins

Al DiPietro (Clerk of the Works)

Lee Krohn (Interim Town Manager)

Public: None

1. Call to Order at 11:02 AM

2. *Consider Approval of Agenda

Moved by: Ann

Second by: Ruth

Passed unanimously

3. *Consider Approval of Meeting Minutes of June 29, 2018

Moved by: Jerry

Second by: Ann

Passed unanimously

4. Public Comment: none

5. Construction Working Group

- All bids out on street, July 13 due date
- Asbestos abatement—have begun to get info
- Builder's Risk Insurance—Lee needs to follow up.
- Building envelope walkthrough last week at VIA went well.
- Permits: Have fire safety permit, Andrea will check with VTrans. Division of Fire Safety permit still out. Also waiting for stormwater.
- Tree Warden hearing 8 AM Friday July 27th. Site walk on July 5th (Lee, David, Ruth). Follow up on tree trimming to facilitate construction—Lee.
- Does Town insurance company want to review the documents? —Lee

6. Design Working Group

Met today with two of three furniture vendors. One more to meet with next week, then will recommend one to SC for a full bid.

7. Temporary Library Working Group

- Shelving is being moved. 24 units moved so far.
- Al is working with a carpenter to move the book drop.
- After move:
 - Offer the Town any extra furniture.
 - Buildings and Ground wants to come through and scavenge useful parts.

8. Other Business

Al wants to know when he is getting a computer in his space at Town Offices. Kevin will move one over there.

Jerry wants to know what our name is: New Library and Town Center Construction Committee

Publicity article in Christian Science Monitor to appear soon.

9. Meeting adjourns at 12:11AM.

Moved by: Kevin

Second by: Ann

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:

Work with Laureen, Peter to rectify numbers. (7/6)

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

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

emailed David Webster re punch bowl.

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

left info for Dorothea Penar.

Please be sure to look at the next page for the upcoming schedule

Important Dates

7/9	9 AM	Creative Solutions: AV meeting
7/10	--	VT Moving and Storage pre-move meeting
	--PM	Presentation to SB
7/11	2:30 PM	Furniture vendor presentation
		Design meeting to follow
7/13	9 AM	SC meeting. <i>Recommendation from Design meeting re furniture vendor.</i>
7/16 to 7/20		Library moves to Field House
7/23	1 PM	SC meeting <i>to review GMP</i>
7/24	--PM	GMP presented to SB
7/25		LAST CALL for Risk Insurance answer
7/27	8 AM	Tree Warden hearing
7/30		LAST CALL for trees to be trimmed
7/31	9 AM	Inaugural Construction meeting.

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:

Volunteer Needs:

Moving sign-up sheet at front desk