

Ilsley 100 Project Team  
Minutes of Meeting  
January 25, 2024

Voting members:

Joe McVeigh - Ilsley Library Board (Present)  
Amy Mincher - Ilsley Library Board (Present)  
Dan Brown - Middlebury Selectboard (Present)  
Farhad Khan - Middlebury Selectboard (Present)  
Jim Gish - Public Member (Present)  
Barbara Doyle-Wilch - Public Member (Present)  
Ken Perine - Public Member (Absent)  
Ruth Hardy – Alternate Public Member (Absent)

Non-voting Members:

Dana Hart - Ilsley Library Director (Present)  
Judith Harris – Consultant/Town Liaison from Harris & Harris Consulting (Present via Zoom)  
Beth Dow – Town Liaison (Present)

Design Team present:

Chris Huston of ReArch  
Michael Minadeo of Wiemann Lamphere and Jim Gardner of ReArch (via Zoom)

Chair Joe McVeigh called the meeting to order at 10:00 a.m., and the minutes of December 14, 2023 and January 11, 2024 were approved as presented.

Community Engagement Update

Hart gave a summary of the upcoming presentations she would be giving to local groups, and said she thought it was time to start thinking about when to hold the large public meeting. McVeigh said they also planned on having a display at Town Meeting as well as a presentation. Huston said they will be creating a video regarding the project as well that could be shared at these events and on social media.

**Commented [JH1]:** Maybe use ReArch instead of they, for clarity?

Funding Update

McVeigh said the Selectboard will take up the question on whether to proceed with the bond and for how much at their February 13<sup>th</sup> meeting.

Hart said the Memorandum of Understanding with the Friends of Ilsley Library has been finalized and the bank account opened, so we are ready to start receiving funds. She said the fundraising has been going very well and pledges have been coming in, and the Department of State Libraries has finally released the date that applications will be available for their funding.

There was more discussion on the project financing and fund raising, and the impact on property taxes over the life of the bond.

49 Design Progress

50  
51 Huston asked about the process and if there was anything the Team felt they needed, and said while  
52 there is a lot happening now behind the scenes, he wants to keep them as informed as possible without  
53 going into every little change. He hopes the process so far has felt transparent and inclusive, so if  
54 anyone wants to discuss something, let him know.

55  
56 Huston said the deliverables promised in their contract have been completed and the mechanical,  
57 electrical and plumbing narratives are complete and some adjustments have been made due to a change  
58 in codes effective July 1<sup>st</sup>. He said the costs from Comcast and Green Mountain Power are lower than  
59 estimated, so that is good, and the plans are in a really good place. He said the Geothermal Study has  
60 been completed, and we have a nice flow of water, but it is under the potential EDI site, so it isn't the  
61 best location.

62  
63 He said they feel a fall construction start isn't ideal to complete all the details that need to be completed  
64 before breaking ground, and they are starting to see a softening in the construction market, so it could  
65 be to our advantage to hold off until early in 2025 to go out to bid, so they are recommending a spring  
66 2025 start.

67  
68 Huston said he and Hart had met with Town Planner Jennifer Murray and she had been very positive,  
69 and the only requirement she made was to add a sidewalk along the driveway between the upper and  
70 lower parking lots, so they have added that, but they've been avoiding adding things that might change  
71 in the future should the EDI project move forward. There was some discussion on whether to include it  
72 in the project cost or include it as an add/alternate. He said Murray had seemed fine with them not  
73 being able to meet all the parking requirements for the additional square footage, if the lower parking  
74 lot could be reworked to gain an additional 10 or so spaces.

75  
76 Huston then went over the changes/refinements that had been made to the design. The layout of the  
77 lower (basement) level was discussed and the need for more space for the Friends of Ilsley Library space,  
78 and that will be explored. The community room and flex/conference room area were discussed and how  
79 nice it will be to have the accessibility of having this additional space for events.

80  
81 Huston said Minadeo had listened to the concerns regarding the distance to the ADA ramp and had  
82 shortened the ADA access to the front door by replacing a couple of steps in front of the library with a  
83 slope to connect to the arched ramp that leads from the sidewalk on the south side of the building. He  
84 said this will work if it is acceptable to the Division of Historic Preservation, but he hopes they'll see it as  
85 a good compromise.

86  
87 Huston went over the renderings that are being developed for use in the upcoming public meetings prior  
88 to the bond vote. The best time to share these were discussed, and how they will be used in social  
89 media and in brochures. Mincher felt it was especially important to highlight images of the children's  
90 space and the front façade and how it fits into the downtown, since these were two areas mentioned  
91 often. The end of February is the deadline for completing the details.

92  
93 McVeigh asked when the public would have a chance to weigh in, and Hart thought that time had been  
94 earlier in the process, and Huston said this project had an excellent amount of up-front public input and  
95 he would convey that they have heard the opinions. Hart said the form to submit comments is still live

**Commented [JH2]:** Can you confirm on the recording this is what Chris said? It wasn't clear to me...

**Commented [JH3]:** A little confusing... what do you think of this as a substitute? ...regarding the "excessive distance of the access point to the ADA ramp from the new Main Street entrance. An alternative is to eliminate some of the existing bottom steps at the 1924 building, and substitute sloped sidewalks instead to both the new entrance and the town offices connector from that point."

96 on the library website, so people can continue to submit comments. McVeigh said he's not talking about  
97 changing the process, but he was concerned about public perception. Huston said we're going to hear  
98 people say they haven't had the opportunity to comment regardless of how many opportunities for  
99 comment have been offered. It was pointed out it was important to highlight changes that were made  
100 based on comments from the public.

101  
102 Huston briefly touched on the changes in the cost estimate, and about whether to add in the escalation  
103 cost for beginning the project in spring of 2025, and Garnder pointed out that the total cost does not  
104 show the rebates the project will receive. The message to get out to the public was discussed, and how  
105 to highlight the funding sources.

106  
107 McVeigh asked what decision points were coming up for the Project Team. Harris said she wanted to say  
108 this Design Team has been wonderfully responsive to everything that has come up and this is shown by  
109 the materials they produce and the quality of their deliverables. She said the Project Team is now  
110 familiar with the documents, but she thinks the project budget could take a different format for clarity,  
111 not because we're trying to hide anything, and then use the current detailed format as backup. She feels  
112 it's time to do that so there isn't any confusion over all the numbers. Huston said he feels the most  
113 important decision has been made already, and that is to begin the project in the spring of 2025, and the  
114 next that may be needed is on the geothermal system.

115  
116 The meeting adjourned at 12:06 p.m.

117  
118 Respectfully submitted,  
119 Beth Dow

Commented [JH4]: typo - Gardner

Commented [JH5]: will receive once complete.