

1 IIsley 100 Project Team  
2 Minutes of Meeting  
3 March 14, 2024  
4

5 Voting members:

- 6  
7 Joe McVeigh - IIsley Library Board (Present)  
8 Amy Mincher - IIsley Library Board (Present)  
9 Dan Brown - Middlebury Selectboard (Present via Zoom)  
10 Farhad Khan - Middlebury Selectboard (Present)  
11 Jim Gish - Public Member (Present)  
12 Barbara Doyle-Wilch - Public Member (Present)  
13 Ken Perine - Public Member (Absent)  
14 Ruth Hardy – Alternate Public Member (Absent)  
15

16 Non-voting Members:

- 17  
18 Dana Hart - IIsley Library Director (Present)  
19 Judith Harris – Consultant/Town Liaison from Harris & Harris Consulting (Present via Zoom)  
20 Beth Dow – Town Liaison (Present)  
21

22 Others present: Chris Huston from ReArch  
23

24 McVeigh called the meeting to order at 10:00 a.m. and the agenda was approved with one addition on  
25 community engagement. The meeting minutes of February 29, 2024, were approved as presented.  
26

27 Community Engagement  
28

29 Hart said since the last meeting, she and Joe had done the presentation at Town Meeting that went well, and  
30 alternating team members had been present was present the next day at the polls, and she listed several more  
31 presentations that are lined up over the next few weeks. She is also working on a postcard that will be going out  
32 to voters that will go out mid-April regarding the bond vote.  
33

34 Doyle-Wilch said the Friends of IIsley’s posters have gone up in the downtown store windows and said how  
35 supportive the businesses had been. Dow said WCAX had a short feature on the library project on the morning  
36 news.  
37

38 The location of the informational meeting on April 15<sup>th</sup> and the meeting the night before the voting was  
39 discussed, and Hart said it has been suggested that the May 6<sup>th</sup> meeting be at the Town Offices since there  
40 probably wouldn’t be that many people. Dow questioned how that would work when the setup for the polls  
41 would need to happen in that space as well, and the polls opened at 7:00 a.m. the next morning, and Hart said  
42 she’d double check with Town Clerk Mott. The location of where to hold the May 6<sup>th</sup> meeting was discussed,  
43 and it was decided that Hart would check with Kurt Broderson of MCTV to see what areas would work for them  
44 to broadcast the meeting.  
45

46 The Team then viewed the WCAX news feature, and the updated promotional video created by ReArch for the  
47 project. Doyle-Wilch thought the video was very good, and while she didn’t think the video needed to be  
48 changed, she hoped somewhere in our messaging it can be relayed that the library is a place for senior citizens

49 as well. Huston thought there were photos and footage of older library users, so he thought there was a way to  
50 do that easily.

51  
52 McVeigh wondered how the video would be used. Hart said it would be debuted at the Friend's of IIsley annual  
53 meeting, and then she thought it would be sent in a special newsletter through the Town and Library email list,  
54 and it will be on the library website. Mincher said it can also be on the Facebook page but was too long for  
55 Instagram. McVeigh suggested a message at the end of the video reminding people to vote on May 7<sup>th</sup>, and  
56 maybe have a message later that could work in the fund raising. Gish wondered if Town Hall Theater would be  
57 willing to send it out to their members as a form of endorsement.

58  
59 Funding Update

60  
61 Hart said they are moving ahead with submission of grant applications, and so far, she has submitted the  
62 Vermont Dept of Libraries grant that we should hear from in June, and the portal for Congressional funding just  
63 opened, so she will be preparing something to submit there. She said the Town has decided to prioritize the  
64 water storage project ahead of the library for the spring round of Northern Borders Regional Commission Grant  
65 funding, so she will apply for the fall round of funding in October. She said the Municipal Energy Resilience Grant  
66 had made some progress with completion of the assessment. She said there will be a report written sometime in  
67 the next 12 weeks, which will determine how much we can apply for. She had thought each project was eligible  
68 for up to \$500,000, but it is each municipality that is eligible for up to \$500,000, and the Town also had an  
69 assessment done for the Police Department, so there is some uncertainty on the amount we might receive, but  
70 we'll know by this fall. She said two smaller grant applications will be coming up soon.

71  
72 Hart said the Selectboard signed the Declaration of Intent to Bond at their March 12<sup>th</sup> meeting, and at their next  
73 meeting they'll approve the Warning for the bond vote. She said as far as the capital campaign, they have  
74 moved into a new phase of the campaign and will announce how much we've raised so far at the informational  
75 meeting on April 15<sup>th</sup>, and then between April and through the summer it will focus on major gifts, and then in  
76 the fall we will initiate the public phase and ask everyone to support the project. She said by the end of 2024 we  
77 should have a very good idea of what the funding gap will be.

78  
79 Gish asked if there were a certain percentage of voters that needed to vote to approve the bond. Hart said no,  
80 but voters can appeal the results if they feel that there has not been sufficient information and notice on the  
81 vote, so that is why we're making sure to get as much information out on the vote as possible so there is not a  
82 strong case for a recall. McVeigh said it would be in our best interest to get as many out to vote as possible, and  
83 there was discussion on ways to get the word out to the public.

84  
85 What information to be presented at the April 15<sup>th</sup> informational meeting was discussed, and Huston said he  
86 would be there along with someone from Wiemann Lamphere Architects. Also discussed were the possible  
87 questions and comments that might come up at the meeting.

88  
89 McVeigh wondered how to respond to someone who still wants to contribute ideas to the design, and Hart said  
90 it would be best to just tell people to email any suggestions to her and they would be passed on to the  
91 appropriate person. McVeigh is concerned about the people who want to feel they have a "buy in" in the project  
92 by being able to contribute suggestions. Huston said as was seen with the Town Offices/Rec Center project, no  
93 matter how many meetings are held, there are going to be people who feel the whole thing was "rushed".  
94 McVeigh wondered how to keep people involved after the bond vote.

95

96 Future of Project Team

97

98 McVeigh said after the bond vote, the work this Team has done to get the project to the bond vote will be  
99 completed, so the question will be what will happen to the Project Team going forward.

100

101 Harris said in the Town's history, the original steering committees prior to the bond vote, morphed into the  
102 "building committee" and in the case of the Town Offices/Rec Center, some members left, and more members  
103 were added with specific skills, and the charge changed, and she doesn't see that changing with this project. She  
104 said we have lots of time to figure that out, but we should plan on a new charge for the group, and some shift in  
105 members.

106

107 Huston said after the bond vote, there is the design development phase where they develop the design and  
108 engineering plans to arrive at the construction document phase, and during this phase the input needed from  
109 the committee diminishes. He said the next phase is taking the construction documents out to bid to local and  
110 regional subcontractors, and then it moves to the construction administrative phase. He then described what is  
111 involved in the design development phase which includes creating the detailed drawings by the architects and  
112 engineers.

113

114 Harris said the design development phase is the development of systems in general, whether they are furniture  
115 or mechanical systems or structural. She said we're approaching the phase where there will need to be major  
116 decisions made to create the refined drawings that go into the construction documents. Furniture was  
117 discussed, and Harris said at this point it will be important to make sure each space is the right size and in the  
118 right place on the plan. She will help, and she will help Hart work with Weiman Lamphere on those plans.

119

120 McVeigh asked about timing, and Huston said it would probably take until the end of the year to complete the  
121 construction document phase, so the design development phase might be 4 months, and the construction  
122 document phase 3 months, so they would most likely go to bid in January. He said they will be alerting  
123 subcontractors this fall that this project is coming up in 2025.

124

125 Doyle-Wilch said any building project she'd been involved with had their facilities manager contributing to the  
126 design and felt that someone with that knowledge base should be included. Harris said since the Town doesn't  
127 have a facilities manager, we may need to borrow the skills of someone, and Huston said ReArch has a property  
128 management division, so at the very least they could have the mechanical manager of services join the  
129 conversation.

130

131 McVeigh asked if Huston would be staying on through construction, and Huston said he would remain the  
132 primary point of contact, but there will be a dedicated superintendent on-site every day along with a project  
133 manager.

134

135 Adjournment

136

137 The meeting adjourned at 11:25 a.m.

138

139 Respectfully submitted,

140

Beth Dow

141