

Ilsley 100 Project Team
Minutes of Meeting
August 11, 2022

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 (Present)

Non-voting Members:

Dana Hart - Ilsley Library Director (Present)
Judith Harris – Consultant/Town Liaison from Harris & Harris Consulting (Present)\
Ruth Hardy--Alternate Public Member (Present)

The meeting began at 10:00 a.m. in the Ilsley Public Library community room.
Please note that this meeting was (unintentionally) not recorded. Minutes are reconstructed
from memory and hand-notes only. D. Hart

Approval of Minutes

The minutes of the July 28, 2022 meeting were approved.

Review of Charge

Joe McVeigh reviewed the charge, with special emphasis on “Key Action Item d. Consider a
variety of professional services delivery modes including traditional DBB (Design-Bid-Build), DB
(Design/Build), and CM (Construction Management) approaches.” The group also reviewed Key
Action Item e., which instructs the group to “engage an appropriate professional design team to
meet challenges most effectively: consider engineers, architects, estimators, construction
managers, design/builders, developers, fundraising and communications professionals.”

Potentials for Delivery Modes/Professional Assistance

The group reviewed a document titled “Glossary of Terms 8.11.2022.” This document clarified
different phases of design work and cost estimating, as well as the differences in architectural
product (building) delivery modes. These modes include Design-bid-build (DBB); Design/Build
(DB); and Construction Management (CM).

Matrix Process and Options

Joe asked the group if there was still a commitment to completing the matrix. The group agreed
by consensus that yes, the Project Team will complete the matrix.

The group then discussed which options will be evaluated as part of the matrix and settled on
four specific potential directions:

- 52 1. Renovate the existing structure. Do not expand the footprint; basically, fix what is broken
53 and renovate some parts of the building to improve ability to perform current functions.
54 2. Renovate AND expand. Similar to the concept of the gbA plan, i.e. maximize square
55 footage on existing site.
56 3. Renovate the existing structure and purchase and renovate the Ben Franklin building.
57 The Ben Franklin building would serve as an annex.
58 4. Build a new building on the EDI site. Sell or find other adaptive reuse for existing library
59 building.
60

61 Hiring Professionals

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63 The group agreed that it was time to bring in a professional to help with the matrix. Given that
64 the largest 'missing piece of the puzzle' is the cost, the group considered hiring a conceptual
65 estimator or real estate advisor. The group also considered hiring an architect to begin design
66 work. Ultimately it was decided that Judith Harris would reach out to a conceptual estimator to
67 find out what the likely cost and timeline for estimating would be. Judith will also reach out to
68 White + Burke, Real Estate Advisors to test their firm's fit for services we could utilize to
69 complete the matrix. The group also considered asking Andrea Murray, of Vermont Integrated
70 Architecture, to come answer some questions. Dana and Judith both expressed discomfort with
71 speaking with any architects that plan to submit a bid during the RFP process, as such a
72 conversation could be considered an interview. The group decided they did want to speak with
73 Andrea to see if they could learn something, but consensus on what questions/what the purpose
74 of the meeting would be was not established. Ken Perine was in agreement with her coming in
75 so long as the questions of her were specific.
76

77 Next Steps

78
79 Judith and Dana will update the matrix to reflect the final four options the group decided on.
80 Judith will begin working with Town Administration staff (Dan Werner and Jen Murray) to gather
81 more information for the matrix.
82 Dana will reach out to Andrea Murray to schedule a conversation.
83 Judith will reach out to a conceptual estimator and White + Burke to gather an understanding of
84 their services to meet our needs, fee ranges, and timeframe estimates.
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86 Adjournment

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88 The meeting adjourned at 12:00 p.m.

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90 Respectfully submitted,
91 Dana Hart