

Ilsley 100 Project Team
Minutes of Meeting
October 27, 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 (Absent)
Ruth Hardy –Public Member (Present)

Non-voting Members:

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

Public: Victoria DeWind

The meeting began at 10:00 a.m. in the Library Community Room.

Approval of Minutes

The minutes of the meeting from October 13, 2022 were approved as presented.

Funding Update

Hart said she is submitting an application to include the library project on the Regional Priority Planning List as recommended by Addison County Development Corporation Director Fred Kenney. She said this does not provide any funding but being on the list might position us advantageously for future grant applications. She said the proposed budget she had to submit with the application is loosely based on the GBA plan since that's the only dollar figure that we had.

She also met with Julia Connell of the Vermont Community Development Program to talk about their Implementation Grant which is one of the larger grants Kenney had recommended. She said the bad news is our project is not eligible for this grant, however it is eligible for a Planning Grant for \$50,000 and an Accessibility Modification Grant for \$100,000. She said the way these grants work together is tricky and both require an environmental review, so after talking about the project timing it doesn't make sense to apply for the Planning Grant since we'd then have to wait two years before applying for the Accessibility Modification Grant, so she is recommending just applying for the Accessibility Modification Grant and begin the environmental review this coming spring. She said the timing is "wonky" since the application can't be submitted until the bond is approved.

47 Doyle-Wilch asked what the environmental review entailed, and Hart said she wasn't sure,
48 because it meant different things depending on the grant being applied for. She said it is
49 possible they'd need to hire a consultant to help with the review. She said we would not be
50 eligible for these grants if the decision was to build a new library.

51
52 She has another meeting next week regarding the Cultural Facilities Grant for \$30,000 and she
53 said she'd work her way through the grants that Fred Kenney thought the project might be
54 eligible for.

55
56 Gish asked about the timing on the State Department of Libraries Grant, and Hart said they
57 can't give us an exact time that grant will open up until their plan for the grant program is
58 approved by whatever Federal agency is overseeing these funds. She thinks it will be within
59 the next six months.

60 61 Estimate Review with Henry Erickson

62
63 McVeigh said Erickson had been hired to develop estimates for all four options being looked
64 at, but today they would be focusing on Option A which is to stay in the existing space with
65 some updates and renovations.

66
67 Harris gave an overview of the information provided to Erickson which includes the things that
68 haven't been done in respect to code violations and mechanical upgrades, and they also
69 added an egress for the 3rd floor, as well as interior renovations to help programs function
70 better, to improve acoustics, and the creation of an exterior pavilion.

71
72 Hart reviewed the proposed changes to the floor plan to improve the programming spaces.
73 Harris said they are also proposing all the interior finishes be improved. Hart said there will still
74 be problems with sight lines and there will still be safety issues with the bathroom downstairs
75 and in addition to not getting another 6,000 sq. ft., we will be losing some public spaces
76 because of the need for more staff and storage space. She said they would not be getting any
77 of the spaces they wanted with the exception of the small conference room.

78
79 Erickson said the subtotal (shown on the final page summary) for this option is \$2,966,252 and
80 he's carried the general conditions at 16% which is higher than normal because it's a
81 renovation and there is additional work needed to protect the existing facility. He said
82 contractor fees have been running around 6% but has been as high as 8%. He said the
83 design contingency, which is to cover design issues that haven't been discovered earlier, is
84 15% and is a little bit higher because of all the unknowns. He said the insurance and bonding
85 is at .095% and to bring costs to a 2023 level he's added 10% (for escalation), but it really is
86 anyone's guess at this point. This brings the total for Option A to \$4,618,666.

87
88 Harris said these figures are for construction costs only and do not include the owner's costs or
89 professional fees, that are another 20%.

90
91 Erickson went over the details of his estimates, pointing out some of the higher cost items and
92 the professionals he'd spoke with to arrive at these cost figures.

93
94 McVeigh said in the GBA plans one of the issues noted was water infiltration mostly in the
95 1924 building, and he wondered if there were any water issues between the buildings.
96 Erickson said they had walked this area and he believed that the water proofing and drainage
97 covered in the estimate should take care of any issues, but this isn't based on any in depth
98 study.
99

100 Hardy asked if the estimate allowed for any historic preservation of the original building and
101 any specific materials that might be needed. Erickson said it was his understanding that the
102 exterior wasn't being changed and as far as the interior, the millwork isn't going to change or
103 the lobby or anything that might be areas they'd have issues with. Hart said the last time she
104 met with people from historic preservation, they were mostly concerned with the exterior and
105 the windows, and none of the changes discussed would change the exterior other than new
106 front steps that are not historic.
107

108 Gish asked about the condition of the roof, and Hart said the roof was replaced 8 or 9 years
109 ago, and while it does leak very infrequently in ways that don't make sense, it is generally in
110 good shape. Erickson said they did look at the rear of the buildings where the two roofs come
111 together, and he has included some money to extend the eaves out so when the water comes
112 down it isn't next to the building.
113

114 Hart said other than the 3rd floor egress, this option would not include any changes to the 3rd
115 floor. Erickson described the work involved and the location for the egress and went over the
116 cost estimate of \$117,124 just for the egress.
117

118 They discussed the additional 20% for owner and professional costs, that would bring the
119 project to roughly \$5.5 million, and Hart said the cost to relocate and move the library
120 operations during construction was not in this estimate but thought they could list that
121 separately since it will probably be the same for any of the options that would require them to
122 relocate. Hardy said that is a very important piece for people to understand that this work is so
123 significant the library cannot remain on site. Erickson said if the library operations didn't
124 relocate during construction, then the construction cost estimates would be considerably
125 higher, especially the installation of the HVAC system.
126

127 Mincher asked Erickson how long he estimated the construction would take place, and he said
128 he'd guess 12 to 14 months.
129

130 Erickson said he would be looking at Option B next and that would be based on the GBA
131 design and people need to understand that it isn't about that specific design, it's about the
132 space that would be required to meet the needs of the program.
133

134 Khan said the only problem with Options A & B is that in 10 years we'd be looking at another
135 library expansion. Hart said if it was decided to go with Option A, she would consider it Phase
136 1 since we would still need space for needs for teens and kids, since the greater community
137 needs would not be met.
138

Hart said she is waiting on costs for moving the collection, but there are still some decisions to be made in order to come up with any kind of estimate.

Harris said Erickson should have the estimates for Option B in a couple of weeks, and the Team hasn't decided whether to have him do an estimate for Option C, and the estimate for Option D for the new build should be relatively easy, so she thought all estimates would be complete by December 1st.

Selectboard Updates

McVeigh said the Selectboard discussed what they wanted to see happen at the EDI site at their last meeting and asked Selectboard members Brown and Khan what the outcome was.

Brown said when the Board had their retreat last fall, one of the highest priorities was resurrecting the work on the EDI site. He said they've been having sidebar discussions about not necessarily bringing back Nexbridge, but to start all over. He said the Board is interested in and likes the idea of locating the library down there to start the process, but they really need to look at the whole area to see how and where a library would fit and what else could be included. He said the discussion began a couple of weeks ago about bringing in contractors and developers to see if there was any interest out there in partnering with the library, and they'll start pursuing that soon. He said staff and Board members have a list of 5 or 6 developers to come in to have this discussion.

Hardy said she is nervous about tying the library project to the EDI site, since this would add an additional 3 to 4 years onto the project and we could lose total control over the library space.

Doyle-Wilch asked how much land was involved, and no one knew for sure. Harris said if the library was to build new as part of the EDI site, then the existing library site would become part of the EDI project for the adaptive reuse of the existing structure. Brown said they also discussed the fact that there would be significant cost involved in maintaining the existing library another 4 or 5 years, and how would those costs be absorbed.

Hart said what if there is no interest in developing that site, would it be reasonable to consider building the library on top of a parking structure. Brown feels the site is attractive and there were other factors involved as to why it wasn't developed before. Gish said developers might not be interested in including a town library into a development.

Hardy wondered if the proximity to the water would impact the ability to develop it, and Harris said she believes that was looked into the last time and site drainage had to be designed to avoid that, and the Board can make any kind of terms they want to developers, such as including the library as part of the parcel. She said all the issues they found in the first go-around can be addressed the next time.

McVeigh said this project team may need to decide where their allegiance lies, and is it with the library or the Town in a larger sense. He can see what might be best in the relatively short

term, might not be the same as a larger development and they may need to think about how to make that decision. Hart said she feels the allegiance of this group should be the library, since it was created by the Selectboard to come up with a library project and present it to them, and then the Board has to make that decision. Doyle feels the library needs to be done as soon as possible, but she also thinks they represent the community and don't want to make "silo" decisions. McVeigh said maybe they should be thinking bigger, like the South Burlington project that included Town Offices and elder care center. Hart said she thinks they may have to decide if they want to hold out for a larger project or decide they can't hold out and move forward more quickly.

Hardy said when the Town Offices were being planned she and former Library Director Kevin Unrath had repeatedly said the library needed to be considered, and it makes her sad even now to walk into the Town Offices. She wondered if there was a way to integrate the library renovation with the Town Offices, like perhaps a connector of some kind and wondered if this had been looked into. Harris said she had discussed this with Town Manager Ramsay earlier in the process. She said the two doorways do line up architecturally, and the Town Offices have a working elevator, so perhaps if there was a common lobby and have a cross-over for the various levels, it might save some money. The other thing was the possibility of thinking of both spaces as one and reprogramming the entire space, and in her mind it would be the start of a town center. Hardy said it might be a way of staying on this site and having a better town center. Doyle-Wilch said it might be a better Option B to renovate and expand and see if there was any way to pull the buildings together.

Hart asked if it would change the estimate substantially, and Harris said it would really just be creating a new lobby and maybe some shared space, so maybe they could look at adding another version of Option B. McVeigh said he hates to get hung up on the details, and thinks they need to keep moving forward with rough ideas to share with the public and get feedback.

Doyle-Wilch said when they were looking at the library programming, they didn't look at anything outside the walls, such as the outside spaces, or talking about tying into a town center, and she thinks when they start looking at designs those need to be added to the RFP, and she loves the idea of tying into the Town Offices and that will offer a lot of creative opportunity. Hart said they did include in the programming a shared lobby for a potential partner. Gish said the concept of tying the two buildings together for a town center becomes a whole different project than just renovating the library. Mincher said Option B doesn't mean just sticking with the GBA plans and she'd like to see other possibilities and we need to be open to them.

Victoria DeWind said the idea of tying the two buildings together is a real interesting idea, but she thinks the library should be the focus and the community connection. She said the potential to develop the EDI site years ago was rejected by 5 developers and only 1 brought forward plans that were borderline, but it needs to be explored again.

231 Community Engagement Update

232
233 McVeigh said they have been collecting images of people in the community and their
234 comments on the benefits of the library to put on posters. He said this will be a long-term
235 campaign so there will be additional people added as it goes forward. He said there will also
236 be some video taken to edit into a video presentation.

237
238 McVeigh said he and Hart had met with Jonathan Connor who is the head of marketing at the
239 National Bank of Middlebury. Hart said they met with Connor at Ken Perine's recommendation
240 that we needed concerted public relations efforts by a professional. She said Connor
241 described the Bank's PR campaign and he felt the library had the good foundation for a good
242 PR campaign and it was a helpful conversation and good to know that the library is in a really
243 good place.

244
245 There was discussion on the schedule and public relations and the possibility of hiring
246 someone to assist with this comprehensive campaign. Hart said she had met several months
247 ago with Sarah Audet of Hedgehog+Fox Collaborative that does organizational outreach,
248 communications and public relations campaigns for non-profits. McVeigh suggested Hart
249 obtain an updated quote and Hart said she could invite her to a future Team meeting.

250
251 They discussed the upcoming community outreach round 1 meeting presentation and how it
252 would be important that Team members attend as many meetings as possible.

253
254 Updated Pros and Cons

255
256 Hart summarized all that had been done since the last time the Team met, and that her and
257 Harris update it as more information come in.

258
259 The discussion continued on what information would be presented to the public at these initial
260 meetings and what will be saved for future meetings.

261
262 Public Comments

263
264 DeWind made some suggestions of what to say at the meetings and said it's her opinion that
265 the design from several years ago is a bad design to work with, since she felt it was an
266 institutional solution to a small community problem.

267
268 The meeting adjourned at 12:04 p.m. The next meeting of the Ilsley 100 Project Team will be
269 Thursday, November 10, 2022 at 10:00 a.m.

270
271 Respectfully submitted,
272 Beth Dow