

Ilseley 100 Project Team
Minutes of Meeting
November 10, 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 – Alternate Public Member (Arrived later in the meeting)

Non-voting Members:

Dana Hart - Ilsley Library Director (Present)

Judith Harris – Consultant/Town Liaison from Harris & Harris Consulting (Present)

Also present: Estimator Henry Erickson via ZOOM.

The meeting was called to order at 10:00 a.m. in the Ilsley Library Community Room.

Approval of Agenda and Minutes

The agenda and the minutes of the October 27, 2022 were approved as presented.

Funding Update

Hart gave a summary of the grants she had looked into for funding. She said we'd be eligible for the Vermont Art Council's Cultural Facilities Grant for \$30,000, and while it isn't for funding new construction, she thought it would be worth applying for next year. The other one she thought was worth applying for next year was the Libraries Transform Communities grant for \$20,000.

She said she is looking into the Community Recovery and Revitalization Grant that is part of the \$40 million Vermont received as part of the American Rescue Plan. She said there are different tracks to apply for, but the library would need to apply under the municipality category and those grants seemed to be earmarked for wastewater projects. She said it would be a complex application process, but for a \$1 million grant it would be worth it. She wasn't optimistic it would work for the library, however.

She is also looking into the Northern Borders Regional Commission grant and she's still waiting to hear from the Vermont Libraries Association on when the ARPA funds will become available.

Mincher said the Institute of Museums and Library Services (IMLS) encourage people to contact their grant specialists about grant opportunities, and Hart said she would add it to the list.

McVeigh said Perine had suggested some Team members meet with Town Manager Ramsay regarding the potential for bonding and the state of the Town's indebtedness. Brown said the Board had just

49 authorized the signing of a Declaration of Intent to Bond for \$3 million for a new water storage tank on
50 Chipman Hill, and there was also a wastewater bond that would be coming sometime in the future.

51
52 Estimate Review of Option B with Henry Erickson
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54 Erickson ran through the estimate totals with the Team, and several were the same as Option A had
55 been.

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57 McVeigh asked what the difference was between “contingency” and “escalation”. Erickson said the
58 design contingency is based on the GBA design as a way to come up with a price, and it covers things
59 that aren’t known in the documents provided, such as finding unexpected conditions during
60 construction and incomplete design work. He said these estimates are based on probable costs and not
61 on a schematic plan so it’s to cover for that. He said escalation is to cover inflations costs until the end
62 of 2023, but at this time it's anyone’s guess what they will be.

63
64 Erickson went through the estimate of construction costs. Gish asked if there was a way of isolating the
65 cost of demolishing the two additions. Erickson said it was \$215,961, but with the markup it’s closer to
66 \$310,000 to \$320,000.

67
68 Gish asked if there was a “made in America” requirement for steel in this type of project, and Erickson
69 said he wasn’t sure, but he believes it depends on the requirements of the funding source.

70
71 Erickson went through and explained what some items were in the estimate and how he arrived at the
72 costs. The final estimate for Option B construction costs was \$12,359,974. This estimate does not
73 include professional fees, owner costs, moving costs or the cost to rent space for the library to relocate
74 during construction which brings the total owner of magnitude project estimate to \$14,831,968.

75
76 The Team asked questions on the differences in costs between items in Option A and Option B.

77
78 Harris said she had spoken with GBA and in their original feasibility study they had total square footage
79 area as 27,637 sq. ft. yet their program number was 24,800 sq.ft.. She said the difference is because
80 when there is an existing building and you add onto it, sometimes you have a space available that is a
81 fixed size that doesn’t exactly match what you have in the program, so you’re doing the best to reassign
82 spaces and match the total square foot area. She said if you start with a brand-new building, you can hit
83 the total easily. Erickson said the program space is on the net square footage, not the gross square
84 footage of the building that includes the exterior walls.

85
86 McVeigh asked how the overhead space works into the square footage, and Harris said it doesn’t count
87 as programmable space, since it includes electrical and mechanical space, stairwells, wall thicknesses,
88 hallways, so it averages about 30%, but the current building is about 40% due to the thickness of the
89 walls. She the overhead space is not the difference between the 24,800 sq. ft. and the 27,637 sq. ft.

90
91 Mincher said the GBA estimate a few years ago was \$9 million and wondered if the difference in the
92 estimate now is due to inflation. Harris said the \$9.6 estimate was the total project budget, so that
93 equates to our \$14.8 million. She said what’s different is the methodology in the way GBA puts their
94 estimate together which is by square feet and theirs is not as detailed as Erickson’s. Erickson said he’d
95 looked at GBA numbers and guidelines to track inflation, and he came pretty close to the same number

as GBA with inflation. He said this includes material costs, but also labor costs in Vermont are extremely high due to a lack of labor to meet the needs, so workers are in the position of being able to negotiate higher wages. Harris said GBA had professional fees in their estimate, but they did not include owner costs or moving/rental costs.

Harris said Erickson's next estimate will be for Option D and they're only estimating the two levels of parking and the library, and it will be constructed into the bank so the entrance plaza will be at grade in the upper-level parking lot. McVeigh said Erickson will be breaking the cost of the parking structure out from the library structure, since it isn't clear who will be responsible for building that.

Erickson left the meeting at this time and said the estimate for Option D will be presented at the December 1st meeting.

Hardy entered the meeting at this point.

Gish said these estimates are coming in higher than the \$10 million they'd talked about in the beginning, so wondered at what point they start looking at whittling down the costs. Doyle-Wilch thought that happened with the help of the designers.

The Team discussed whether to have it designed to the estimates or have the designers look at the estimates and try to design with the idea of needing to reduce the cost. Harris said you have to be careful on reducing the quality of the product, which is what makes a library a library, so they might have to look at the scope of the project or phasing.

Doyle-Wilch didn't like using the term "order of magnitude" which is confusing, and feels the detailed costs are confusing, and preferred saying the cost is "approximately" \$14 million and take away the details.

Brown asked about how you phase a project. Harris said there are several ways you can do this, such as you could wait on one of the additions or build it as a shell and not complete the finishes. McVeigh said it would probably cost more in the long run, but not right away, and Harris agreed.

Hart didn't want to present the Selectboard with an option and then say we realize it's too high so we'll find a way to reduce the cost, because by the time the recommendation is submitted we won't know how much money we can get and we won't have heard back regarding Congressional funding or from the Dept. of Libraries on ARPA funds, since that could be an additional \$2.5 or 3 million dollars.

Hardy agreed with Doyle-Wilch regarding the term "order of magnitude" and feels another word should be used to describe it, and if we put out the exact amount of the specific estimate people are going to think the project is a done deal. She said at the last meeting the possibility of connecting to the Town Offices was discussed and there would be some cost savings there, since the need for an elevator would be eliminated, and she wondered if that was included in the estimate. Hart said Erickson hasn't priced that out since we don't have enough details, but she feels there are many subvariants of Option B, but she thinks it would be best to work with a design team to see what those costs might look like. Harris said Town Manager Ramsay is open to the idea and the possibility of reprogramming the Town Offices since their needs have changed since moving in, and then blend to see where the overlaps might be.

Rental Space Estimates

Hart said she had spoken with Bill Townsend of J.P. Carrara and Sons/Vermont Industrial Parks regarding commercial rental space costs. She said to move everything into one space they'd need 18,000 sq. ft., or they could move into 10,000 sq. ft. and put most of the collection into storage.

She said Townsend had provided an estimate of \$14-\$18/sq. ft annually for office space, and \$6-\$10/sq. ft. annually for warehouse space. She said if the library moved into 18,000 sq. ft of office space for two years, the cost would be roughly \$648,000; if they moved into 12,000 sq. ft. of warehouse for two years it would be \$240,000 for two years, or if they chose a hybrid options of 10,000 sq. ft. of office space and 5,000 sq. ft. of warehouse, the cost would be \$460,000. She thought it would be safe to estimate \$500,000 for rental for two years, and that does not include the moving costs.

Khan said MCTV is also thinking ahead to the need to relocate. Hart said there might be some space for MCTV wherever the library goes, but they would need to find another location for the archives. Hardy suggested talking to the schools about space for MCTV and perhaps a satellite library space.

Communications Update

Gish reviewed the slide presentation prepared by himself and Hart to be used at the upcoming community meetings in hopes of getting the public as excited about the project as the Team was. Following reviewing the slides, Team members made suggestions for additions and changes to the presentation.

Hart said she would be meeting with Sarah Audet, along with Gish and McVeigh, about having her help tell the story to the public. She said Audet works with David Roberts, who is also the Chair of the Brandon Public Library, so she is in hopes they will be the professionals that will help with communications.

Mincher is working with Renee Ursitti on documents for Instagram and Facebook, that Ursitti is willing to post daily.

Next Steps

McVeigh said they needed to decide if they're going to make a recommendation on only one option, or are they going to recommend more and decide as they go along.

Harris said Options A,B and C are options generated by the library, but Option D on the EDI site is generated by the Town so they aren't really compatible. She said the library prepares the RFQ or RFP for an architect or design service to define the project, whereas the Town would be looking for developers and they'd be the ones hiring the architect, which leaves the library to fall back somewhat from the driver's seat. She said the library couldn't ask for design options for the EDI site.

McVeigh said they need to be thinking about clarifying the decision making process. He mentioned John Freidin's memo who felt the options should be voted on by the voters. He wondered what the perception was of the townspeople on their input, and they need to make it clear to them that providing input doesn't mean making the decision.

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191 McVeigh also mentioned a discussion he had with Bob Champlin, former President of the Library
192 Trustees, and Champlin felt the library shouldn't be expanded on the current site because it was too
193 limiting and felt they should be thinking of it as designing a community center with a library, not the
194 other way around. Doyle-Wilch said there will be many variations on location brought up, and Hart ask
195 that they all be filtered through her.

196
197 Hardy also had questions on the location and if the possibility of it being somewhere other than
198 downtown was off the table. McVeigh said the original Charge by the Trustees was it needed to be
199 downtown. They discussed other possible sites in town other than downtown, but Hart said the current
200 location is very walkable for several childcare facilities and does contribute to the downtown economy
201 as some people run errands downtown after going to the library.

202
203 Next Meeting

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205 The next regular meeting of the Ilsley 100 Project Team will be December 1st, with several public
206 meetings in between.

207
208 Respectfully submitted,
209 Beth Dow