Ilsley 100 Project Team
Minutes of Meeting
April 27, 2023

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

Also present: David Hamilton, member of the Professional Advisory Group (PAG) (arrived mid-meeting)

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

There were no changes to the agenda, and there were no comments on the minutes of 4/13/23, so the minutes were accepted as presented.

<u>Social Media Update</u>

Mincher said that people are really enjoying the updates and she feels that shows a real interest from the community. She said they are almost done posting all of the PR posters prepared earlier, so we might want to think about doing another series of them. She said the posting she did on the economic value of the library to the community was successful for people, and she thought it would be good to focus on that a bit more going forward.

McVeigh said the PR posters haven't really been used a great deal yet, and while we could produce another round, he thought we could get some more mileage out of the ones we had now, but we should have more people from diverse backgrounds when preparing new ones. He also wondered about extending the volunteer group beyond the Project Team.

<u>Selectboard Meeting Update</u>

McVeigh said he and Mincher gave the Selectboard an update on the design competition guidelines, and they gave their blessings on that work. He said Ramsay and Harris had met with an attorney on the legal wording for the guidelines and he asked Harris for a report on that discussion.

Harris said they met with Attorney Bob Fletcher who was recommended by the Vermont League of Cities of Towns, and his firm's clientele is largely school districts and municipalities. She said they've sent him the draft competition guidelines and a draft Letter of Agreement for him to review the language from a

legal aspect and from the owner's perspective, since the original document used to prepare our draft guidelines was an American Institute of Architects document.

McVeigh said because of the tight timeline and the time it takes for a legal review, we'll be sending the design firms a letter welcoming them to the competition, along with the guidelines, and tell them that a more formal Letter of Agreement will be sent later.

PAG member David Hamilton arrived at this time.

Review of Design Competition Guidelines

The Project Team and Hamilton worked on the wording of the guidelines and discussed the competition process. It was agreed that besides their electronic submission, each design team would submit one set of paper prints of the designs that will be left at the Library for the PAG group and Project Team to view as needed.

The Team discussed how long each design team should have to give their presentation to the Project Team, and whether to have them all present on one day or divide it into two days. It was decided to schedule two hours for each presentation and schedule the 4 presentations over 2 days.

The schedule as decided at this meeting:

Friday, July 7th – Design proposals are submitted by the Design Teams and sent to the Project Team, Professional Advisory Group and key staff members.

Monday, July 17th – The PAG submits their report and rankings of the design, and the Project Team submits their individual rankings.

Thursday, July 20th – The PAG and Project Team meet to compare and discuss rankings.

Tuesday, July 25th and Thursday, July 27th – the design teams make their presentations to the Project Team.

Wednesday, August 9th - tentative date for the public presentation at the Town Hall Theater.

Thursday, August 17th - Project Team will meet to make their final decision.

Tuesday, August 22nd – the Project Team will make their recommendation to the Selectboard.

The selection process was discussed, and the difficulty involved in choosing one team over another. Harris pointed out that this time we could issue RFPs to more than one team, so it makes it a little easier than having to choose only one. Brown said they need to remember that while they might not necessarily like the design, we might feel strongly that the team is the one we want to work with, so it isn't necessarily all about design, and the public should be aware of that as well.

Funding

McVeigh wondered if the Project Team should begin looking at possible funding sources while we're waiting for the competition process to begin.

Harris cautioned that the Project Team is not supposed to be involved in the competition process at all at this point. She also said that when meeting with the attorney last week, he raised the question of what happens to the funds that come in through the Friends of Ilsley and then to the Town, if the project doesn't move forward, so that needs to be thought about. She said we also need to decide at what point do we ask the Selectboard if we can move ahead with schematic plans or not.

McVeigh said he's sure Hart has thought of the funding issues. Mincher said the concern about what would happen to the funds had been brought up earlier with the Friends, and she thought that had been dealt with. She said at some point we're going to need those funds, even if it's just to help repair the existing problems at the Library. Khan said the Selectboard has also discussed having a retreat at their second meeting in May to meet with Fred Kenney of Addison County Economic Development Corporation on Tax Increment Financing.

McVeigh said the funding is approved already for the schematic designs, and if we proceed with those in the fall it would be with the intention of going for a bond vote at the Town Meeting in March, however he said what was in question was what size bond would the public be comfortable with. It was agreed we'd know more about the other possible funding sources by this fall, and then we'll know what more we'll need to come up with.

Harris said these designs that come in can also be considered as "master plans" that could be done in increments, but it would cost more in the long run. McVeigh said the Selectboard also needs to consider how much it is going to cost if we do nothing.

The dates of the next Project Team meetings are May 18th and June 15th.

Respectfully submitted,
Beth Dow