

Bent Northrop Memorial Library
Trustees Meetings
@BNML (unless otherwise noted)

4-21-10
7:30am

Present: Terry Hale, Bet Howrigan, Albert Tetreault, Mike Connor

Construction contract: The Construction Management Proposal from Connor contracting was reviewed and a contract was signed.

Adjourn: 8am

4-23-10
1pm

Present: Albert, Bet, Terry, Julie, Kristen, Amanda

Finances: We can expect 7%-10% return on investment so it makes sense to look into options for borrowing for construction. Bet and Amanda will meet to explore borrowing options and bring a recommendation back to the full board.

Two Certificates of Deposit are maturing on April 29th. **MOTION:** Amanda is given the authority to “cash in” the two C.D.s maturing on April 29th if it is the best interest of BNML. All are in favor.

Survey: Mike Connor requests that a full survey of the Pafundi property be done.

MOTION: BNML trustees support a complete survey of the Pafundi parcel. All are in favor.

Pafundi House Reclamation: Timeline was discussed for reclamation of items from the Pafundi House.

Until May 1st: BNML claims what might be useful in the new library

May 1-15: Public Sale of items

May 15-June 1: Contents free

Review contract and timeline from Connor Construction: The trustees reviewed the contract and timeline for construction. Construction is expected to begin around July 1st.

Hazardous Waste Check: A representative from A.T.C. will visit the Pafundi House on Monday April 26 @7:30am in order to give use a proposal for testing for hazardous materials.

Communications Plan:

Albert: communicate with the select board. Inform them about the full survey. Talk with the Fire Department about a controlled burn

Kristen and Julie: community communication plan...will try for an e-mail to patrons every Wednesday with updates

Bet: will let Jason know that school stuff in Pafundi garage needs to be moved by May 1st

Terry: will inquire (for insurance purposes?) about whether the Town “owns” the property even though the library purchased it (ie we are a municipal library...)

Public Informational meeting: mid-late May

Site visits to Craftsbury and Lincoln: Wednesday April 28th leaving BNML@7:45am

4-26-09
Pafundi Site
7:30am

Present: Bet Howrigan, Julie Wolcott, Albert Tetreault, Randy Clark, Amanda Forbes, Kristen Hughes, Mike Connor, Ben Toof

Hazardous Materials: Walk through by ATC. Amanda has the authority to sign the contract for materials testing after verbal approval from the trustees.

Conceptual ideas: Look to the future...

-site building for optimal town/recreation use of the lot

-Can Park St be reclaimed. (mostly) with “street” going to the south of the fire station and Pafundi House.

-Plan for “additions”

Mechanical systems discussion

Parking- take advantage of natural ground conditions/slope

Vaulted ceilings for stacks

Orientation-South Street and the Common

Siding-Masonry Clapboard

Architect: Mike will send out an RFP with responses due back by 4-30-10 and the trustees should make a decision in anticipation of a 5-3-10 1st meeting with the chosen architect.

Tour of House: Randy and folks

Adjourn: 8:30am

4-29-10
3PM

Present: Bet, Terry, Albert, Julie, Kristen, Amanda

Hazardous Materials: Samples to be taken on 5-6-10 by ATC. Possible verbal report on 5-13-10 with a written report on 5-17-10.

House Reclamation and Demolition: Discussion about Town liability for individuals removing items from the house. Amanda will draft a waiver form. Insurance company suggests that anyone removing items show proof of insurance and list the Town and BNML. Town employees could do it? Mike Connor could do it? All removal is on hold until we get the hazardous material report.

Financing: Bet and Amanda are talking with banks about loan possibilities. We will need a vote from the townspeople to approve the loan. We can plan for a floor vote at our informational meeting.

Both 4-29-10 CDs were put into the building fund account. Another CD is maturing on May 28th 2010.

Building Design: Kristen presented here sketch of a new library for input. Discussion on going!

Adjourn: 5:10pm

5-3-10

7AM

Present: Bet, Terry, Albert, Julie, Kristen, Laura Fulwiler (communicator), Ben Toof, Mike Connor, Michael Dugan (architect), Ryan Miller (8th grade student)

Introductions: Laura and Michael

TDH survey: Still being completed

ATC work: They will advise us about a fire permit.

Building: Discussion about design, mechanical systems, roofing material, parking, orientation...etc.

Construction Budget: \$500,000 include "soft" costs (furniture and fixtures)

Historic District question: Mike's office is looking into whether the historic district survey will impact our plans. Julie will help with this if needed.

Adjourn: 8:15am

House and site tour: Michael Dugan toured the house and site.