

**Municipal Building Working Group
Thursday November 20, 2014
Steele Block 2nd Floor Conference Room**

Present: A. Nelson, B. Farr, B. DeLaBruere, J. Illick, D. Schneider, T. Wood, F. Chaffee, M. Kasamatsu, C. Palermo, W. Shepeluk, and C. Lawrence.

The meeting started at 2:00pm.

A project schedule was distributed. B. DeLaBruere will add a December 15th milestone where the construction budget will be presented to the Select Board. The estimate will be completed on December 11th and presented to the working group on that same date. Working group meetings are on the schedule every other week through February, although additional meetings may be necessary.

B. Farr reported that the excavation of contaminated soil has to be done, and she is working on getting a price. The library move out date was discussed and is shown on the schedule on April 1st. W. Shepeluk stated that the library can move out by January 1st if necessary. Asbestos removal has to be done, as well as radon and lead remediation. The library move out date will be changed on the schedule to March 1st.

The project is scheduled for completion on December 15, 2015. B. Farr suggested that there be ground breaking and ribbon cutting ceremonies.

The status of the Act 250 permit was discussed. A recess memo was issued by the District Commission. The response has been prepared and sent to John Kiernan to include and send to the District Commission. No timing deadline was given as to when all documents should be submitted. T. Wood suggested officially asking for timing in the recess memo. The project cannot move forward without the Act 250 permit. The worst case scenario is that the permit will be appealed which could delay the project for up to two years.

A. Nelson distributed an outline of the design development set and stated that the pricing includes three main types of information: supporting materials, drawings and specifications. He then flipped through the most current version of the drawings and suggested that each department review the interior millwork.

A brief discussion was held on the furniture. The furniture for the municipal offices is included in the budget while the library will supply their own furnishings.

The next meeting will be held on December 11th at 1:00pm.

The meeting ended at 3:15pm.