

Steering Committee Meeting Minutes

February 9, 2010

Members present: Bill Lane, Tom Dooley, Mary Tichenor, Ann Marie Gordon, Charlie Johnson, Margaret Bailey, Dave Beinetti

Public attendees: Mark Rowe

The meeting was called to order by Charlie Johnson at 7:10 pm.

Public Comment

None.

Approval of Agenda

An updated agenda was distributed.

Approval of Minutes from January 12, 2010 Meeting

Append minutes to make it clear the Steering Committee recommends the Town Board investigate shared VOIP services with the school district, library, and village of Honeoye Falls.

Tom Dooley moved to accept the minutes with appended language above; Mary seconded.

Chairman Status

Charlie is willing to assume the Chairman position for the Steering Committee; Bill Lane has agreed to be Vice-Chair. There was discussion about the value of having a liaison from the Town Board at these meetings. A formal request for this will be made to the Town Board.

Similarly, there was discussion about a member of this committee attending the Town Board meetings to provide updates, listen for communication opportunities, and make periodic presentations, when appropriate. The committee will recommend the Town Board consider this suggestion.

Tom motioned to approve; Margaret seconded. All in favor, none opposed.

Review Committee and Subcommittee Membership

There was a question about the composition of the Steering Committee: do we have the appropriate representation of all the working subcommittees on the Steering Committee? Is the Development Committee still active? Should there be representation from the Capital Campaign Committee? There was general sentiment that active participation is needed from these groups at the Steering Committee meetings. It was suggested to add the Capital Campaign Committee members to the roster of new library committees.

Charlie will get clarification on the need for Town Board approval of the Steering Committee members and whether the Board needs to approve subcommittee members.

There was discussion about the need for closer monitoring of the financial aspects of the project so this committee could address issues and questions and inform the Town Board. Some possible candidates were discussed to fill this role on the Facility Committee.

February 1 and February 7 Town Board Meetings

General discussion took place about the purpose and outcome of the February 1 meeting. This meeting appeared to be a formal beginning to better understanding the library project and process that's been used to date. The 4-0 vote on February 7 confirms the Town Board's support for a new library. There is a common, shared concern from the Town Board and this committee about adequate funding for this project.

Subcommittee and Liaison Reports

Charlie suggested more regular reporting to this committee from the various committees and outside organizations involved in the new library project: all subcommittees; Capital Campaign; Friends; Library Board of Trustees; Town Board.

Future Direction/Purpose of Steering Committee

- How can we get access to the documentation from Al Reeves to put the project out to bid—whose responsibility is it to follow up and obtain this critical information? HBT has clarified that all communication about this project must come from the Town Supervisor. Charlie will talk with John Moffitt about a suggested course of action.
- Charlie will discuss the Critics easement with John Moffitt.
- Charlie will discuss the rain garden issue with John Moffitt—it has currently been omitted from the total cost. This committee believes it should be included in the project cost; Charlie will make this recommendation to John.
- Charlie will discuss the status of the SEQR (State Environmental Quality Review) with John Moffitt. He will also discuss whether the town will submit something to the village for review (e.g. building plans, landscape plans). The committee feels this is important to do.
- Charlie will recommend John Moffitt discuss development of a landscape plan with the new design firm in town (located in the former Write Book store).
- Charlie will confirm with John Moffitt that there has been communication between the Town and Bob Cooper re: phone system.
- There was discussion about having the Development Committee brainstorm community fundraising ideas with the Friends.

Financial Scenarios

General discussion took place about developing a list of ways to cut costs in the event funding does not come through to support the new library project as is. It was suggested the Facility subcommittee brainstorm ideas in a preliminary meeting before pursuing a meeting with HBT to discuss this topic.

Further discussion of “what if” scenarios will take place at the March meeting when more data from the capital campaign will be available.

There was discussion about developing data to identify costs and savings with breaking the project into discrete parts: new building only, connector, renovation of existing library. The idea is to make the base bid as small as possible to minimize the amount of money needed on hand by the Town in order to put the project to bid.

Charlie will draft a letter to John Moffitt with points from tonight’s meeting. He will distribute it to this committee for review and comment.

Mark Rowe offered that Laurie will be submitting another NYS Construction Grant application if matching funds are available by August 1, 2010. Indications are we have a good chance of receiving a significant award, possibly over \$300,000.

The next meeting is Tuesday, February 23, 2010 at 7:00 pm.

The meeting adjourned at 9:05 pm.

Respectfully submitted by,
Paula McIntyre