



Project Meeting Minutes
2025028 – DRML Renovation/Addition

Attendees:

	Initials	Company	Name	Email	Phone
X	KD	WLA	Kelley DesRoches	kdesroches@wla-vt.com	802-861-0444
X	MM	WLA	Michael Minadeo	mminadeo@wla-vt.com	802-861-0437
X	DW	WLA	David Weissberger	dweissberger@wla-vt.com	802-861-0399
X	GD	K&L	Greg Dixon	greg.dixon@krebsandlansing.com	802-878-0375
X	HH	DRML	Holly Hall	director@drml.org	802-899-4962
X	AH	DRML	Abbey Heimlich	youth_librarian@drml.org	802-899-4962
	SL	DRML	Sven Lindholm		
X	NK	DRML	Nancy Karlson		
	BY	DRML	Barbara Yerrick		
X	PG	DRML	Pegs Gibson		
X	IB	DRML	Irene Bihun		
X	WH	DRML	Wayne Howe		
	EG	DRML	Eric Gildemeister		
X	LA	DRML	Linda Almy		
X	SL	DRML	Sharon Lockwood		
X	AP		Andrea Parikh	andreaiparikh@gmail.com	
	SM		Steven Martano	steven.martano@gmail.com	

Kickoff Meeting

8/6/25 | 6:00pm | DRML

Item:	Status:	Category:	Description:
1.0	Open	Housekeeping	a. Project ID: DRML b. Subject Line: "DRML – subject of email" c. File sharing: WLA Google Drive d. Team communication: to start Holly & Abbey will be the primary points of contact for the design team. Board will discuss whether there will be a smaller committee. e. Existing condition documents: WLA will reach out to Holly to schedule a day/time for the scan • WLA will create a Matterport 3D Scan of the existing building • WLA will scan any existing documents available of the existing building (plans and specs) f. Anticipated permitting (Phase 2) • Local Permitting – WLA to conduct a zoning code review – Library is within the Village Center district, Riverside Flats development qualifies for TIF funding, WLA to discuss opportunities with the Town • State Permitting: ○ Act 250? – Yes, since there is an exg Act 250 permit on the parcel. GD mentioned that municipalities are exempt from Act 250 fees so GD to verify that the landowner, school district, qualifies as a municipality. ○ Building Permit Application to VT Dept. of Fire Safety ○ State Water & Wastewater Permits



- g. Contract – **KD to compile and send Word doc file to Holly for attorney review**

2.0	Open	Site	a. Site layout & coordination with the landowner – property is owner the Mt Mansfield Unified Union School District. Once there is a project direction and how much space the library expansion needs, team to meet with MMUUSD to review. b. Parking – The desire is to limit the amount of new impervious. WLA/K&L to meet with zoning to discuss the shared parking usage on the property. DRB will have to review and approve. • 3.6 spaces per 1,000sf GFA c. Exterior lighting d. Utilities • Water – existing municipal water connection • Wastewater – existing septic system; GD to review wastewater permits to determine capacity • Stormwater – MMUUSD is working with Otter Creek Engineering to improve SW systems based on State's 3 acre rule, existing permits will need to be amended; GD to review. GD recommended that new SW treatment for the library expansion could be library specific and adjacent to the building since rooftop stormwater collection does not need to be treated. • Electric • Heating/Cooling • Potential geothermal – there is an interest to explore a geothermal system and perhaps even potential for a community-based system shared with MMUUSD. WLA to get a proposal from Steve Revell, Lincoln Applied Geology, for the initial investigation. e. EV Charging – there will be EV charging requirements defined by the 2024 CBES f. Community Gardens & other outdoor programming areas – space should be casual & flexible, perhaps a natural amphitheater, AH would like to have an acoustic playground (similar to St Alban's Taylor Park), a covered outdoor area is important for protection against weather and sun, the community garden can be moved. g. Book drop – what is used now is adequate although perhaps slightly larger, should be undercover.
3.0	Open	Structural	a. Evaluate the existing structural system and roof to find opportunities and limitations b. Structural Engineer evaluation? – Proposal didn't carry this in Phase 1 so existing conditions will be evaluated and assumptions will be made as conceptual designs are explored
4.0	Open	MEP	a. Evaluate existing MEP systems b. MEP Engineer evaluation? – Proposal didn't carry this in Phase 1, design team to gather any maintenance information and review with MEP engineers, it would be advantageous to know if the existing system can be continued and expanded on in the renovation/addition



5.0	Open	Architectural	a. Information Gathering • Review existing conditions and develop a base model in Revit • Create Owner's Project Requirements (OPR) and begin to develop a program of space – discussed that this will develop an outline of the project's need and develop a program of space that includes space needs/sizes/occupancy/features/etc • Community Outreach/Stakeholder meetings (Board of Trustees, Staff, Patrons) – discussed multiple opportunities for community outreach including "design your library" events, discussions after scheduled program events when patrons are in the building, focus group events, develop 3 concepts for community review & comments b. Library Consultant – Board confirmed that hiring a library consultant isn't necessary c. Phasing/Planning for future needs beyond immediate? – design team should consider this but not let it drive the design d. Sustainability goals – the project will not pursue any green building rating systems but green building techniques and materials will be considered throughout the design process, consider how to display sustainability efforts and educate the community
6.0	Open	Owner	a. Breakdown of Collection – Holly will provide to WLA b. Discuss Program needs/goals – WLA to setup a meeting with Staff and a meeting with the Board • Community Room, Staff, Children's, Middle School, YA, Meeting Spaces, Storage c. Budget – working towards a specific budget or establishing budget based on design? A budget will be established based on the design for a realistically sized space. d. Project funding/grant opportunities/bond initiatives – KD passed along a few consultant recommendations to Holly. e. Owner's Representatives/Construction Manager – discussed advantages of using a construction manager in preconstruction to aid in estimating, material selection and constructability. WLA can help develop a CM RFP and support the Board in interviews and selection.
7.0	Open	Schedule	a. Design Schedule – discussed multiple options for when to put the bond out to vote, Feb & July are when bond applications are submitted b. Next Meeting – TBD