

Otis Library Building Committee Meeting Minutes

Thursday, July 31, 2025

4:00 PM, Otis Town Hall

Members present: *Sue Brofman, Stephanie Skinner, Stacey Schultze, Steve Barry, Tom Burke, Katelyn Chaffee, Don Chaffee*

From Downes: Steve Smith, Adam Thibeault

From TSKP: Whit Iglehart, Michael Scott

Others: Terri Gould and Brandi Page

Sue called the meeting to order at 4:00 pm.

The committee met with KSTP (architects) and Downes Construction (project manager)

Steve Smith suggested that there be weekly meetings with 3 members of the Building Committee, Downes and TSKP to keep us apprised of what is going on.

Mike Scott discussed an introductory workshop with Andrea and Heather (MBLC) who advised that the MBLC did not need the cost estimate until December 2025. Andrea and Heather will be involved in process of manipulating space.

TSKP reviewed the three sites to be considered for the library. They explained opportunities and constraints for each of the sites and confirmed that there is ample space on all three sites.

TSKP requested to meet with someone in town to talk about utilities as they relate to the three sites.

The committee was reminded that having a grant this large (covering 75% of eligible costs) is an amazing opportunity for the town.

Brandi and TSKP will coordinate a meeting with town staff to collect feedback on the new library and its proposed locations.

Multiple attendees expressed their request for TSKP and the committee to engage the community in the site selection and design beyond the feedback that has already been collected.

The group came up with an upcoming schedule of opportunities to engage the community:

- August 2nd- TSKP + others attending the Otis Farmer's Market (community table)
- August 4th- TSKP to request to speak at the School Committee Meeting
- August 6th- TSKP + others to attend the Food Truck as a Meet and Greet
- August 12th- TSKP + others to host a site review community meeting at the town Hall from 6p-7p; we hope the select board will be in attendance as it's right before their meeting.
- August 16th- TSKP + others to attend the Otis Farmer's Market (community table)
- August 23rd TSKP + others to attend the Fire Department Steak Roast
- August 26th- All attending the Selectboard meeting where the committee along with TSKP will make a recommendation for the site selection.

The meeting was adjourned at 6:01 pm.

Respectfully Submitted,
Katelyn Chaffee, Secretary

Next Meeting: Wednesday, August 13th 5:30pm