

Mar 19, 2024 10:00 AM |

## 📅 Weekly CCC Design Review Committee Meeting

Attendees: Ann Leppanen Janet Slowman-Chee Erin Nelson Melanie Daniels  
Jennifer Davila

### General Committee Housekeeping

- ToB would like to post DRC meeting notes on the town website
  - It was established that the DRC meeting minutes will be posted upon approval by the committee.

**Previous Meeting Minutes** (March 5th Meeting minutes since there was no March 12th meeting as there was a Joint Work Session between the ToB and UDB Board Members)

- Approved

### UDB Passthrough Budget Review

- The ToB has a goal tracker in the EPA grant proposal and ToB took action items from the submitted budget and applied them to their goal tracker.
- Possible reallocation of monies in budget proposal to better accommodate goals of EPA funding
  - AV equipment is very expensive and creating the technological foundation needed for the community is central to ToB and UDB communities.
    - Need to ensure we have all the proper equipment systems for the building's use.
- Art Gallery
  - There is designated money set aside from the state grant for the community art gallery, possibly focus this project on using those funds.
    - UDB would like to incorporate a sound system and possibly a presentation area for artist exhibits with mixed media.
  - The point of the art gallery is to help develop economic opportunities for Indigenous community members in and around Bluff.
- Building Hallways?
  - Could also use this space as a featured artist from the community.
    - Set up art rails in the hallways
    - Use portable wall units
    - Rotate featured artists
- Entrance:
  - Will need to decide as we move forward the specifics of the entrance area.
    - Enclosed? Open?
    - Which side of the building? East? North?
    - Square footage?

- An architect was not budgeted for but ToB recommends that about 5% of the project cost is what it will cost to contract an architect.
  - Alternate funding will be sought for an architect and will help build the envisioned culturally responsive entryway for UDB.
- Point of Concern for Entrance:
  - There is a well located just north of the library room and will likely prevent any development in the area.
    - UDB entrance would be best suited on the East side of the building for cultural purposes and will better align with the existing design of the building.
    - Will help contribute to the unique nature of the building and help cut down on unnecessary traffic on ToB side.

### **EPA Grant Requirements**

- Can not forget that all work done in building will need to meet the Federal Build America Buy America policies and Davis-Bacon Wage requirements.

### **Project Manager Update:**

- Once the Grant Agreement with the EPA is signed and accepted the ToB will post and begin the hiring process for the Project Manager Position.
  - The EPA will likely take 2-3 weeks to complete and return an official agreement to the ToB.
- Work concerning the building is beginning to pick up and drafting RFPs will need to happen as soon as possible once EPA funds are available for drawdown.
- Project Manager will take responsibility for the timeline of tasks needed to complete.
  - Priority Projects:
    - Fire Suppression
      - (For UDB to consider: need to consider fire suppression in gallery)
    - Professional Services

### **UDB Other Requirements Update**

- SAM number is currently inactive and is pending approval as UDB has submitted documentation that there is a new Entity Administrator for the organization.
  - Will bring this up to the EPA today and clarify next steps. (TOB)
  - UDB will share with ToB the pending documentation to present to the EPA project officer if needed.
  - ToB could also support UDB with speeding up the approval process if needed with a congressional inquiry.

### **Next Meeting Clarifications**

- The team will meet as usual however, the ToB mayor will be remote. UDB ED will notify the team if they will be remote as well.
- The team will look into putting together materials for another UDB/ToB joint work session to look at

- Look at space designations and propose a starting point for both governing bodies to work from.
- The team will take a long look at the procurement policies the ToB has established and how we will need to navigate them as we move forward.

**Meeting Adjourned @11:22AM**

Action items

- Look into the specific needs of a fire suppression system in the art gallery and if there would need to be alterations to the system installed there. (UDB)
- Check with the EPA project officer on UDB SAM number status. (TOB)
- Share SAM number pending documentation with ToB for EPA Grant Call. (UDB)
- Prepare materials for procurement policies that the ToB has in place.
- Update budget draft with recommendations and feedback from today's meeting. (UDB)
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