

**Town of Richmond
Town Center and Library Committee
Minutes –March 31, 2022**

Present: Josh Arneson, Laurie Dana, Jeff Forward, Dave Healy, Linda Parent, Amy Wardwell, Christine Werneke

I. Welcome & Public Comment – None

II. Additions or Deletions to Agenda

III. Items for Presentation or Discussion

a) Review of business visioning outreach letter & plan

Duncan and Linda updated an email list of business owners in Richmond and the letter approved at the last meeting went out. Amy also did a Front Porch Forum post and reported that 3 other businesses had requested the letter. The deadline for responses from businesses is April 25. It was recommended that we do one more Front Porch Forum post in early April.

b) Consider slide presentation from Breadloaf and/or field trip of Hartford Town Hall

This discussion was tabled as it led to a larger discussion prompted by Linda around the Brown's Court option that has been suggested. Dave acknowledged that we are at the point where we need an architecture firm to guide us exploring all options (renovate, replace at current site or build at a new site). They would be doing a feasibility study on the pros and cons of each option. That is why we want to issue an RFQ to determine a firm to help us as we go forward.

c) Consider plan for issuing RFQ to architects

Dave & Jeff sent out a draft RFQ for the committee members' review. If comments can be returned to them by Monday, they can finalize it and get it out. Dave particularly asked for input on the relative importance of the various items. After some research by Josh, the process that was outlined is to send out the RFQ to our list of firms, which is based on their expertise with public buildings and recommendations from committee members. The committee will select 2-3 firms, based on the RFQ responses, to follow up with for interviews and then ask for specific quotes from "finalists." This would follow the revised town purchasing guidelines for engineering/architectural work.

The six firms mentioned were Breadloaf, Dore Whittier, Black River, AES, Wyman Lamphere and Truex Cullins.

In order to be ready to provide design guidance to the architecture firm. Laurie will take the notes from all of the visioning meetings and begin drafting a list of the items which are necessary, nice and dreams. The list will be circulated to committee members and amended as more visioning information is collected.

There was considerable discussion about how to present the options informations and costs developed from the work with the architects to the Selectboard and the community. Options range from asking voters to weigh in on the various options in a binding vote vs. presenting options in public forums and then working with the Selectboard to choose what the Committee and Selectboard feels is the best option and drill down to actual costs for a bond vote on the chosen option. No decision was reached and this is an ongoing discussion.

d) Update on existing projects

Mold remediation – Dave contacted GW Savage who is interested in bidding on the

project. He gave Jay the contact information.

Portico – Jay is still waiting for the engineer to come back with more information on the various solutions. Linda commented that one problem with existing gutters and downspouts is that there is no leaf guard on the gutters so the downspouts get plugged up with leaves and pine needles. Jay will be informed of this.

Library Exterior repairs – The RFP for this work was sent to 17 firms. Jay has received some firm “nos” and 4 maybes but no one has indicated that they will be bidding on this work. Bids are due on April 5. Christine asked if we know why there are no bids and Josh responded that at least a couple are just booked up for the next 2 years.

e) **Plan for Open House this spring/summer**

The Committee does want to pursue setting up an Open House at the Town Center building for community members to tour the building. Christine offered to do the food for a Friday Food affair that could be followed by a tour, but pandemic issues could affect this plan. Another option is a Friday afternoon-early evening Open House that coincides with the Farmer’s Market. We would like to do this before the last couple of weeks of school in June. Karen Yaggy let Laurie know the Historical Society is on board to be in their Town Center space to talk to folks. This will be added to the next meeting agenda.

f) **Zoom or Hybrid meetings**

The next meeting of the Committee will be held via Zoom on April 14 at 7 pm via Zoom. The committee was generally in favor of continuing via Zoom unless there is a reason that an in-person meeting make sense.