

**Town of Richmond
Town Center and Library Committee
Minutes – April 15, 2021**

Present: Committee Members: Josh Arneson, Christine Werneke, Laurie Dana, Jeff Forward; guests John Johnson and Steve Rooney from Breadloaf; Martha Nye

Welcome & Public Comment: None

Additions or Deletions to Agenda: None

Discussion of Library Moisture Mitigation Project

JJ and Steve walked the Committee through the planned moisture mitigation project. The plan includes:

- Vapor curtain along the walls
- Layer of stone, then vapor barrier, then stone ballast on the dirt floor
- New sumps with alarms
- Repair of existing fiberglass under floors where needed (rather than a full replacement)

The goal of this work is to direct water into the sumps and to prevent vapor infiltration into the air.

JJ and Steve will look at possible spray foam insulation at sill plate either only behind where ducts will limit access or around the whole perimeter. Steve felt that doing the whole perimeter might not be advisable in light of potentially doing exterior moisture mitigation work in the future.

They feel, and the committee agrees, that there is likely a future project to do the exterior moisture project once the anticipated entry and sidewalk changes to the exterior parking lot side are designed. This side of the building has its own moisture issues due to placement of sidewalk and building, trees, etc. creating a “bathtub” effect.

JJ will finalize the project, resolve the sill plate issue and send a project cost to Josh. Breadloaf and the Town are in the process of executing the project based on the Selectboard’s approval of a maximum expenditure. Breadloaf has issued a letter of intent to New England Air in order to expediting ordering of materials.

Owner’s Representative

Christine restated the Town’s need to hire someone to design and manage the projects that are on tap for the coming year as Josh does not have the time to do so and the Town does not have a Facilities Manager.

As previously discussed, the committee needs to research and define the services we are seeking in order to get estimates from Owner’s Representatives for the upcoming work. Dave will be asked whether he has examples of Owner’s Representative contracts, Jeff will look for an example from the School District as they have used one. Josh will pull Breadloaf agreement as it may have appropriate language.

JJ commented that Breadloaf does not usually see Owner’s Representatives for “small” projects of \$200,000 or so but that is an option for the Town.

Facilities Maintenance

Martha asked the committee to address the need for a town-wide facilities maintenance plan and request appropriate funding from the Town in the next budget cycle. She observed that there is currently no town employee or sub-contractor who is charged with doing preventative maintenance on buildings and systems.

Ray, from New England Air, has been asked to give us a cost for an annual maintenance plan for the new HVAC system. JJ commented that it is important to maintain systems in order to avoid costly problems or surprises in the future. He said that contractors do offer annual maintenance contracts and that we could get bids on this—but that they can be costly.

Christine also stated her concern that maintenance is needed to **protect the health and safety** of employees and visitors to the buildings. She mentioned, for example, CO2 analysis. JJ responded that this would certainly be part of any annual maintenance contractor's work.

Christine observed that we would need to do some cost/benefit analysis in order to make a case to the Selectboard and that this is not an immediate goal but should be considered in the future. Jeff suggested before the next budget cycle starts.

Grants – Laurie reported that upcoming grant deadlines are in August and September. She has had a phone conversation with Caitlin Corkins from the State Historic Preservation office and is on the list to receive their grant materials when available.

Project Breakdown – Laurie stated that a preliminary talk with Dave about the projects may reflect 3 “buckets” of work – ADA in both buildings, Steeple/slate/woodwork restoration on Library, and a bunch of general contractor type work in both buildings that could be bid to one firm who would bring in subs as needed. This should be on the agenda for April 29.

Agenda for April 29 meeting will begin with:

- Grants (if Laurie is able to attend)
- Committee recruitment
- Project breakdown
- Report back on Owners Representative samples

The meeting adjourned at 8:10 p.m.