

**Town of Richmond  
Town Center and Library Committee  
Minutes –April 28, 2022**

**Present:** Christine Werneke, Josh Arneson, Laurie Dana, Amy Wardwell, Jeff Forward, Jay Labare

**I. Welcome & Public Comment – None**

**II. Additions or Deletions to Agenda -- None**

**III. Items for Presentation or Discussion**

**a) Review of Portico draining plans**

Jay reviewed plans for portico drainage repairs on the Town Center building which include repairing broken drainage pipes, installing access panels and correcting the drainage in the front yard. After some discussion, it was clear that an exterior drain pipe is not an appropriate option and Jay will get pricing on the round or square column options.

Fire alarm system design for the Town Center are coming next week and then bids for that work can go out.

Jay is packaging all of the bids for the planned work (Library--HVAC in mezzanine, drinking fountain, push button doors on both buildings, Town center portico repairs and fire alarm system) into one bid package. There was some discussion about whether to ask for itemized bids by project or building. Jay will think about that, he doesn't want to create a lot of work for bidders that might mean they didn't bid.

**b) Review of walkthrough of Town Center with architects interested in the RFQ**

Josh and Dave did a walkthrough of the Town Center building with 4 of the firms invited to submit an RFQ (Breadloaf, Weimann-Lanphere, Scott & Partners & Black River). The walkthrough went well and the proposals are due May 11. Josh is responding to other questions. Jeff said that once the RFQ's are received, the committee will want to interview 2-4 of them.

Potential interview questions that came up during the meeting:

- Discuss possible other site(s) or new build options and how they will evaluate
- Ask if they would be willing to participate in an Open House in July and how they would propose participating, examples from other projects?

**c) Discuss feedback from business owners on visioning process**

Tabled this discussion until Amy can join us. Laurie observed that the importance of the current location within the "walkable downtown" was mentioned a lot but we asked a specific question.

Laurie sent committee members a draft document gathering the visioning feedback into categories for the review of the committee. It includes the business owner feedback. This is just a draft—for further discussion.

**d) Plan for Town Center Open House**

Christine proposed that, since we are moving along with hiring an architect, we schedule the Open House in mid-summer and have the architect participate in the process in some way. The committee supported that proposal. We can still build off of a Friday Farmer's Market date. Amy has a good list of communications that would need to go out once a date is set. Tenants seem supportive of participating.

**e) Update on congressionally directed spending**

Jeff reported that the Sanders request went in and the Selectboard approved this submission after the fact due to the schedule.

**Agenda items for May 12 meeting:**

- Discuss feedback from business owners

- Review RFQ proposals received – next steps
- Develop interview questions for architects
- Open House planning