

**Town of Richmond  
Town Center and Library Committee  
Minutes –March 17, 2022**

**Present:** Josh Arneson, Laurie Dana, Amy Wardwell, Jeff Forward, Dave Healy and guest Jay Furr

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

**II. Additions or Deletions to Agenda**

**Earmark request to Senator Leahy's office**

Jeff will be resubmitting the earmark funding request to Senator Leahy's office based on the request from last year but increasing it to \$1,000,000. Leahy's office invited us to resubmit the request and the deadline is Friday. Committee reviewed the documents and supported the resubmission.

**III. Items for Presentation or Discussion**

**a) Update on use of wood from ash tree removal**

Jeff reported that she has talked with Kaitlin Littlefield about 15-20 logs from ash trees removed on Cochran Road. They agreed that they could be milled on-site leaving a live edge and stored under a tarp. Jeff is willing to store this wood in his barn for the time being. He noted that there are a lot of ash trees that will need to be removed from town right-of-ways over the next few years.

**b) Review details on quote for mold remediation at the library**

The Committee reviewed the information provided by Alderson which broke out the parts of the bid. Members felt that the number of hours of labor is quite high. KAS who recommended them also felt that. Jay has asked if they would be willing to do the job on a per hour basis with a not-to-exceed or to revise their quote and they declined. Dave will speak with GW Savage to see if they would be willing to provide a bid. Josh will send Dave the original RFP for the work.

**c) Discussion of update to the Selectboard**

The committee continued the discussion about when to update the Selectboard about any upcoming requests for funding of projects. The bids for the Library RFP are due April 5 which is so close that the committee felt we should wait until we have the actual costs for this money. The committee agreed to hold on any update til those costs are known. Laurie observed that we also have to have the Vermont Historic Preservation approval of the bid we select before a contract is offered. Dave also asked to update the spreadsheet of potential costs to include \$30,000-\$40,000 to an architecture/design firm to start the Town Center design process. Laurie will do that and distribute the spreadsheet again.

**d) Review of letter to business owners regarding Vision**

The committee felt that the revised letter to Richmond business owners regarding their input on the visioning process was fine. Josh has a list of some, but perhaps not all, of the businesses that was compiled during Bridge Street construction. He will ask Duncan to update this and send out the letter. Duncan will collect email/written responses for the committee. Amy will also do a FPF post after that letter has been distributed asking other business owners for their input—just an email request to Duncan who can send out the letter. We will ask for this information by April 15 and discuss at our meeting on April 28—business owners will also be invited to attend that meeting if they wish.

**e) Discussion on how to move forward with an RFP for a designer**

The committee felt that it is time to start to look at engaging an architect/design firm to work on this project. Dave had a list of potential firms and Laurie has information from

Preservation Trust and City of South Burlington. The group felt that we should have a list of perhaps 6 firms and reach out to them in person to ask if they are interested in the project. In the meantime, the Committee should draft an RFQ that describes the project. Dave and Jeff will work on an RFQ perhaps starting with the RFQ for Owners' Reps.

Jeff mentioned that JJ has offered to do a slide show and/or tour of the Hartford Town Center renovation if the Committee is interested. Committee members felt that this would be something they are interested in pursuing.

**f) Discussion of when and how to do an open house**

There was broad support for doing an Open House at the Town Center building so that community members can tour the building. It was mentioned that a Friday afternoon at the same time as the Farmer's Market might work but this would require town staff to change their hours as they close early on Fridays. Josh will bring this up at a staff meeting and get employees' feedback on time and participation. Laurie will contact the tenants after the employees have responded to invite their participation as tenants and as community organizations that community members might want to learn more about. The Committee felt that late May/early June might be a good time frame to target.

**g) Input on projects for Jay Labare, Owner's Representative**

Jay asked Josh to review options and get the Committee's input on several projects:

-- **HVAC in mezzanine of Library** – committee recommended putting the condenser on the back (play lawn side) and perhaps using a bush or bollard to protect it.

-- **ADA push button doors** can be installed using the existing Town Center and Library doors, library door is not in great shape but let's go ahead for now using the existing doors on both buildings.

-- **Town Center portico**—Jay had 3 options, none of which was favored by the Committee and Dave and Jeff suggested not trying install downspouts inside the column at all and just run them on the outside of the building the way the rest of them are designed.