

**Town of Richmond
Town Center and Library Committee
Minutes – August 12, 2021**

Present: Christine Werneke, Josh Arneson, Laurie Dana, Jeff Forward, Dave Healy, Amy Wardwell, Linda Parent and Jay Labare, Apex Consulting

Welcome & Public Comment – None

I. Additions or Deletions to Agenda –

Jay Labare from Apex Consulting is joining us to discuss next steps in working with him as Owner's Representative on the designated immediate maintenance/repair/restoration projects. Christine requested that we switch the order of the agenda to discuss the Owners' Rep next steps first.

Jeff wants to be sure to add some time to review his work on assessing new construction vs. renovation of the Town Center Building.

II. Update on Owner's Rep Process

Building Tour & Status -- Jay did a building tour with Jeff, Josh and Laurie last Tuesday and developed a list of projects based on his understanding with notes on what he sees as the next steps. He shared that list with the committee and there was discussion about what items should be prioritized based on stabilizing the envelope of both buildings and addressing heating/ventilation concerns for the upcoming winter season. (See annotated list attached for prioritized items). Linda mentioned 2 items in the Town Center that were not on our list—water in the basement Radiate space and something about the back right corner of the building (this was not explained—more information is needed).

Building Assessment – Laurie spoke with Ann Cousins of CRM Consulting about getting drone photos of the roof, spire and steeple projects to allow for an assessment of the correct course of action and to act as supplementary materials for bids. They would charge \$100 for a set of hi-res (4K) photos based on a list we would provide to them (or one of us can be there when they do the photos). This \$100 could be paid for from the Library Reserve Fund.

Based on additional issues in the Town Center building we would add some photos of the portico area, the area where the back wall meets the Post Office Roof and the back right corner of the building.

Laurie will reconnect with Jenna Lapachinski, our Field Services Representative from Preservation Trust of Vermont to discuss the existing grant and how to have an assessment of drone photos done.

Contract – Dave suggested that the Town execute a “not to exceed” contract with Jay for an Advance Planning Project which will pay for his time to gather all of the information needed to be ready to prepare bid materials and solicit bids. The committee supports this approach and Jay & Josh should negotiate this. This would need to go to the Selectboard for approval.

Once all needed information is gathered, there would be a second “not to exceed” contract that covers his time preparing bid materials, soliciting bids, choosing contractors and overseeing the construction process.

Timing – The committee would like to be in a position to have bids prepared for the work soon and recognizes that the two HVAC projects (TC meeting room and Library Mezzanine room) might be good to get done before winter.

III. Discussion, Workplan and Timeline for Visioning Process

Laurie had shared an Excel spreadsheet draft of the possible workflow and the Committee looked at the preliminary decision-making items that the committee needs to discuss. There is agreement that it is the Committee's work to establish some "guardrails" around the content and scope of the visioning process and these items will help to define those limits. Jeff has done some work around costs relating to new building vs. renovation of the Town Center building. Christine suggested he present this at the next meeting and that we develop a list of the pros/cons for each scenario to try and help define this work.

As previously discussed, the Committee feels that a conversation with a FEMA representative is also needed to clarify the regulations that would govern a full renovation or a rebuild on this site. Josh will set up a meeting with a sub-committee of Dave, Amy & Josh (Christine?).

The committee also feels that it is important to have a preliminary conversation with Town Staff and Town Center tenants regarding our process and planned visioning and to gather their initial thoughts about the renovation. These discussions would include Town Staff plus the Post Office, Radiate, MMCTV, Historical Society and Senior Center. Later, they should also have the opportunity to participate in the interior design/layout aspects of any planned Town Center changes.

Next meeting of the Town Center & Building Committee will be Thursday, August 26 at 7 p.m.

Possible agenda items include developing the pros and cons around renovation vs. new construction, FEMA meeting status report, a report on Building Assessment, Apex contract status.