

Richmond Town Center and Library Buildings Committee
Meeting Minutes
July 15, 2021

Present: Josh Arneson, Christine Wernecke, Amy Wardwell (in person)
Dave Healy (remote)

Welcome and Public Comments- None

1. Additions or Deletions to Agenda

Discussion of whether we had a quorum for our meeting. Decided that we had enough members present to hold discussion about the selection of the Owner's Representative since this is a time sensitive process.

2. Items for Discussion: Responses to Owner's Representative FRQ

Christine and David began the discussion of how best to move forward on selection of the Owner's Representative. The committee and Josh agreed that our ideal timeline is to hold interviews the week of July 18th so that this committee's recommendation can be put before the Selectboard at their August 2nd meeting. The Selectboard does need to approve the contract and committee's selection. We considered 2 options for the interview process in order to keep to this timeline:

- a. Interview the 3 candidates at our next full committee meeting with the whole committee.
- b. Select a smaller group of volunteers from the committee to hold the interviews with Josh and then make their recommendation to the full committee at our next meeting 7/29.

It was determined that option B was best. Everyone at the meeting has complicated schedules in the evening next week and the candidates are more likely to be available during their work day. We will allot 45 min interview blocks. This gives us about 30 min with each candidate give or take and 10-15 minutes for the committee to debrief. We are looking for a few committee members to participate in the interviews which will be held the week of July 18th. Please look for an email from Amy to indicate interest and availability to participate. Josh will meet with each candidate in person at the Town Offices (ideally) and other interviewers can join in person or by Zoom link.

Dave suggested that we ask a standard list of 6-12 questions to all candidates- he has some specific ones in mind already that he has used for similar situations and the interview committee can also add their questions. He has experience with this type of hiring and is willing to serve on the interview committee. Dave also indicated that he is familiar with all the candidates who supplied proposals and that they are all capable of doing this work.

Discussion then moved to our need to determine how the Owner's Rep will bill the town for services and what might the contract created between the town and the Owner's Rep look like?

Christine said we must have a clear and consistent understanding of the work the committee expects the Owner's Rep to perform and how they will bill the Town for their services. The committee envisions that Owner's Rep will be expected to:

1. look at the list of projects identified in the spreadsheet and group them for efficient and logical completion (beyond anything we have tentatively grouped already).
2. identify the skills, equipment and level of work needed for each set of projects,
3. solicit bids from companies or individuals to do the work
4. coordinate logistics of work between Josh, other relevant Town personnel and the contractors.

Dave said that we should expect/budget that project management will likely be 5-10% of our construction costs. Two of the RFQ proposals do indicate they bill on an hourly rate.

Christine and Dave both described how we could use a master service agreement or a shell contract when we initially engage the Owner's Rep. Then for each project the Owner's Rep can create their proposal for the cost of that project work and for their management costs (whether they bill by hours or by percentage). Christine likened this to keeping an attorney on retainer- you don't necessarily know up front how much time or when a particular project will happen at the outset. An MSA could give the committee/town flexibility. We will likely need to discuss this arrangement during the interviews with candidates.

We ended with a quick discussion to confirm Josh's schedule for the timing of interviews next week. Amy will email the committee members to find out interest and availability and once Josh has that information he will reach out to the candidates to schedule the interviews.

Meeting adjourned at 8:05 PM

Next meeting will be Thursday, July 29 at 7:00 PM at the Town Office building