

**Town of Richmond
Town Center and Library Committee
Minutes – July 29, 2021**

Present: Christine Werneke, Josh Arneson, Laurie Dana, Linda Parent

Absent: Jeff Forward, Dave Healy, Amy Wardwell.

Welcome & Public Comment – None

I. Additions or Deletions to Agenda – none

II.a Discussion of recommending an Owners Representative to the Selectboard

A written recommendation presented to committee by interview sub-committee recommending Jay Labare & Apex Consulting.

The committee discussed the information provided by the interview sub-committee and would like to accept their recommendation to work with Apex as an Owner's Representative for the planned maintenance projects. The committee feels that the next step would be to review the projects with him and establish a not to exceed contract. Josh mentioned we may have to pay him for that time. Christine will let the Selectboard know about the recommendation and our planned next steps at the 8/2 meeting. Once a not-to-exceed amount is determined, the Selectboard will be asked to approve a purchase order.

II.b Discussion: Workplan & Timeline for Visioning Process

The committee had a discussion which centered on Laurie's revised flow chart. Several decisions that will be key to moving forward include who/how to engage the services of a consultant to help design and conduct community visioning sessions. The second decision is when to engage the services of an architect.

Christine mentioned that she had been looking at Breadloaf's Hartford Town Hall project that looks very similar to our Town Hall building in terms of layout, structure and era. A field trip might be in order to look at this project.

The group agreed that the visioning process we are thinking about is not a "design" process but a process to gather community input on what is important about the building and the services housed in it. So engaging an architect would wait until we get to the design phase. Possible visioning topics mentioned were light, preservation of historic features, energy efficiency, town staff needs, health and safety, wired/wireless, accessibility, flexibility, planning for future needs, current and future tenants.

Laurie reviewed some of the information she gathered from Ilona Blanchard about South Burlington's process. One key learning was that they built in planned "pauses" between phases of the project. So after the feasibility study, there was a pause before the design phase to gather support, after the design phase there was a pause to round up funding and get to the bond vote. Christine said it makes her recognize that this is a long process.

Laurie will revise the flow chart into a spreadsheet so that we can start working on steps, personnel and timeline development. Recruitment of more members with specific skills such as design and fundraising should be highlighted.

II.c. Discussion of improvements to the meeting space on the Town Center 3rd floor

Josh feels that the space on the 3rd floor is working well. He presented 2 options for making the space larger (removing walls on one or the other side). Each has pros and cons. Right now, the space is large enough to accommodate Committees and in person attendees. Tables have been changed and a larger screen is on order, which will allow for moving the projector. For now, the space will be left as is to assess whether the in person attendance increases over time. Josh commented that he has received some comments that it is easier to hear in this room with the lower ceiling heights.