

**Town of Richmond
Town Center and Library Committee
Minutes – June 3, 2021**

Present: Christine Werneke, Laurie Dana, Jeff Forward, Dave Healy; Linda Parent, Amy Wardwell, Martha Nye, Karen Yaggy

Welcome & Public Comment: Christine welcomed new Committee member, Amy Wardwell who then introduced herself.

Earmark Request – Jeff updated the Committee on his submission of an earmark request to Senator Leahy’s office of \$250,000. The deadline timing was such that this could not wait for Committee or Selectboard approval and Selectboard will be updated at the next meeting. This funding is likely a long-shot. The committee thanked Jeff for pulling the application together so quickly.

Owner’s Representative – Dave Healy circulated a draft Request for Qualifications (RFQ) for soliciting estimates from potential Owners’ Representatives, which the Committee felt was excellent. Jeff commented that he was not sure that the Owners’ Rep needs to be required to attend all Town Center & Library Committee meetings as we would be paying for that time. Dave and Jeff both feel that we should ask for hourly rates and set a “not to exceed” amount in the final contract.

Christine will check with Josh regarding any required contract language from the Town that needs to be included.

There was a discussion of including the spreadsheet with the likely projects list and the Committee felt that this was important with some changes. Laurie mentioned that the estimates are likely well below current rates as they were from 2015-2018. **Laurie** will add the footnote and make the other recommended adjustments. There was some discussion about referencing and/or making the Breadloaf assessment available and Christine commented that that can be done online on the Committee’s page on the Town website.

Dave has the list of potential Owners’ Representatives to contact and **Linda** will forward Don Morin’s contact information to him. He has added one other firm to the list based on a recommendation from a client.

Timing – **Dave** feels that he can get the RFQ out on Monday, 6/7 and set a deadline to allow for a materials review at either 6/17 or 7/1 Town Center Committee meeting. We would likely want to schedule interviews with 1-2 candidates after that point. Christine feels that the Selectboard doesn’t need to be involved in this process until we recommend that a contract be issued.

Visioning Process – Christine

Christine opened a discussion of starting to design an approach for developing options for revitalizing the Town Center Campus (Town Center, Library and grounds) by saying that she wants it to be clear that the process is starting from a position of openness. The committee does not have any pre-conceived answers.

We started to brainstorm the ideas for important stakeholders who need to be included in the visioning process including Town Staff, Police, Post Office, Community Senior Center, Historical Society, MMCVT, Radiate Art space. In addition there are important places where groups of citizens gather, such as the Fire Station, schools and other places where input can be gathered.

This lead to a discussion with Linda regarding the sad state of the windows in the Town Center building and brought up a need for **Josh & Christine** to communicate with Town Staff about what is happening with the Town Center Building discussions and plans.

Laurie mentioned the importance of the time factor as we do the visioning work. We are not only soliciting input for today but what the Town wants/needs for the next 15, 25 or 50 years.

There was discussion about perhaps designing a survey instrument that could be on a digital platform – **Amy** mentioned that the school had recently used a digital survey instrument and she will look into what was used. There could be paper surveys as well but all Committee members support the importance of in-person opportunities for people to give input. Perhaps timing the survey first so there was some data to respond to or simply using the survey questions to guide in-person meetings.

The committee talked about potentially having a consultant for the committee to help shape the visioning work, but that the committee would be the ones to lead the sessions and analyze the data. **Laurie** offered to contact Shelburne, South Burlington and Waterbury who recently went through a redesign of town buildings to learn more about how they did this or if they worked with a consultant.

Martha asked for clarification on whether the visioning process would include building a new building as well as renovating the existing one, Christine responded that there is no bias toward either outcome.

Meeting adjourned at 8:20 pm