

**Town of Richmond  
Town Center and Library Committee  
Minutes – May 13, 2021**

**Present:** Christine Werneke, Jeff Forward, Dave Healy; Linda Parent

**Welcome & Public Comment:** None

**Additions or Deletions to Agenda:** None

**Library HVAC project - Jeff**

Jeff reported that New England Air is ordering the equipment for the Library HVAC equipment. They plan to start in mid-June. First step is to do a check for asbestos. Breadloaf is leading the project and NE Air is the subcontractor for the HVAC system. Laurie reported that Rebecca plans to open library to patrons by appointment on June 14. Contractors will work with Rebecca on timing of work and whether the library will need to adjust hours due to noise and dust.

**Town Center Building Uses and Tenants - Linda**

- The Town Center building is now open and a table has been set up in the hallway for community members who want to come in and conduct business with the Town Clerk.
- Zoning and Planning staff are moving into the Selectboard meeting room and Kathy will stay in the existing small office.
- New leasee's are beginning to use the 3<sup>rd</sup> floor space – Community Senior Center has painted and is using space
- Keys are being provided and locks have been purchased for doors
- Selectboard & Town are working with MMCTV to have a meeting room upstairs equipped with fixed cameras and a way to do meetings with in-person and continued online participation. Zoom meetings have been getting increased public participation and the Town would like to continue to offer this option.

**Grants - Laurie**

- Vermont Arts Council Cultural Facilities grant due June 7 – more appropriate resource for when Town Center building plans are complete to fund Historical Society displays or other cultural/arts resources in building
- Vermont Community Development Block Grants – Next round due Sept. 8 with decisions on Nov. 5 (then Feb. 9 with decisions April 1). Three potential grant types: Accessibility, Planning and Implementation. Town of Richmond has received these grants in the past— Laurie will check with Josh/Ravi about who has a connection to our representative (Patrick Sheld) and whether Richmond has current \$\$ coming from these.
- Vermont Historic Preservation grants – Application in October, Awards in December for projects to start in Spring 2022. Laurie has talked with Caitlin Corkins and is on the list to be informed of an application training webinar, typically in mid-August.
- Federal Earmarks via Sen. Leahy's office – Laurie mentioned the call for earmark proposals that recently went out from Senator Leahy's office for the 2022 budget year. She observed that this could be a funding source for an entire Town Center renovation to net zero (addressing critical issues such as climate change and infrastructure) and also relate to improving police services. While the committee feels that the coming year is too early for entire building funding it is worth learning more about the process and whether planning money might be available this way. Jeff will check into this with Chris Saunders from Leahy's office, who is the contact.

The committee feels that we do not want to put off work to wait for grants but should keep an eye on how grant cycles align with the ability to get through the scoping, bidding, awarding and scheduling processes. Most of these grants do require estimates and scope of project information. If scheduling aligns with grant cycles, we will pursue appropriate grants..

Christine feels that accessibility work on both buildings should not be put off and the committee agreed. We need to look at the next steps to get that work moving on both buildings. Laurie mentioned CDBG Accessibility Grant requirements which include scope defined, estimates in hand, online environmental review initiated, ADA letter of opinion from an independent 3<sup>rd</sup> party, ADA Checklist for Readily Achievable Barrier Removal, permits in hand and shovel ready within 3 months of grant approval.

#### **Owner's Representative – Dave**

Dave circulated a basic draft RFQ for the Town Center Committee Owner's Representative. In the interest of time, the document will be shared so that Committee members can make changes and the document can be discussed at the next meeting. He clarified that an Owner's Rep is needed because the Town does not have the staff capacity to do the work of scoping, bidding and overseeing these complex projects. An Owner's Representative works on behalf of the Town to make sure the projects are coordinated and completed appropriately.

Dave outlined a schedule that would be needed if we planned to get some projects done during the upcoming construction season. Outdoor work like siding repair and slate work would ideally be done in Sept/Oct which would mean a contractor is chosen by August so the Owner's Rep would need to be chosen soon. The committee recognized that this timing will depend on contractors' schedules.

Dave presented a list of possible Owner's Representatives (VIS Construction & Consulting, Tom Peterson, John Lister). We added Don Morin, a Richmond resident, who fulfilled that role for the recent Congregational Church project and mentioned Jeannie Morrissey who is local as well.

Finalizing the RFP for an Owner's Representative should take place at the next meeting.

#### **Visioning Process – Christine**

Christine wants the committee to move on to discussing the Community Visioning Process for the Town Center campus' future. She feels that we may be able to recruit more committee members who are interested in that aspect of our work.

#### **Next Meeting Agenda**

- Owner's Representative RFP
- Visioning Process
- Recruitment

Meeting adjourned at 8:10pm