

**Town of Richmond
Town Center and Library Committee
Minutes –September 30, 2021**

Present: Christine Werneke, Josh Arneson, Laurie Dana, Amy Wardwell & Jay Labare, Apex Consulting (item IIa)

Welcome & Public Comment – None

I. Additions or Deletions to Agenda

II. Items for Presentation or Discussion

a) Discussion of next steps for mechanical work in Library & Town Center

The two mechanical projects are adding ventilation to the mezzanine meeting room in the library and adding heat to the office spaces (formerly the 2nd floor meeting room) in the Town Center. Josh and Jay have discussed two options – hiring a consulting engineer to design both projects and then go out to bid on them or hiring a design/build firm(s) to do mechanical and electrical. They recommended the consulting engineer (which would go out to bid) and committee members present agreed. Jay felt that adding in the drinking fountain in the library and potentially the electrical wiring for accessible door push buttons on both buildings would be advisable. If each project estimate is itemized, then costs could be looked at by project.

This discussion prompted a general question from Josh & Jay about whether this type of discussion needs to come to the committee. The members present agreed that this is the work we have hired Jay to do so he should go ahead and explore and recommend the best option to Josh, get bids and then go to the Selectboard for funding out of the Town Center Fund. Laurie observed that, if there are questions, Jeff and Dave could be consulted for their input.

b) Set a date for visioning meeting

The group agreed that Thursday, October 28 from 7-8:30 p.m. is the time for the community meeting.

c) Create visioning meeting content outline

A draft content outline for the meeting was discussed as follows:

1. Review Committee's charge
2. Review Committee work to date
3. Review Pros & Cons of renovating existing Town Center building or building a new town center building. Have Jeff email the list that he started so we can add to it for next meeting.
4. Present the committee's recommendation to renovate the existing building
5. Describe the **Next Step** -- engaging community members in a discussion of the plan and what they want to see included. Need to describe the range of ways they can respond. Mention that we want make sure to engage important stakeholders (list attached).

Materials: Christine will develop a Power Point, Laurie will work on the flow chart. List of Pros & Cons will be incorporated into the Power Point.

The committee discussed creating a new Town email account for feedback but that would cost the town money. Amy mentioned that the School District had used a software called **Thought Exchange** as a vehicle to solicit community feedback in a visioning process. Some fee to use this would be acceptable if not too expensive. Christine, Amy and Laurie will research this.

The next meeting will be **October 14** and we will review and finalize community meeting information and plans.

See Addendum for more visioning content discussion items from previous minutes.

Meeting adjourned at 8:15 p.m.