

**Town of Richmond
Town Center and Library Committee
Minutes –February 3, 2022**

Present:

Committee Members: Christine Werneke, Josh Arneson, Laurie Dana, Amy Wardwell, Jeff Forward, Linda Parent

Tenant Representatives: Martha Nye, Community Senior Center; Fran Thomas & Karen Yaggy, Richmond Historical Society; Rebecca Rouille, Darcie Rankin & Julie Toth, Radiate Art Space; Angelike Contis & Rod Rodjenski, MMCTV; Suzanne Parent, OCC; Josh Arneson is also representing Richmond Little League.

I. Welcome & Public Comment – None

II. Additions or Deletions to Agenda

III. Items for Presentation or Discussion

a) Discussion of the Future of the Town Center building with current tenants of the building.

After welcoming tenant representatives and going briefly through a presentation on past work and current and tentative future plans, Christine invited representatives to give us their input. Some suggested topics included:

1. How is the organization using the space today.
2. Does it serve your needs or not, and if not, how could it be improved.
3. Imagine anything, don't be limited by how things are today...dream big.

Every tenant expressed sincere gratitude to town for the space that they have in the TC building!

Suzanne Parent – Our Community Cares Camp

Currently using the basement for storage and Radiate is kindly allowing her to use their office.

Definitely needs storage space. Would like to have a dedicated OCC office and would love to have meeting space for 20-30 people for staff training and community outreach.

Heat in basement space would be nice. Storage is off the floor due to wet basement conditions at times.

Fran Thomas & Karen Yaggy – Richmond Historical Society

Currently using 3rd floor archive room and a small office with computer, printer, file cabinet. Using the 3rd floor small conference room for volunteers working on archive projects and board meetings. Currently using the locked display case on 3rd floor for displays.

Archive room is nearly full and there is more office stuff in Fran's house.

An archivist provided these Archival Recommendations:

1. Air tight windows
2. UV film protection on the windows—they are looking into purchasing this
3. An HVAC system which provides individual heat and cooling controls in each room and controls the amount of pollutants in the air.
4. Ability to regulate the humidity
5. Smoke detection for each room in the building.
6. LED lights instead of florescent
7. Larger space for archival storage – current space is almost full and has limited work space for multiple people.
8. Fire detection devices in the building—they have acquired a fire extinguisher
9. Protection against water damage from such things as overhead pipes, lavatories, etc.

Karen & Fran added these items:

1. Storage space for Round Church Brochures and items that we sell in Round Church.
2. Building security – when the top floor is locked it is still accessible by elevator. Does anyone track who has keys to the main doors and retrieve them when the person no longer needs access? Cameras recording who enters the building may prove to be useful.
3. Fireproof controlled climate room (possibly build over the existing vault) - Karen
4. Kitchen is currently not being well-used—but needs to be open as it is the fire escape access
5. Would like to see building continue to have a wide variety of citizens using it (diverse ages, etc.)
6. Could have storage units for all organizations
7. More display space for historical items of interest – security
8. Combine Archives and Office into one space – security so copies could be made without leaving visitors alone in archives.
9. Historical Society does have some \$\$ which could be committed to the project.

Martha Nye – Community Senior Center

Currently have an office space with computer, printer, file cabinets and are using 3rd floor conference room for some small group activities (around 12 people).

Would like to keep administrative office (southeast corner great).

More storage.

More parking spaces in TC lot which is used for parking for activities at TC, Library and Congregational Church.

Add security cameras?

They don't foresee needing more spaces for large activities (using Library, Congregational & Holy Rosary Churches). Using small conference room on 3rd floor as noted.

Keep the symbiotic relationship of being together with other nonprofits (historical society, arts, near library, etc.)

Being close to post office is good

Angelike Contis – MMCTV

Currently have studio and editing in building but (due to Covid) most staff are still working from home. Often one staff only there at limited times.

Would like to improve security and safety for staff, archives & equipment (as noted by others). They want to be able to receive visitors. Motion detector lights for safety.

Storage-- have a lot of archived tapes, etc. that need to be stored.

They plan to improve their studio space.

Parking lot needs to be safer to cross to Library & cars—especially collaborations with Library for kids activities

General building comments include keeping the other nonprofit tenants to allow more collaboration, keep the walkable downtown. Would like ways to bring outdoors inside (light, air)

Need to think about building-wide technology needs not just MMCTV having state-of-the art connections.

Rebecca Rouille – Radiate Art Space

Currently using basement space for art activities/classes for children & adults (pre-Covid). Concrete floors, big open space and sink for clean up are being used well.

Current issues include:

- lack of light and ventilation (request to open 2 windows—see discussion at the end of this meeting)

- Old-fashioned blowers for heat that are so loud they need to pre-heat and turn off to be heard.
- Water infiltration/flooding being caused by overflowing gutters and also water coming through walls and/or up through concrete floor. Creates potential mold issues as water causes mineralization of salts and dust.
- Accessibility issues – elevator does go to basement but there are steps from it.

Dreaming big – gallery space to display/sell artists' work (security an issue here); more classroom space (afterschool size ranges 10-20), dedicated toddler space (cleanliness & safety—up to 40 toddlers/parents). Pottery/clay room with kiln (special requirements for electric, ventilation)

Need big utility sink

Better bathroom

Utility sink(s) for clean ups

Outdoor space with covered pavilion and 8 ft tables (picnic tables not big enough)

Performance or music space?

Location is important to do more collaborations with library, Community Kitchen & Arabesque mentioned.

Could be on 1st floor

Mentioned addition in what is now Post Office parking lot.

Josh Arneson – Little League

Little League and Soccer are using storage space in the basement for seasonal equipment.

C) Discussion of ventilation and windows in Radiate Art space

Josh and Jay toured Radiate space to look at potentially replacing 2 windows which would be openable to provide light and ventilation in the space. Jay suggested looking into ventilation as well.

The committee recommended proceeding with replacement of 2 windows and Josh is in the process of securing quotes. The committee was concerned about spending a lot of money on ventilation if we will be changing the entire building HVAC with any renovation. Rebecca feels that she would rather not pursue this as construction could also interfere with spring/summer classes and that we should go ahead with windows only at this time.

Rebecca said that Radiate had fund-raised some money toward this effort and Christine feels the Town Center fund could be the funding source for the remainder of the cost of the 2 windows. The committee agreed and Christine suggested a request for funding could be made at the February 21 Selectboard meeting.