



TOWN OF RICHMOND
RICHMOND TOWN CENTER
203 Bridge Street, P.O. Box 285
Richmond, Vermont 05477



Senator Patrick Leahy
437 Russell Senate Bldg
United States Senate
Washington, DC 20510

March 16, 2022

RE: Congressional Directed Spending Request
Richmond Town Center Energy Efficiency Project

Dear Senator Leahy,

I am writing to officially ask for your help through the Congressional Directed Spending (CDS) program. I am a Richmond Select Board member and Chair of the Richmond Town Committee that has been working on the rehabilitation and renovation of our Town Center Campus for the past three years. The campus consists of our wonderful Richmond Free Library which is located in a renovated 1897 Universalist Church and across the parking lot is the old Richmond High School building which was built in 1907 and now houses our Town Municipal Offices, Police Station, Planning and Zoning Offices, Community Senior Center office, Richmond Historical Society office, US Post Office, MMCTV Community Access TV station and Radiate Art Space.

Our committee has been working diligently over the past three years to prioritize critical building related needs for both buildings and to develop a vision for what our Town Center can be for the next hundred years. We commissioned Bread Loaf Construction to develop a Facilities Assessment for both buildings and have begun to address urgent structural needs for the library. Our next step is to focus on the future of our Town Center building.

A glaring problem with the Town Center building, which has only been exacerbated by the pandemic, is the lack of adequate ventilation. In fact there is no outdoor fresh air ventilation in the building at all except for what comes through the leaky 100 year old windows. To address either the leaky windows or the mechanical ventilation system requires that we address both. If we don't, we will either oversize the ventilation equipment or if we were to replace the windows without installing a fresh air ventilation system, we would create an unhealthy workspace for employees and the public using the building. However, addressing both ventilation and windows is an expensive proposition.

Our goal is to develop a comprehensive renovation plan for the building. We want to bring this well used and well loved community asset into the 21st Century. In addition to dealing with the windows and mechanical systems, we want to make the space more functional and we want to do our best to make it net zero or at least net zero ready.

Obviously we will need to bond for any or all of these projects. We are projecting total renovation costs could be as much as \$5,000,000 maybe more. However, this building is worth it. It is not only in the center of Richmond, it is the heart of Richmond. A CDS grant would help us immeasurably not just because of the money. It would also help us build community support for the bond vote for the entire project.

I understand you need a statement certifying that the organization applying is a non-profit. The formal applicant is the Town of Richmond, a local government entity. I can also assert that neither the Senator nor any family member has any pecuniary interest in the project.

This project will be a big deal for our Town. We will be rebuilding this building in a way that it can serve our community going forward for another hundred years. This CDS money will help make this vision a reality.

Thank you so much for all you do. We are so fortunate in Vermont to have you as our Senator.

Sincerely,

A handwritten signature in black ink that reads "Jeff Forward". The signature is written in a cursive style with a large, sweeping initial "J".

Jeff Forward
Richmond Select Board Member
Chair of the Richmond Town Center Committee



Leahy Congressionally Directed Spending Request - FY23

(Richmond Town Center Energy Efficiency Project)

Name & Contact Info

Jeff Forward
Mobile: 8027353026
forward@gmavt.net

Mailing Address

2899 Hinesburg Rd
Richmond VT 05477

Permanent Address

2899 Hinesburg Rd
Richmond VT 05477

* indicates a required field.

Section 1. Funding Request

1. Name of Proposal *

Richmond Town Center Energy Efficiency Project

2. Submitting Organization *

Town of Richmond, Vermont

3. Tax Identification Number *

03-6000646

4. Specific Location in Vermont *

Richmond Town Center

5. Congressionally Directed Spending Request *

dollar amount

1000000

6. Needs Statement *

The Richmond Town Center municipal building was built in 1907. We are planning to renovate this building to make it more functional and to achieve net zero energy usage. We are requesting funds to help defray costs to replace the original windows and install a new fresh air ventilation system.

7. Existing Resources *

The Richmond Town Center is a town owned building and is maintained using general fund money from our town budget. We anticipate going to the voters with a bond vote request in 2022. If we were to receive a CDS grant, it would help not just with the funding for the project, but also help with the promotion of the bond vote. We will also look for additional grant funds, but clearly the bulk of the cost of rehabilitation and renovation of this building will cost several million dollars and the bulk of that will be from a municipal bond.

8. Total Cost of the Project *

dollar amount

5321261

9. Priority Ranking of Proposal (If multiple proposals are being submitted) *

If only one proposal is being submitted, please enter 1.

1

10. Was This Request Submitted To Another Member of the Vermont Delegation *

No

10.1 Which office(s)

No answer.

11. Is the Organization a Not-For-Profit Entity

NOTE: For-Profits Are Not Eligible for Congressionally Directed Spending

No

Section 2. Bill and Account Specific Information

1. Is this proposal for funds available in the Agriculture, Food and Drug Administration and Rural Development bill? *

No

1.1 Please identify which account

No answer.

2. Is this proposal for funds available in the Commerce, Justice, Science bill? *

No

2.1 Please identify which account

No answer.

3. Is this proposal for funds available in the Energy & Water Development bill? *

Yes

3.1 Please identify which account

Energy Efficiency and Renewable Energy (EERE)

4. Is this proposal for funds available in the Financial Services and General Government bill? *

No

4.1 Please identify which account

No answer.

5. Is this proposal for funds available in the Homeland Security bill? *

No

5.1 Please identify which account

No answer.

6. Is this proposal for funds available in the Interior, Environment bill? *

No

6.1 Please identify which account

No answer.

7. Is this proposal for funds available in the Labor, Health and Human Services and Education bill? *

No

7.1 Please identify which account

No answer.

8. Is this proposal for funds available in the Military Construction and Veterans Affairs bill? *

No

8.1 Please identify which account

No answer.

9. Is this proposal for funds available in the Transportation, Housing and Urban Development bill? *

No

9.1 Please identify which account

No answer.

10. • Does this project meet the necessary criteria for certain accounts as outlined in the list of eligible CDS accounts? *

criteria available [here](#)

Yes

Section 3. Needs Statement

1. Description of Proposal for User of Federal Funds *

The Richmond Town Center building has served our community well for over 100 years. The pandemic has highlighted that the building has no mechanical ventilation of any sort. The only source of fresh air in the building comes from the quite leaky 100 year old windows. We would very much like to address the ventilation issues, but find that in order to do so, we also need to replace the windows. We cannot properly size the ventilation equipment unless we replace the windows and we cannot replace the windows unless we provide for mechanical ventilation. Both projects must happen simultaneously.

2. Description of Importance to Vermont *

By renovating this historic building and rehabilitating it for the next 100 years, we reaffirm our commitment to a vibrant village center which is one of the key goals for development planning in the state.

3. Description of Benefit to Local Community *

The Richmond Town Center building is a key element of our community and commercial center. When Hurricane Irene struck Richmond, community volunteers arrived at the Town Center to assess how we could help our neighbors. It houses essential services such as the US Post Office and Police and it anchors our commercial district in the village. This building has served our community well for over 100 years and the investment we plan to make in it will set it up for another 100 years.

4. List Any Entities or Organizations Partnering in or Supporting the Project *

The Richmond Select Board, The Richmond Historical Society, The Richmond/Bolton/Huntington Senior Center, The Richmond Climate Action Committee, The Richmond Library Board of Trustees.

5. Three Concise Points to Justify Use of Congressionally Directed Spending *

- *This project will help our community bring this critical resource up to current standards and allow it to continue to serve our community for the next 100 years.
- *This funding will help us ensure fresh air ventilation for town staff and the public that uses it every day.
- *This building needs extensive renovation in order to for it to be used safely and efficiently. There are very few grant sources that could be used for a project of this nature. A CDS appropriation will help us build local public support for the significant investment that will be needed.

Section 4. Funding History

1. **Has This Project Received Past Congressionally Directed Funding? ***

if yes, please identify when and what funding.

None that we are aware of.

2. **Was This Project Request Submitted to Senator Leahy in the Fiscal Year 2022 Congressionally Directed Spending Process? ***

Yes

2.1 **Was This Project Included in the Relevant Senate Appropriations Bill?**

No

3. **Is This a One-Time Request for Congressionally Directed Support? ***

Yes

4. **Is Additional Federal Funding Required, Beyond the Sources Identified in the Budget Submitted? When and How Will the Project Become Self-Sustaining? ***

The building houses several paying tenants including the US Postal Service. Rental income is over \$100,000 per year. We now have over \$500,000 in a "Town Center Fund" which is to be used for renovation planning purposes, building maintenance and critical repairs.

Section 5. Contact Information

1. **Name of Organization ***

legal grantee name

Town of Richmond, Vermont

Primary Point of Contact

2. **Name ***

Jeff Forward

3. **Title ***

Select Board Member and Chair of Town Center Committee

4. **Address Line 1 ***

203 Bridge St

5. **Address Line 2**

No answer.

6. **City ***

Richmond

7. **State ***

VT

8. **Zipcode ***

05477

9. **Phone Number ***

8027353026

10. Email Address *

forward@gmavt.net

Head of Organization / Department / Agency

11. Name *

Josh Arneson

12. Title *

Town Manager

13. Address Line 1 *

203 Bridge St

14. Address Line 2

No answer.

15. City *

Richmond

16. State *

VT

17. Zipcode *

05477

18. Phone Number *

8024345170

Costs	Amount	Status of Phase <i>(Not Yet Begun In Progress, or Completed)</i>	Comments and/or Details
Acquisition		Completed	Town Owned Building
Soft Costs, Design, Permitting/Planning		in Progress	We are in process of selecting an architect
Construction/Renovation	\$3,980,757	Not Yet Begun	Cost estimate was provided by Breadloaf in 2018
Site Work		Not Yet Begun	
Equipment (HVAC Equipment)	\$948,682	Not Yet Begun	Cost estimate was provided by Breadloaf in 2018
			The Town Center Committee has been meeting regularly for three years and has done an extensive community engagement process recently. Our next step is to hire an architect to come up with concrete designs so we can cost estimate and pull together a bond vote proposal. We hope to begin construction in the summer of 2023.
Window Replacement	\$391,822	Not Yet Begun	This number is likely to increase because of recent increases in construction costs
Total Cost	\$5,321,261		

Funding	Amount	Status of Funding <i>(eg: application submitted, funding awarded, funding received)</i>	Comments and/or Details
Federal Funding <i>(eg: EPA Brownfields Funding, HOME funding, federal tax credits,</i>		No federal funding requests yet	We fully intend to apply for state/federal and foundation grant monies when we have completed design.
1.			construction
2.			
3.			
Local or State Government Funding <i>(eg: bond votes, tax credits, funding from ACCD, etc.)</i>		No State funding requests yet	We intend to apply for State funding for efficiency and renewables upgrades if funding becomes available
Estimate of Future Local Bond Vote for balance of project costs	\$4,000,000		This number is approximate and will be adjusted during design
2.			
3.			
Private or Nonprofit Funding <i>(Vermont Community Foundation, United Way, individual donations, etc.)</i>		No Private or Non-Profit grant funding requests yet	We intend to do fund raising based on the historic and community significance of this building
1.			
2.			We intend to apply for utility incentives for mechanical and lighting systems
3.			
Project Income <i>(If the project requires income for sustainability, the project be sustained through fees, ratepayers, etc.)</i>			
Post Office Rent	\$93,666 per year		Long term tenant
MMCTV rent	\$15,407 per year		Hope to continue with MMCTV indefinitely
Other			O&M for the building is provided from a dedicated Town Center Fund and from the town's general budget
Other Sources <i>(please elaborate in comments/details)</i>			Depending on how the space is renovated, we may have opportunities for more rental income
Congressionally Directed Spending Request for Fiscal Year 2023	\$1,000,000		
Total Funding	\$5,109,073		

Bread Loaf Corp.

7/16/2018

FR= Functionality Recommendation

ADA= American Disabilities Act

LSC= Life Safety Code

HW= Health & Welfare

Line #	Building	Description	Category	2019 Est. Cost	Priority	Escalation @ 3%/Year	2022 Est. Cost	2023 Est. Cost
1	Town Office	Install code required automatic sprinkler system	LSC	\$119,000	1	\$10,710	\$129,710	\$133,601
2	Town Office	Install code required fire alarm system	LSC	\$50,000	1	\$4,500	\$54,500	\$56,135
3	Town Office	Install code required exit signage	LSC	\$2,700	1	\$243	\$2,943	\$3,031
4	Town Office	Abandon storage closet under stair at lower floor level	LSC	\$1,800	1	\$162	\$1,962	\$2,021
5	Town Office	1 Hour Rating in Boiler Room	LSC	\$3,400	1	\$306	\$3,706	\$3,817
6	Town Office	Provide an ADA compliant ramp at door to lower level classroom and bathrooms.	LSC	\$6,200	1	\$558	\$6,758	\$6,961
7	Town Office	Provide a 1hr fire rated corridor that is separated from the boiler room and provides access to the remainder of the floor space at the same floor level	LSC	\$16,000	1	\$1,440	\$17,440	\$17,963
8	Town Office	Reverse door swing direction from first floor lobby to egress stair for code compliance	LSC	\$600	1	\$54	\$654	\$674
9	Town Office	Replace HVAC system and provide ventilation throughout building	HW	\$726,000	1	\$65,340	\$791,340	\$815,080
10	Town Office	Replace all windows with new energy code and historic compliant windows	LSC	\$305,000	1	\$27,450	\$332,450	\$342,424
11	Town Office	Remove and replace all exposed Romex wiring	LSC	\$40,000	1	\$3,600	\$43,600	\$44,908
12	Town Office	Renovate Police Department bathroom to be ADA	ADA	\$11,000	1	\$990	\$11,990	\$12,350
13	Town Office	Clean exterior brick veneer and repointing	FR	\$74,000	3	\$6,660	\$80,660	\$83,080
14a	Town Office	Post Office HVAC Replace	FR	\$37,000	2	\$3,330	\$40,330	\$41,540
14b	Town Office	Post Office HVAC Extend from Building Reno	FR	\$63,000	2	\$5,670	\$68,670	\$70,730
15	Town Office	New lighting and controls	FR	\$26,000	3	\$2,340	\$28,340	\$29,190
16	Town Office	Full building renovation to net zero ready	FR	\$3,195,000	3	\$287,550	\$3,482,550	\$3,587,027
17	Town Office	Replace Basement windows & install flood blowout panels	FR	\$44,000	2	\$3,960	\$47,960	\$49,399
18	Town Office	Add ventilation air to the basement	FR	\$19,000	2	\$1,710	\$20,710	\$21,331
Totals				\$4,739,700		\$426,573	\$5,166,273	\$5,321,261

Please feel free to contact Jeff Forward with any questions

Jeff Forward

forward@gmavt.net

802-735-3026