

**Town of Richmond  
Town Center and Library Committee  
Minutes – July 1, 2021**

**Present:** Christine Werneke, Josh Arneson, Laurie Dana, Jeff Forward, Dave Healy, Amy Wardwell.

**Welcome & Public Comment** – None

**I. Additions or Deletions to Agenda –**

Christine asked for clarification on when contracts being entered into with the Town of Richmond are sent to the Town Attorney for review. Josh responded that he usually asks the attorney to review contracts before the Town signs them.

The Library HVAC contract was just returned from the Town Attorney and has been signed. Josh acknowledged that communication with Rebecca regarding the construction schedule needs to be improved. Once the project begins, there will be an on-site manager and Rebecca can communicate directly with that individual as things progress.

Jeff commented that perhaps we need to designate a liaison from the Committee for future projects so that Josh does not have to spend time on this.

Josh also mentioned that he has hired Dan Begins to do a number of small “handyman” type projects in the Town Center relating to the new 3<sup>rd</sup> floor tenants and to issues of animals getting in through windows that was described by Linda Parent at our last meeting. There was some discussion that, if he is willing, there may be projects on the larger project list for the Library and Town Center building that he could do. He recently replaced the library addition asphalt shingle roof.

Jeff reminded the Committee of the need for a plan for ongoing maintenance as the safety and comfort of employees and tenants is very important.

**I. Items for Presentation or Discussion with those present**

**Update/Next Steps on Owner’s Rep RFQ**

Deadline for receipt of RFQ Proposals from Owners’ Reps is Tuesday (7/6) at 4 p.m. Don Marquis said he had questions but has not submitted any yet. Jeff offered to follow up with Don and Tom Peterson to encourage them to apply. Any questions will be forwarded to Josh. Amy asked what happens if no one applies and the Committee felt that if that happens, they would need to regroup to formulate a plan B.

**Discussion: Workplan & Timeline for Visioning Process**

Based on an example from Waterbury’s recent Town Hall/Library addition project, Laurie presented a draft of a Workflow document for the Richmond Town Center & Library Committee’s work. This led to a lively discussion around the timing and responsibility for various decisions, including possible scenarios or options for the Town Center Building to be explored (renovation, partial demo and/or addition or replacement).

Jeff feels that there has already been some work done on looking at the various options and that the Committee should develop a list of pros and cons for each scenario in order to determine what additional input is needed from the Selectboard and/or the community. The Committee supported that idea and, in order to develop this list, Jeff will restart some discussions he has had with JJ about how to assess the costs of renovation vs. replacement of the Town Center. Christine feels that a conversation with FEMA about how a renovation of the building will change the “rules” around uses of the building. Marie Thomas had started a conversation with FEMA and Josh will review who she spoke with to determine who to speak with.

There was some discussion about a timeline for this work. Jeff felt that the workflow plan laid out here could take years. Christine stated that she does not think that the timing of this work will allow

for a bond vote in March 2022 but would like to aim for March 2023. We also need to look at the project work already laid out in terms of the summer/fall 2021 schedule.

Based on these discussions, Laurie will make changes to the proposed workflow that reflects discussions.

Laurie recently attended a workshop that indicated that Richmond's membership in the Chittenden Regional Planning Commission might allow us to take advantage of help with the planning and grant funding processes. These services might include:

- Community engagement/conversation processes
- Meeting facilitation
- Help identifying grant sources
- Grant writing
- Managing projects
- Administering federal grand funds

Josh will check with Ravi, who works with the Chittenden Regional Planning Commission on behalf of the Town, and Christine will ask Bard Hill, Richmond's representative to the Commission to find out more about these services.

Meeting adjourned at 8:20 pm

Next meeting of the Town Center & Building Committee will be Thursday, July 15 at 7 p.m.