

**Town of Richmond  
Town Center and Library Committee  
Minutes – September 2, 2021**

**Present:** Christine Werneke, Josh Arneson, Laurie Dana, Jeff Forward, Dave Healy, Linda Parent

**Welcome & Public Comment** – None

**I. Additions or Deletions to Agenda** – Laurie report on drone photos and Library scope of work.

**II. Items for Presentation or Discussion**

- **Review of Owner’s Representative Agreement** – Josh circulated the draft agreement with Apex for Owners’ Rep services. After some discussion, the committee recommended going to 150 hours of service with a not to exceed amount \$15,000 to accommodate changes or additional project work without going back to the Selectboard. Approval will be on the Selectboard agenda for Tuesday, Sept. 8.
- **Discussion of Sump Pump in library elevator** – As a final piece of the moisture mitigation project, Breadloaf recommends replacing the sump pump in the Library elevator room and with a commercial unit, and fixing the output method, for a cost of \$3,250. Approval of this amount from the Town Center & Library Fund will be on the Selectboard agenda for Tuesday, Sept. 8.
- **Discussion of mold mitigation in the Library basement** – Breadloaf had a mold assessment in the Library basement conducted by Clay Point, who made a proposal to contract and manage mold mitigation (\$900 for their work and an estimate of \$7,000 for the work itself). Josh reviewed the areas of concern specified. Laurie mentioned that this mold issue is not a new one and has been there for some time. The committee felt that, while this needs to be done, it is not urgent. We will add it to the project list that Jay will be working on.
- **Discussion of how to address projects that arise in the Town Center & Library buildings** – The committee feels that expanding Jay’s hours somewhat to accommodate “new” issues and taking the approach we did with mold mitigation is the strategy to follow for now.
- **Update on FEMA and flood regulations** – Josh has been researching this and learned that the regulations are outlined in Richmond’s Zoning Regulations. He will schedule a meeting with the Zoning Administrator for members of the Committee who wish to attend.
- **Update on Library Scope of Work Assessment** – Laurie had a Zoom meeting with Jenna Kapitansky of Preservation Trust of Vermont (PTV) and Rebecca Mueller regarding the existing \$500 grant from PTV to cover assessment of roof, flashing, spire & bell tower scope of work needed. PTV is willing to put the grant toward drone photography and a written scope of work report from Keith of Watershed (formerly Headwaters). The drone photography would cost around \$100 and Keith’s assessment likely around \$200-\$300. We currently have a grant of \$500 which much be matched, so PTV would pay for ½ of the final cost. Jenna is going to reach out to Keith. Laurie will let Jay know the status.

Next meeting of the Town Center & Building Committee will be Thursday, Sept. 16 at 7 p.m.