

SUMMARIZED PRELIMINARY PROGRAM INVESTIGATION

Richmond Town Hall

Meeting Date: 9/29/2022

Town Offices – Town Clerk, Administrators, Planning & Zoning, Storage, Etc.

❖ General Notes:

- Most input we have received is in line with everything that we have heard and been provided with so far by the committee. Below are some key takeaways from preliminary meetings with the various use groups in the building
- Police department has not been interviewed yet, and will impact assessment on space needs
- The post office program has not currently being reviewed for needs or alteration to existing layout or program
- General input seemed to be in favor of maintaining proximity of all town offices (Town Clerk, Town Administrators, Zoning, etc.) due to overlapping needs and basic interaction throughout the day
- Users repeatedly commented on importance of maintaining ease of public access, and concerns about relocating to the upstairs and being less approachable.
- Security was an issue in general (e.g. upper floor elevator cannot be locked out, and occasionally people approach town clerk's office attempting to find police). Although security is an issue, it was also expressed that having the town clerk's office immediately off of public entrance was a good thing to maintain presence. If security can be improved by design that is preferable, rather than make the space less approachable.
- Assuming police department space needs are deficient (in-line with what we have been told), there will be a key question about what use group should be most accessible from lowest possible level
- Dedicated rooms for kitchenettes on First Floor and Second floor are underutilized spaces that can be recaptured through redesign

❖ Town Clerk:

- Current allotted square footage does not appear to be deficient. Office space for listers is limited, and there could be additional conference room space/work space for staff or public.
- Storage needs are spread out and need to be consolidated
- General layout changes can be made to improve circulation, break-out space, and respond to specific user needs. These are fairly easy to address within the existing allotted square footage
 - E.g. – After hours town clerk is closed, the finance director's office is used for circulation to access copier by multiple users
 - E.g. Proximity of Asst. Manager to Town Manager
 - General storage needs could be increased and better organized to maximize efficiency.

❖ Zoning:

- Currently sized based on two staff members and a work space that is accessible to the public
- When there is an intern working for the department, that space overlaps with the public workspace. There may a slight increase in s.f. needs in order to separate this overlap, but finding opportunity to combine with other break-out conference space and work space used by other town staff shouldn't be difficult and could avoid adding any s.f. needs

❖ Tenants:

➤ General Notes:

- After meeting tenants it seems like most tenants don't necessarily have any specific needs related to proximity to other use groups, or the general public.
- There will be an opportunity to find space efficiency in overlapping break-out space, meeting space, and social spaces.

➤ Radiate

- There is a long list of issues related to the current program location in the basement including, but not limited to, ADA access, moisture and mold issues, water damage, emergency egress
- There is space deficiency. The current studio is only large enough for 10 students, and there was an indication that some classes can get quite a bit larger. Classes for toddlers will end up being 30+ people moving around.
- Due to limited space it also becomes an issue having an adult use group/outside group use in the space before a child group. (e.g. toddler group operates on the floor, which can present hazards after an adult group). Ideally they would have two studios to help break
- There is the opportunity to develop presentation space in circulation areas, public space, etc. that is shared used by Radiate, Historical Society, MMCTV, etc.

➤ Historical Society

- Their needs are primarily focused on specific improvements for storage, ventilation, etc. Their existing square footage needs are only slightly deficient. They emphasized consolidating their two spaces into one open space that is more flexible to use and easier to maintain with a single employee present. This will add a small increase in square footage, but minimal impact on the footprint if circulation is recaptured

➤ MMCTV:

- Their space needs seem like they may need some additional square footage, but minimal at most. Their needs will revolve primarily around more specific space design, sound separation, and studio spaces. There will be an opportunity to take some of their needs and overlap with other use groups:
 - E.g. – Break-out work space, social gathering space between work sessions, etc.
 - Biggest program issue seemed overlap of a social gathering space and their studio space

➤ Senior Center:

- Lots of flexibility, and currently have no additional space needs. They did indicate they could always use a larger gathering space (e.g. 30+ people) but it sounds like they have the opportunity to find that space elsewhere

- Rec Department:
 - Existing storage for little league and youth soccer is adequate as far as space goes. The storage itself needs to be updated to more efficiently store equipment. Location and access could be improved to facilitate coaches picking up and dropping off equipment.
 - Additional storage for girl scouts needed. It sounded like there may be space for this within the existing footprint, and would only need additional specialized storage
 - *Cheer Squad (not currently in building) - They have 24 kids and could use a space that has a tumbling track that is 20' long and 5' wide. Additional storage would most likely be needed beyond what is currently in the rec department storage. This is not currently in the building.*
- Community Cares Camp:
 - Basement storage is not great; it was conveyed that materials have been damaged in the past due to water, mold, and mildew. The storage is only accessed once per year and takes up a large amount of square footage that would be a challenge to replicate outside of the basement
 - They share an office space with Radiate which is not an issue and can remain as a shared space
- ❖ Additional Items Brought Up
 - There were several interviews that presented the possible desire to find a large gathering space that could serve multiple functions
 - Town Office – Would be nice to have the opportunity to host a larger town meeting and/or election venue
 - Senior Center – Would be nice to have access to a space with the capacity for 30+ people, but not necessarily required
 - Art – would love to have a space for larger public gatherings (e.g. Radiate hosted the town Art Walk, and couldn't invite the public into the art space, and it would be great to find a multipurpose space that could be used for an event like this)
 - There was additional input that extended to considerations of a town community center with additional exercise facilities which went beyond this current scope, but sounded like it could be a topic that is circulating among the community
- ❖ Next Steps:
 - Black River Design is scheduled to meet with the Richmond Police next Wednesday, and with that information hope to be able to begin looking at initial schemes of how overall square footage will impact options related to existing infrastructure, and expansion.