

**Town of Richmond
Town Center and Library Committee
Minutes February 2, 2023**

Present: Josh Arneson, Jeff Forward, Laurie Dana, Linda Parent, Amy Wardwell, Christine Werneke, Dave Healy, Jake Marin

For Black River Design: John Hemmelgarn, Andrew McCullough, Kevin Worden

Owner's Representative: Jay Labare

I. Welcome & Public Comment - None

II. Additions or Deletions to Agenda

Jeff queried the Committee whether to continue with hybrid meetings or go back to all virtual meetings since the legislature has approved this option. The Committee felt that hybrid meetings are working well.

III. Items for Presentation or Discussion

a) Review the elevation survey results and input from Kevin Worden

Kevin provided a recap on the flood plain issues related to the building that the elevation survey helped to resolve. There were really no surprises in the data. He presented the current FEMA mapping which shows that the 311.3 number is where flood plain begins and floor levels must be 1.05 above that. In the Town Center building itself, the first floor is above the flood plain, the basement is below. In the Post Office, the front door is at 312.35 (just at the requirement) but some of the back of the addition is a bit below. The plan of a 2" topping slab would resolve this.

In the Town Center basement, Kevin observed that the window sills of the basement windows are just at the flood level. Changes that would be needed if we do a substantial (more than 50% of value of building) renovation would include only using the space for storage, wet flood proofing the space, not using any materials susceptible to rot (wood, dry wall, etc.), no mechanicals in the space and filling in the mechanical chases.

In terms of an addition, this is allowable and there would be a requirement related to adding fill to build on and removing material equal to that fill in the flood plain. There may be additional requirements if the addition is for a Police Department since it is an emergency service. Might have to be higher (314.9?).

b) Input from Chief Herrick on Police Station design elements

Andrew led a discussion with Chief Herrick on planning for new Police Department space by looking at needs, wants and nice to haves. As a basis of this discussion the plans for, and information from tours, of the Hinesburg Police Department building provided an outline.

Necessary Items:

- Lobby area – Chief Herrick wants this to be separated from the officers work spaces and the Administrative Assistant should be separated by bullet-proof glass.
- Offices – Need private offices for Chief and Sargent and one office with 4 workspaces for 3 officers and a part-timer's desk
- Evidence room – a lockable evidence room that is not used for other purposes (as is the case now)
- Armory – lockable armory area (right now it is a metal locker)
- Processing room – Hinesburg PD is a good example – space separated from main office, small holding cell with toilet, fingerprint and breathalyzer, desk & guest chair.

- Sally port – Chief Herrick feels this is a need not a want for two reasons: 1) ability to keep those under arrest separate from general public, 2) ability to maintain control of those who might be unruly. Should go right into processing room. Only needs to be for one vehicle (maybe a little storage) but larger than 1 car garage to allow officers to safely move around with suspects.

Shared spaces:

- Kitchen – shared with building. Might want at least space for coffee pot and microwave and possibly sink in Police Space.
- Conference/training room – nice but can share space in building (they do now)

Nice to have:

- Locker room for storage of a change of clothes, include a shower so that officers can do decontamination from an incident.

Chief Herrick was asked about how processing is currently done. Those under arrest are currently driven to Williston (Williston PD or State Police Barracks) for processing. Chief Herrick identified several problems with this process. Most important is that it adds time for Richmond PD and takes up the time of at least one officer from a WPD or State Police officer needs to be onsite to give Richmond access. Also, the Richmond Officer doesn't have access to their own resources, office and forms. They also need to get videos from the other agency. Chief Herrick estimates that they process someone about once every 2 weeks but observed that he has not been there when the department has been at full strength so it could be more. He was asked about what his coverage goal is, he stated 14-16 hours a day of coverage would be ideal—again if RPD is at full strength.

Dave brought up the idea of the Police addition being in the back of the building, rather than in the front facing Bridge Street. Laurie & Christine agreed that they were concerned about having the sally port be the “public facing” part of the building. John and Andrew will look into this.

Laurie, Jake and Amy were interested in seeing the existing Richmond Police Dept. offices and Jeff will try to arrange something after 2/17 when Ben is back.

c) Discuss Jay Labare’s proposal on moving forward with Library exterior maintenance projects

In response to the discussion at the last meeting regarding the amount of money available immediately to start addressing the Library needs in the bid, Jay put together a proposal. After some discussion about how to proceed, the Committee members felt it was appropriate to establish priorities before looking at budget. Dave also suggested that phasing the work by doing one or two faces of the building at a time might be an approach to explore. Jay will try to convene a walk-around with himself, Alex (the bidder), Dave and Laurie to try to come up with recommended priorities and/or phases and then looking at budget issues. We hope to have more information about the Department of Libraries grant program(s) later this month.

d) Discuss whether to hire a grant writing consultant

Based on recommendations from both the Vermont League of Cities and Towns and Preservation Trust of Vermont to look into the REDI Grant program, Jeff reached out to the program manager, Mariah Noth. This is a VHCB program provides grants to small rural communities to pay for consultants to help with grant research and grant writing. The program funds 100% of the costs of a consultant up to \$7,500. The consultant contracts directly with VHCB and no matching money from the Town is required. Jeff has also spoken to a potential consultant. Ms. Noth said that Richmond seemed like an excellent candidate and encouraged us to apply. The Town Center Committee voted to ask the Selectboard for authorization to apply and next Monday’s meeting.

e) Discuss ARPA Committee request for a proposal from Town Center Committee

Jeff stated that the ARPA Committee would entertain a proposal from the Town Center Committee for use of some of Richmond's \$1.2 million ARPA fund to go toward this project. The Committee members were in agreement that a proposal would be appropriate and that the request should be for an identifiable purpose related to the renovation. Dave suggested looking at the amount needed to move from energy efficiency to net zero and requesting funding for the difference. Christine had been thinking about elements of the building that represent safety and security. Laurie had been thinking about HVAC systems and/or the technology needed in a building for current and future needs. Several members thought an amount around \$500,000 would be appropriate. Committee members were invited to think about this and further discussion will be added to the agenda of the next meeting.

f) Approval of January 12 minutes

The minutes from the January 12 meeting were approved.

g) Other business – None

h) Items for Next Agenda & Future Agendas

Continuing discussion of ARPA funds request

The next meeting of the Committee will be February 16 from 6:30-8:30