

**Town Center and Library Committee
Minutes December 14, 2023
7-8:30 p.m.**

Present: Josh Arneson, Laurie Dana, Jeff Forward, Jake Marin, Amy Wardwell

Community Members: Lisa Miller, Judy Bush

I. Welcome and Public Comment - None

II. Additions or Deletions to Agenda - None

III. Items for Presentation or Discussion with those present

a) Review of schedule and legal requirements for Bond vote on March 5, 2024

The Selectboard approved moving forward with the bond vote at their December 4 meeting. Early voting will begin on February 5 and absentee and early voting ballots are requested from the Town Clerk. There will be a required public information session on the Australian ballot items on February 26, 2024—in person & hybrid.

One of the issues that needs to be determined is whether we want to Bond or do a Note to finance the project. There are different requirements and different paperwork that come with each choice and the Committee feels that it is the Selectboard that needs to determine this. **Jeff & Josh as still gathering information and will go to the Selectboard's next meeting to get a decision, then move forward with approving the paperwork and approving the bond vote language.'**

The Committee also recommended that the Selectboard consider using a portion of the rent money from USPS and other tenants that would normally go into the Town Center Fund to help pay down the bond. The fund needs to keep being replenished to address other building needs, maintenance and insurance but some of the money could go to the bond. **Jeff will bring this up at the Selectboard meeting.**

b) Schedule of meeting dates

Committee members agreed that we will not meet again in December so our next meeting will be January 11, 2024.

c) Plan community outreach, with dates and assignments

After much discussion, the Committee agreed that we should start outreach in January and concentrate on getting information out there before the early voting date. Additional information sessions could continue up to the final presentation on February 26. We would like to offer some information sessions/tours to specific groups to be scheduled for their convenience, but all voters will be welcome to attend any of these sessions.

Fire Department – **Jeff will reach out to Dennis & Jerry to see if they would schedule Mon., Jan 22 (a regular training night) to be a tour and information session for them, and any other community members that wish to attend.**

Richmond Historical Society/Community Senior Center/MMCTV/Radiate Art Space– **Laurie will reach out to Karen & Martha to see if we can find a Sunday afternoon time that they could promote to their members specifically.** Again, this would be available to anyone. Judy commented that Radiate board has a lot of overlap with other groups. Add OCCC and make this a “current tenants” focus?

Judy can put all of the dates in the Radiate newsletter—we should ask all other groups that have newsletters to do so as well. **Laurie will ask Rebecca about posting dates, display and putting the dates in her newsletter as well.**

All Town Committee members/volunteers – We would like to invite them to a specific session & tour – Josh suggested Thursday, Feb. 1, 2024 at 7 p.m. as this would be an “off” week for most committees. **Josh to invite committee chairs and their members.**

Jeff will do Front Porch Forum posts, starting in January – should be every few weeks through 2/26 and link to video tour and the information packet. This post should be based on the facts and information, not opinion piece. Jeff or others can respond to FPF posts from the community.

Laurie will also start a draft communication for the Town Report and circulate for comment. Jeff & Laurie will finalize. Linda needs it by end of December/early January.

Committee members will table at the Friday Food Affairs in January and this could continue in February if it is successful. Table display, information packets, and one or more committee members to answer questions at each. **Jeff will take packets to 12/15 Food Affair. Amy will confirm January dates.**

A tentative chart of dates is attached below – Laurie put in a couple of Sunday afternoon dates as placeholders and will confirm. Our regularly scheduled meetings after January 11 --1/25 and 2/15 -- could also be presentation and tour nights if needed. We will assess as we move forward.

d) Discuss remaining library projects that will require use of Town Center Reserve funds

Laurie reported that she has asked Alex to update his original estimates to indicate the remaining projects and costs from the RFP. He is also working on preparing a revised estimate for the woodwork and painting projects to be funded by the ARPA money and to get this work on the summer 2024 construction schedule if possible.

e) Discuss recommendation for amount needed for annual maintenance fund

Not discussed

Approval of 11/30/23 minutes

Amy moved to approve 11/30/2023 meeting minutes, Jake seconded. Approved unanimously.

f) Other business – None

g) Items for next agenda – January 11

- Outcome of Selectboard discussion of Bond/Note issue & idea of devoting some rent toward bond payment
- Review of initial community outreach efforts (Food Affair, FPF post)
- Review planned outreach dates and revise if necessary.
- Review Library Projects information if available

Richmond Town Center Renovation Project

Community Outreach Dates – Draft

Date	Group	Working On It	Notes
12/15/23 – 5:30 pm	Friday Food Affair	Jeff has packets	
1/5/24 – 5:30 pm	Friday Food Affair – Tabling	Amy confirm dates, Committee members to staff table	Table display with information packets and staffed with one or more Committee members
1/19/24 – 5:30 pm	Friday Food Affair – Tabling	Amy confirm dates, Committee members to staff table	Table display with information packets and staffed with one or more Committee members
1/11/24 – 7 pm	Regular TC Committee meeting	Jeff	
1/14 or 1/21/24 – 2 pm	Richmond Historical Society, Community Senior Center, Radiate, MCCTV, OCC	Laurie	Presentation and tour
1/22/24 – 7 pm	Fire Department	Jeff	Presentation and tour
2/1/24 – 7 pm	Town Committees	Josh	Presentation and tour
2/26/24 – 7 pm	Public Meeting – Budget, Conservation Fund & Bond Vote	All	Presentation
3/5/24 – 9 am	Tabling at Town Meeting (presentation?)	All	Table display with information packets and staffed with one or more Committee members
	Front Porch Forum Posts	Jeff (Laurie can work with him on changing focus for each post)	Every 2-3 weeks starting in January