

# Town of Richmond

## Town Center and Library Buildings Committee

Wednesday July 24, 2024 Meeting, 7-8:30 pm

Richmond Town Center Meeting 3rd Floor – 203 Bridge Street

### Meeting Minutes

Attending members: Adame Wood, Amy Wardwell, Mike Storrs, Cara LaBounty

Absent: Matt Cherouny

#### 1. Welcome and Public Comment

#### 2. Additions or Deletions to Agenda

#### 3. Items for Presentation or Discussion with those present

- a. Minutes update- committee determined that basic minutes would be drafted for review based on agenda items
- b. Past & future Building Maintenance history-
  - i. documents prepared by Duncan Wardwell for committee to start discussing, further detail to be provided for next meeting
  - ii. committee agreed to request the following maintenance items be addressed by the Selectboard or Town Manager
    - exterior- pointing the brick exterior around entrances and parking lot area
    - security- confirm doors are functioning properly and locks have been changed or updated (confirm last done)
    - entrance- electrical & lighting safety issues, carpet, paint, relocate miscellaneous items to storage
  - iii. Following up with Duncan Wardwell on additional list of maintenance issues to prioritize
  - iv. Confirm if the Post Office has outstanding maintenance items
  - v. Started discussion on capital plan and will look at what is in place for the library to develop plan for Town Center
- c. **Update on previous agenda items & mission statements**
  - i. Committee is still looking for answers to questions around the plan presented for bond approval
    - Confirm Base Flood Elevation
    - Flood Mitigation Section 6.8 Richmond Zoning Regulations– What was designed and what is needed based on Richmond regulations (do regulations need to be updated)?
    - Post Office – trench, cracks?
  - ii. Energy Audit- no record of last one, Adam Wood looking into free energy audit
  - iii. Committee still working through:
    - If previous plan and design should be used
    - If the project could be phased based construction and funding
- d. Discuss establishing a Capital Management plan- started discussion to establish a capital plan for maintenance of the Town Center. Amy Wardell will provide committee the Richmond Library Capital Management Plan.

#### 4. Agenda Items for next meeting determined

## **Adjourn**

Full meeting can be watched through MMCTV.

Meeting details: Meeting may also be joined online or by phone, Join Zoom Meeting

<https://us02web.zoom.us/j/83000993804?pwd=WU9OekdLc2d6MEVZeI9DeHFFTWt1dz09>

Meeting ID: 830 0099 3804

Passcode: 538971

Find your local number: <https://us02web.zoom.us/u/kbERz4HDav>