

Town of Richmond

Town Center and Library Buildings Committee

Wednesday April 9, 2025 Meeting, 7-8:30 pm

Richmond Town Center Meeting 3rd Floor – 203 Bridge Street

Meeting Minutes

Attending members: Adam Wood, Mike Storrs, Cara LaBounty

Absent members: Matt Cherouny

Public attendees:

Welcome and Public Comment

Additions or Deletions to Agenda

1. Mission statement- Select Board removed Library from name and will inform Library Trustees

1. Priorities for OPM:

- a) Flooding issues with regulations and a plan, understand maintenance vs. renovating or improvements
- b) Explore fair market value determination and threshold
- c) Determine maintenance vs. improvements
- d) Address safety issues
- e) Needs for building
- f) Understand financial position potential phasing

2. Building Usage:

- a) Mike & Cara develop plan and present to committee
- b) Better use of the building
- c) End goal -make recommendations to Select Board

3. Funding and budget:

- a) Reviewed reserve fund balances that are uncommitted
- b) Funds are available to move forward with planning
- c) Budget and phasing TBD

2. Discuss RFP priorities

- 1. OPM RFP- Adam and Matt to format and move forward with presenting to Select Board
- 2. Windows/doors
 - a) Door security- Cara to get update from Town Manager
 - b) Door replacement downstairs entrance- Cara to get update from Town Manager
 - c) For the explanation to SB we will need contractor initial evaluation of integrity and needed maintenance & repairs (in good shape, remediate rotten wood issue, not to be smoothly function) Cara reach out to Library contractor doing painting and restoration estimate to see if they could provide evaluation
 - i. On hold - 2 RFPS- a) windows estimate of interior storm windows purchase \$, b) installation not completed by company (custom made) & prep work for installation (potential RFP)
- 3. Property Maintenance/Management RFP
 - a) Outline provided to committee (Adam) for review from local resident
 - b) Retainer per month with hourly rate and percentage on materials

- c) To be overseen by Town Manager or Assistant Town Manager
- d) Cara to research funding with Town Manager
- e) Adam/Matt to prepare RFP for next meeting

3. Other business

Next Meeting:

April 30, 2025 7:00-7:30 pm

Agenda – Only item Property Maintenance RFP and funding

Adjourn

Full meeting can be watched through MMCTV