

**Town of Richmond
Town Center and Library Committee
Minutes January 12, 2023**

Present: Josh Arneson, Jeff Forward, Laurie Dana, Linda Parent, Amy Wardwell,

For Black River Design: John Hemmelgarn and Andrew McCullough

Owner's Representative: Jay Labare

I. Welcome & Public Comment - None

II. Additions or Deletions to Agenda

Josh would like to "clean up" the membership of the Town Center and Library Committee as there are a couple of people on the list who haven't been attending. Jake Marin is interested in becoming involved in some of the next steps.

Laurie briefed the committee on new grant funding that will soon be available through the Vermont Department of Libraries. Vermont will have \$16.4 million under the Coronavirus Capital Projects Fund (ARPA funds administered by the Treasury Department) and \$10 million from the Congressionally Directed Spending Funds. Tentative timing is for applications to open in February 2023, grant awards in spring of 2023 for projects that begin as early as summer of 2023. Projects must be completed by 12/31/26.

III. Items for Presentation or Discussion

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

Information is not yet available, review tabled until Feb 2 meeting

b) Draft a more specific schedule and milestones to take us to a Bond Vote

Josh reviewed the steps needed from drafting of a Bond through the day of the actual vote which includes:

- (Day 1) --- Bond language drafted
- (Day 2-14) -- Bond language to Town Attorney for review and approval
- (Day 18) -- Bond language to Selectboard for Vote
- (Day 19) -- Warn the vote (30-40 days ahead)
- (Day 19-48) -- Needs to appear in the paper 3 x (with specific requirements)
- (Day 49-58) -- Public meeting held within 10 days of the vote
- (Day 59) -- Bond Vote

So from the day that the bond vote language is drafted, we would need 60 days, or 2 months until the Bond Vote takes place. On our calendar that means for a vote in September bond the bond amount & language would need to be ready in July and for a vote in November bond amount and language ready in September. On the draft calendar we would be looking at some adjusted form of Option 3.

The committee discussed the milestone committee recommendations that would likely need to go to the Selectboard for discussion and/or vote and the agreed the most pressing one will be what the Police Department Space contains. This decision drives the need for an addition. John observed that the length of time the Police Department decision takes will affect the calendar.

As soon as the addition/Police Dept. decision is made, John will involve the Site Designer in looking at the parking lot, building access, landscaping, etc. Jeff will brief the Selectboard at the next meeting and would like to bring a Police Department recommendation to the Selectboard in February.

c) Debrief on Hinesburg Police Station Site Visit and discussion of RPD needs

The committee reviewed the site visit summary on the Hinesburg Police Department and also looked at plans for the Montpelier Police Department that Black River is currently designing. The committee reviewed each area and came to a consensus on some items they feel are important to include. There were also questions for Richmond Police Chief and he will be invited to our next meeting to answer questions and discuss the recommendations.

Items discussed were:

Vestibule – The committee agreed that a separate entrance to the Police Department is important and the entry area should include the drug take-back box, AED, dispatch phone.

Offices, Meeting & Storage –

- **Offices** - Committee felt that there should be a private office for the chief, and individual desks for officers. **Ben -- does Sargent needs a private office and do part timers need desk space?**
- **Storage** --There are also storage needs for Evidence, Armory, IT room. **Ben – What are safety or legal requirements that impact storage?**
- **Meeting Space** – There is a need for some kind of “soft interview” space to talk with members of the public. **Ben – Could this be in Chief’s office or does it need to be separate. If separate, how big?**

Amenities (Kitchen, Locker Room, Bunk Room) –

- **Kitchen** -- The committee felt that there could be shared kitchen space in the building (perhaps on each floor) rather than dedicated within the Police space, but it should be easily accessible for them. Kitchen space would have fridge, microwave, cupboards, coffee maker – not a full kitchen with range.
- **Locker Room** – The committee supported the idea of a gender neutral locker room with 6 lockers, a changing room, shower room and toilet. **Ben – Does this make sense? Should this include washer and dryer?**
- **Bunk Room** - The Committee does not feel this is needed.

Processing Area/Holding Cell – The Committee felt that the Hinesburg space was an excellent example of all the needs in a small lockable space off the Sally Port. Included the holding cell, table for fingerprinting and breathalyzer and a desk and guest chair for interview and paperwork. **Ben – would this meet your needs?**

Sally Port (Secure Transfer Bay) – The committee supported the idea of a one-bay sally port. Montpelier has one that is approximately 15' x 22' which would be about right for Richmond building. This would require the addition. The committee feels that this is important for public safety as well as the privacy of individuals being brought into the station. Linda commented that there was a past transfer of a suspect into the RPD office that caused an uproar in the parking lot and concern from community members.

Cameras/Security – This would be important as part of the design phase and does not affect space requirements. This could be a costly component of the renovation.

d) Review response to Library Building requests for Proposals

Jay Labare presented the one bid was received in our most recent RFP for the group of repair/restoration projects on the library building. The bid from Hunger Valley Construction was \$429,600 and this does not include a contingency that we would want to include in any building project.

The bid was complete and included all of the items that were in the RFP but the total was quite a bit higher than anticipated on first look. However, Laurie observed that the 2018 Breadloaf report totaled around \$350,000 for just the steeple repair, wood repair and painting of the building. Over the 5 years since that report, building costs have increased substantially so the cost is not out of line.

However, we currently do not have the funding to pay for this work. The Town Center Fund will only have about \$210,000 left in at the end of FY 2023 after paying for several projects over the past few years. After extensive discussion of other options such as doing part of the work in 2023, it became clear that funding even a portion of the work would be difficult. The committee recommended spending this year applying for grant funding for a project for 2024. Jay will get back to Alex at Hunger Valley to discuss this with him. In the meantime, this bid will be the basis for grant applications—in particular the upcoming round of Vermont Department of Libraries grants

e) Approval of December 15 minutes

The minutes from the December 15 meeting were approved.

f) Other business – None

g) Items for Next Agenda & Future Agendas

The next meeting will take place on Thursday, February 2 and will go from 6:30-8:30 pm

- 6:30-7 pm – Kevin Worden will review the elevation survey results
- 7-8:30 pm – Richmond Police Chief Ben Herrick, will be invited to attend to respond to Committee questions and discuss recommendations to take to the Selectboard. Andrew & John may have a draft design to review with us.

Items for Future Agendas

- Scheduling a funders' meeting with granting agencies
- Hiring a grant writer
- Commissioning
- Windows – John asked that we have a full meeting devoted to this subject.

The next meeting of the Committee will be January 12, 2023 from 6:30-8:30