

**Town of Richmond
Town Center and Library Committee
Minutes October 20, 2022**

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

For Black River Design: John Hemmelgarn and Andrew McCullough

Guest: Karen Yaggy

- I. Welcome & Public Comment – None**
- II. Additions or Deletions to Agenda -- None**
- III. Items for Presentation or Discussion**

a) Review of proposals for site surveying – presented by Andrew

Two bids were received for the topo, elevation and boundary survey work. Latitude Land Survey bid was \$4,060 for the Elevation and Topo work and \$2,980 for the Boundary survey. Button Professional Land Survey bid a total of \$2,100 for the Elevation and Topo work and \$6-7,000 for the boundary survey. After some discussion about whether the boundary work was necessary at this time, a motion was made to recommend to the Selectboard that we accept Button Land Survey's bid of \$2,100 for the elevation and topo survey needed to proceed with planning at this time. The motion carried unanimously and it will be added to the next Selectboard agenda.

b) Review of initial conceptual program layouts

John & Andrew have completed their interviews with town employees, police department, an initial walk-through of post office and with tenants in the building. Their input has been summarized in a document that they will share with the committee and which was referenced during this discussion. They used this spreadsheet to assess the square foot needs for each of the groups mentioned.

John said that in their best estimate, the current building can meet the needs of the town but the basement is problematic. In a renovation, because of the flood plain issue, the basement space could only be used for storage or parking. Mechanicals could not be housed there and there is a question about whether the elevator equipment would have to move. John felt that storage could be designed to keep items stored above the floor in case of water in the basement and that you could just insure for replacement of items stored there, knowing that it could flood.

The committee then looked at several initial concepts for ways that the Town Center building could be configured. They varied in terms of including additions, moving the police department to different spaces in the building, making assumptions about whether police and/or post office could be moved to another location, etc. In all the committee saw 6 variations of these very rough conceptual drawings. Each of them gives the various groups about the same amount of square footage.

This was an engaging and informative discussion that made clear that the Committee has work to do to develop a process and to assess the priorities of the Town Center building in light of feedback from both employees and tenants and from the public comment that we heard in our listening sessions. Some of the questions that came up during this discussion were:

- 1) Does the Post Office need to stay in the Town Center (convenience, loss of rent)
- 2) Could the Post Office have less space (John observed unused space in their walk-around)
- 3) Does the Police Department need to stay in this building.
- 4) The current Police Department space does not have certain things that are standard (interview room, sally port or separate entrance, secure document storage not in basement,

processing space, separation of reception from officer's workspace). Are these important to include?

- 5) How might the exploration of sharing Police Services with Hinesburg impact building needs.
- 6) Do we design a building assuming this Police Collaboration, even if it might not exist in the future?
- 7) Do town offices need to be on one floor or could they be spread over 2 floors
- 8) Do we need more, or different configurations of, meeting space. Are there opportunities to share with tenants?
- 9) How many tenants do we want to keep in this building? (All options kept Historical Society and Senior Center but several dropped MMCTV, Radiate from the space, some added more tenant spaces)

At the end of the discussion, Christine suggested that the Committee needed to develop a Rubric that provided a checklist for evaluating various options. The Committee's next meeting on November 3 will be to start to formulate a rubric and discuss the items that are non-negotiable vs. nice vs. wish lists. There may be a need to gather more input in order to develop this rubric. John and Andrew will not be attending this meeting.

c) Status of Library and Town Center work

Josh reported that the fire alarm work in the Town Center has begun. Laurie reported that the HVAC in the Mezzanine in the library is complete and the plumbing & electrical are roughed in for drinking fountain. A window has been framed in the door. Sheet rock for fountain and basement will be done at once. ADA door needs are still in progress.

d) Update on ADA door for Town Center

The ADA door work is in progress.

e) Field Trip to see the Hartford Town Hall

Tabled until a later time.

f) Minutes of the Oct. meeting

Laurie will type up some formal minutes from the recording of the meeting to be approved at our Nov. 3 meeting.

The next meeting of the Committee will be Nov. 3, 2022 and will be a hybrid meeting.