

**Town of Richmond**  
**Town Center and Library Buildings Committee**  
**Wednesday June 12, 2024 Meeting, 7-8:30 pm**  
**Richmond Town Center Meeting 3rd Floor – 203 Bridge Street**  
**Meeting may also be joined online or by phone**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/82468494721?pwd=YldTT3UvWHdNK0t6ZEJYTDNkSW9PUT09>

Meeting ID: 824 6849 4721

Passcode: 508784

Find your local number: <https://us02web.zoom.us/u/kelb2sllab>

**AGENDA**

- a) Chair plans to appoint each committee member to manage a portion of the review work, along these functional lines: sitework, electrical, HVAC, structural, layout, schedule
- b) Brief comments or thoughts by committee members before we start
- c) Added to this agenda from the 5/22/24 TC meeting: conduct a grant search, with schedule & type for: FEMA flood- mitigation, historical, energy, rural devmt money (note – previous committee may have this?)
- d) Begin review of Black River Design (“BRD”) drawing package that was received by Lisa from Josh (BRD is not attending)
- e) Decide if any of the design elements are to be eliminated from future plans.
- f) Begin detailing which portions of the renovation work are desired to be accomplished independently (e.g., HVAC, windows, P.O., site restoration, electrical). The sequence of work should be advised by BRD
- g) Begin documenting our request to BRD for accomplishing **our mandate: minimizing overall cost and improving employee safety.**
- h) After the TC Committee can define a new scope of work (SOW), then analysis and comment by BRD will be requested, which from our 5/8/24 meeting includes:
  - a. How much previous design work is reuseable
  - b. How will overall cost be minimized; discuss how to achieve
  - c. Identify stand-alone phases of work that can be accomplished (e.g., HVAC, windows, P.O., site restoration, electrical) independently
  - d. Clarify what historical-status constraints exist
- i) Agenda for next meeting (note – this list of a. through f. will be the same for several future meetings agendas, with progress briefly summarized)