

Town of Richmond

Town Center and Library Buildings Committee

Wednesday March 19, 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, Matt Cherouny

Absent members:

Public attendees: Duncan Wardwell

Welcome and Public Comment

Additions or Deletions to Agenda

Adam- Name change, remove Library- SB insight, SB determination of reserve first come first serve?

1. Mission statement- remove Library

Priorities- TBD after more details are available for next meeting

- Determine funds needed to pay professional services- OPM
- Reserve fund balance, less committed?
 - Library 12-month plan
- Maintenance budget? \$25K
- Post Office roof leaking? No, but needs to be replaced

2. Discuss RFP priorities

1. OPM RFP- looking for bond vote, possible phasing if funds are available some parts of the project (prioritize based on funds)

MS-Motion approve RFP recommendation to SB amended by Mike Storrs, 2nd CL, voted 3 passed

2. Windows/doors

- a. Doors with start date security
- b. Doors replacement downstairs entrance- quote already CL motion \$15K, 2nd AW, voted 3 passed
- c. 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? Adam to research

- a. Company or individual – handyman # of hours through contract (1-2 hours wk)
- b. Need to research costs within budget, develop RFP
- c. To be overseen by Town Manager or Assistant Town Manager

3. Other

Next Meeting:

April 9, 2025 7:00 pm, same agenda as March 19, 2025

Adjourn

Full meeting can be watched through MMCTV