



Richmond Building Committee

Tuesday, November 7, 2023 at 6:00 pm

(New) Town Hall, 1751 State Road, Richmond, MA

Attendees: Pat Callahan, Kathryn Wilson, Gloria Morse, Melissa Roller, Mark Gross, Nate Steele, Kristin Smith, Bob Gniadek, Roger Manzolini, Stephanie Beling, Chris May, Dick Stover

Guests: Katherine Keenum, Tad Evans, Rudi Hall, Curtis Edgin

Approval of minutes of October 3, 2023 – **APPROVED**

Review and approval of submitted Invoices:

- **Invoice for General Contractor** for **\$383,681.35** (includes Change Order #9) – **APPROVED** by committee to recommend to Selectboard for approval of payment.
- Building is “substantially” completed. A letter was sent to the town from the GC guaranteeing the work for a year – all punch list items will be addressed by GC through contact, Michelle Butler.

Review and approval of Change Orders:

- **Change Order #9 for \$11,110** (includes concealed sprinkler head for children’s room, required electrical changes, relocate fire alarm, kitchenette water heater, gutter credit, balancing EVR fans, add and reprogram lighting, and bond premium adjustment) – **APPROVED** by committee to recommend to Selectboard for approval of payment.

Review Budget (this current budget was provided by Pat):

- The **bills have been paid** for bushes (in the wetlands), shades for Town Hall windows (library shades are being paid for through the Friends), benches, landscaping trees, and stage curtain cleaning and moving.
- We **still expect to spend** about \$20,000 on furniture for the lobby and Community room.
- The **remaining funds** of \$60,091.78 could be used, if needed, for solar costs, improvement to path to school or other.

Review punch list status:

- We still don’t have the promised **binders** on all the building’s systems. The GC has provided on-line versions, but we still want the binders for reference.
- We need to figure out how to turn off the **outside lights** so that they are on a timer.
- The **sticking issues with the front doors** and the handicap-opener for the front door are being addressed by GC and Marvin Windows. Michelle Butler is coordinating this fix. The tight seals for weatherproofing are causing the doors to be very hard to open and to not always close completely.
- Roger expressed concern about:
 - the **roof valley** issue with worry about possible future leaking – photos will be sent to the GC.

- the **temperature readouts for the HVAC system** are inaccurate – the GC needs to call the HVAC sub to correct.
- **Important note:** all issues/problems should be written down or emailed to Danielle Fillio or Bobby Hammer, not Pat Callahan, as we move into the completion phase of this building project and our committee responsibility is completed and the town takes over management of this building.
- Bobby Hammer is looking into **maintenance contracts** for HVAC, back-up generator, and he may look into what contracts for these are used by RCS.

Status reports as needed:

- **Landscaping** – The trees have been planted with volunteer efforts and donated funds. Special thanks to Lynn Sutton for planning and supervising the planting of the trees and to Pat Callahan and Lynn Sutton for donating much of the cost of the crew to plant. The benches for the front of the building have been ordered, but won't arrive until the spring.
- **AV** – the AV contractor, Valley Communications, says that the AV equipment for the Community Room has been delayed and may be arriving in early December.
- **Furniture** –
 - **Lobby** furniture is being shopped for – comfy chairs and coffee table on one side and a round table and chairs on the other side.
 - **Community room** folding chairs will be ordered with a cost of approximately \$6,000.
- **Solar** – the solar contractor who bid on the job had a good price and we wanted to accept their bid, but because of state mandated work limits, they were not allowed to take our job as they exceeded the state limit of work commitments. So the job will have to be reposted for new bidder(s).
- **Stage curtain** – the stage curtain from the old town hall was cleaned and hung in the Community room's east wall. Special thanks to Gloria Morse for coordinating this job and to Chris May for removing and rehangng the curtain.

Next meeting:

- No December meeting
- **January 9, 2024** at 6 pm in Community Room

Meeting adjourned at 7:05 pm