



RICHMOND BUILDING COMMITTEE

Tuesday, November 1, 2022 at 6:00 pm (via Zoom)

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

Guests: Mike Delvecchio, Katherine Keenum, Curtis Edgin, Neal Pilson, Rudi Hall, Danielle Fillio

Approval of minutes of October 11, 2022 meeting – APPROVED

Construction update by OPM (Mike Delvecchio):

- Construction is progressing well – the balance of slab-on-grade and slab-on-deck will be poured this week. Concrete has been tested. Inspections have been done. Secondary conduit is in place. The framing of the town hall office area is up – window views and sizes are great, office size is good.
- Contingency fund left is \$275,999.38. Big “surprise” costs that could impact this fund are passed so we are confident that this contingency fund will be sufficient, hopefully with funds left at the end to help with FFE expenses. Mike is concerned that the \$100K in the FFE fund won’t be enough to cover costs. Danielle says that the \$100K will be for the security system and moving costs as the town hall offices are moving their furniture as it is fairly new and the town has an additional \$25K in town monies for moving. The Friends group is purchasing the library furniture and using some old shelving and furniture.
- The line item of “Commissioning” is for a 3rd party fee to test mechanical systems. It won’t cost as much as budgeted here since much of the testing has been done already. Some of these funds will probably be left over.

Review invoice for payment:

\$657,661.15 has been submitted by GC this month for payment. It reflects approximately 30% of the project completed. The committee voted to APPROVE recommendation of this invoice to the Selectmen to approve for payment.

Change orders: No change orders this month.

Conduits to future EV charging stations: we have proposed a “not to exceed” amount for the time and materials and will watch the work to monitor costs.

Ordered materials: Windows and doors will be delivered by year end. Back-up generator is due to be delivered by April. Status report: no material deliveries will delay the construction.

Signage:

- **Road sign:** sign perpendicular to State Road will be lighted, 2-sided, and will probably need a variance due to size restrictions. Selectmen will approve the needed sign size. Rudi will send proposed design to supplier for pricing and size details. Committee voted on sign wording:
Town of Richmond
Town Hall
Library
1841 State Road (*address to be confirmed*)
- **Building sign** - on triangular eave over front door - to say "Town of Richmond" with town seal
- **Interior signs in lobby:** for each area over entrance doors to the wing: "Library", "Community Room", "Town Offices"
- **Interior signs** marking each room in the building are required for fire code. Danielle and Kristin are working on details for each room/designation. All signs will include room number and Braille for ADA compliance.

Meeting adjourned at 7:03 pm

Next meeting: Tuesday, December 6, 2022 at 6:00 pm (on Zoom)

Minutes submitted by K. Wilson