



RICHMOND BUILDING COMMITTEE

Tuesday, August 1, 2023 at 6:00 pm (via Zoom)

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

Guests: Neal Pilson, Rudi Hall (CBA), Daniel Pallotta, Katherine Keenum

Approve minutes of July 11, 2023 – APPROVED unanimously by roll call

Construction update by OPM –

- Work is beginning to wrap up. By the end of August/beginning of September, we will start to get approvals. A punch list will go to Rudi who will work through it with the GC.
- The Certificate of Substantial Completion, when issued, will mean that we own the building that day and the town will pick up the insurance for the building. Danielle is working on that insurance.
- We will need to get a maintenance contract for some systems – fire suppression, back-up generator, HV/AC, etc.
- The town will get training on new systems and the GC will give us a list of contractors for warranted items and systems. We will get a binder of all manuals and electronic copies as well.

Review and approval of submitted invoices:

- Invoice number 14 from the GC for **\$201,271.06** was unanimously **APPROVED** (by roll call) for the committee to recommend to the Board of Selectmen to approve for payment.

Review change orders:

- We have a change order for \$6500 for installation of safety bollard posts required by Eversource to protect the transformer. We don't need to vote on this at this time. (Bollards are short thick posts used to block traffic from an area.)

Review of current status/schedule by Pat

- We hired a new maintenance supervisor for the building! Robert Hammer will be a full-time town employee – ½ time for the new building and ½ time for the DPW.
- We purchased the video screen for the municipal room, but we will have to hire someone to install it as it.
- We have ordered the AV equipment including the audio assist technology, but it won't arrive by the time the building is finished, but soon after.
- The bid for moving expenses was \$25,000, which is higher than we expected. We will get a second bid from a Pittsfield company.
- Bob Gniadek will talk to Danielle about financing questions regarding solar panel systems.
- Landscaping: Pat sent us photos of sample benches for two by the front door under the overhang. The Land Trust is planning to donate one or two benches for the back of the building. Dan suggests finding out what the Land Trust is donating and try to match those for the front benches. Dick Stover will check on this.
- At this time, it appears that there will be no need to remove and replace two concrete pads from the front walk because of possible ice buildup. The site grading is not yet finished, but the area seems to be draining sufficiently. They still need to grade the path to/from RCS. It will be a mowed grass path for now, but maybe it can be improved as funds are available in the future.
- We discussed planning an "Open House" for two afternoons or evenings right after we get the CO but before we move furniture in. That way, residents can see the building itself. A "welcome party" can happen later after we are moved in.

Next meeting: Tuesday, September 5, 2023 at 6:00 pm in person in the old town hall

Meeting adjourned: 6:50 pm (unanimously approved by roll call)