

Richmond Building Committee

Richmond Free Library

2821 State Road, Richmond

Tuesday, Sept. 17, 2019, 5:30 pm

Committee members in attendance: Pat Callahan, Kathryn Wilson, Kristin Smith, Stephanie Beling, Brad Havill, Mark Gross, Dick Stover, Gloria Morse, Roger Manzolini (Absent: Peter Cohen, Melissa Roller)

Guests in attendance: Danielle Fillio, Richmond Town Administrator; Rob Todisco and Dan Pallotta, P3; Neil Pilson

Call to order: 5:30 pm

Minutes of August 30 meeting: Approved

Review of progress with OPM hiring process:

- Kristin and Stephanie both spoke of references they've checked and both reported that P3 had very good references from other libraries. Many of their references mentioned the benefit of having one point of contact from the committee to the OPM firm. Committee agreed that their comments would go to committee chairperson Pat Callahan, and that she would be the "point of contact" with P3.
- Cost of OPM contract with P3 will be \$10,000 for their guiding us through the project design phase of our project, with deadline for design firm selection soon, and for design to be made (and ready for May town meeting) by April 2020.

Review of progress on town hall study:

- Roger reported that EDM (engineering firm) will take 9 weeks (finished by end of November) to finish study of town hall and get cost estimates of repairs/improvements including ADA compliance. This study will be paid for by the town hall stabilization funds, not by consulting funds which we are using for the OPM and design work.

Dan Pallotta and Rob Todisco (P3) join meeting at 6:00 pm to discuss process going forward:

- P3 brought a spreadsheet with dates and deadlines from now through the completion of design in 4/2020.
- In about 14 days, the RFQ will be finalized and posted to appropriate internet boards to hire a design firm.
- P3 will be in direct contact with Danielle, as she is the town's procurement agent, during this process.
- Design firm applications will be due by Oct 22nd.
- Design firm applicants will be reviewed by P3 and Building Committee.
- We will have a designer hired by November 1st.
- Soil testing of the site will need to be done again (former tests are now too old).
- Design firm funding will be limited to \$40,000

Meeting adjourned at 7:00 pm

Next meeting: Thursday, Oct 24, 2020 at 5:30 pm at the library.