

Municipal Building Committee Minutes  
November 27, 2018

Members present: Pat Callahan, Stephanie Belling, Kathryn Wilson, Gloria Morse, Brad Havill, Dick Stover, Melissa Roller, Peter Cohen, Roger Manzolini

Guests: Kristen Smith, John Keenum, Chris May

Minutes from the September 25, 2018 meeting were approved.

John Keenum joined us to speak about fundraising.

Things he suggested to keep in mind:

- When looking for prospective donors (large donations) they need to meet two requirements
  - They need to have the financial capacity
  - They need to have the desire to make the gift
- Recommended starting identifying potential donors early (but not reach out to yet) and starting with who we know in Richmond
- Come up with names of people who could be larger donors.
- Its necessary to have a compelling case for what your needs are, think about all possible questions that could be asked
- Usually do not approach them until we have some plans/drawings at least preliminary plans
- Regarding promotional material: recommends having material available to help raise discussion with potential donors and give them a “say” in what the ideas for the building would be.

Need to consider having an honorary committee as well as a working committee. Honorary committee would be well known names that would appeal to a larger pool of donors. The working committee would be doing the work!

When determining how much we need to raise it is helpful to have the “names list”. We are not yet at this point.

Chris May spoke about building and finance. One option would be to lease or transfer town owned land to private developer. He shared the land layout of the Annan lot that is buildable space.

Chris shared with us some conceptual schematics that the selectmen had asked him to help us with. These provided a visual of a potential municipal town hall, library, community space. It included information from Foresite land survey services.

Discussion was had about the possibility of private financing and town lease back with eventual purchase as an alternative to the state grant.

Roger will look into details about if the town needs to put the project out to bid if we did develop privately.

Discussion was had about the option of moving forward with the private town process versus the grant -- Or looking into both simultaneously.

Next tasks: Individual spaces (town hall, community space, town hall) and look into what each space needs. We will then come back to the table to look at what those needs/wants would cost and what would be feasible for the town.

Chris will look for people who could be possible investors.

Roger will look into legal consultation regarding what we need to do.

Kathy will look into if the grant from the state could be used for other uses (not only a new building) regarding the library and what options would be available to the town.

It was noted if we do decide to go with the private/ non-grant route we would still do fundraising.

We will meet in another month to keep the momentum going of looking into the alternative/non-grant route.

Next meeting: January 8 at 5:30.

Meeting adjourned 7:04 pm.