

Richmond Municipal Building Committee meeting
June 18, 2019 5:30 pm
Richmond Library, 2821 State Road, Richmond, MA

Members in attendees: Pat Callahan, Stephanie Beling, Kathryn Wilson, Roger Manzoloni, Mark Gross, Peter Cohen, Dick Stover, Gloria Morse, Brad Havill **Guest in attendance:** Nanci McConnell

Minutes from May 28, 2019 meeting: Approved (with correction of spelling of Gloria Morse's name)

NEW BUSINESS:

Municipal Building Committee has been appointed by the Board of Selectmen as the "Building Committee" for purposes of the new Owner's Project Manager, etc. involved in the planning of a new library/community center. There was some confusion as to whether the members need to be "sworn in" for this appointment. Roger will check on this.

Open Meeting Law – Pat reminded us of the need to limit interactions of small groups of Building Committee members so as not to violate Open Meeting Laws. No "decisions" can be made outside of a posted open meeting. It is okay to meet to go over documents, make edits or comments on documents to be brought to the group for discussion at the next meeting.

Board of Selectmen (May 30, 2019) meeting recap:

Peter and Kathryn attended the meeting and reported: BOS appointed all MBC members to be members of the new Building Committee. The BOS approved the OPM RFQ (Owner's Project Manager Request for Qualifications). BOS were reminded to get the engineering study done for repair estimates for the town hall building. They hope to have it done by end of July.

Roger reported that the RFQ will be sent to engineering firms this week to ask about town hall maintenance, work to bring up to code, put bathroom upstairs, make ADA compliant, and rearrange some office space per needs assessment by town hall staff. There was a discussion as to if it was a conflict of interest for the firm to look at Chris May's design for town hall/library/community center design cost estimates. Would this make the firms possibly want to bid on a larger job later and skew the costs to favor the larger job for them? It might also delay getting the numbers to us. Roger agreed to scale back and just ask for the cost estimate to fix/maintain the town hall.

Roger reported that the Interim Town Administrator will be on limited hours (10 hours per week) until after July 1st because of funding. He will be on full time after that until a new Town Administrator is hired.

OPM RFQ (Owner's Project Manager Request For Qualifications) – During a June 3rd phone call, Pat and Kathryn had asked town attorney, Beth Goodman, questions about the draft of this document. Discussion and some edits – including term of service changed to Sept 2019 to April 2020 – were made at this meeting by committee. Next step: review of the RFQ by Beth, Pat and Mark Gross, and then the document will be posted for candidates to apply.

OPM RFQ will be sent to our list of recommended OPMs and also be posted on the appropriate locations. OPM will be hired to guide us through choice of designer phase. Starbuck (Buck) Smith is a friend of Mark's the former OPM for the Stockbridge Library construction and has offered to come to our next meeting to advise us (meeting must be on a Thursday).

Next meeting: at 6:00 pm on Thursday 7/11/19 at the Richmond library (if Buck can't come on 7/11, we will move the meeting to 5:30 on Thur 7/16/19).

Meeting adjourned: 6:33