

Municipal Building Committee meeting  
November 25, 2019 5:30 pm  
Town Hall, Richmond, MA

**Attendees:** Pat Callahan, Stephanie Belling, Roger Manzolini, Mark Gross, Kristin Smith, Brad Havill, Peter Cohen, Dick Stover, Melissa Roller, Gloria Morse, Kathryn Wilson

**Guests:** Neil Pilson, Curtis Edgin (Caolo and Bienik), Dan Pallotta (P3)

Minutes from 10/24/19 meeting and 10/31/19 meetings: approved

**Report from Dan Pallotta:**

C&B is designing building plans with and without the town hall/offices part.

**First steps:**

Programming – tasks within buildings (library, town offices) – info to be given to the designer

Study -- all previous work done by Chris May, school drawings, EDM info, failed library proposal, etc. – all info should be given to the designer.

This will generate a “chart form” of the building.

MBLC will like to see our design even though we aren’t getting aide from them.

Motion was made and approved giving permission so that OPM and Designer can approach library and town hall staff for information. Danielle to coordinate for town hall staff. Kristin to coordinate for library staff.

Pat will give Chris May’s design, schedules of space needs that we had generated before, etc.

“Library space” really means library/community center space.

EDM study of town hall: study results will be made to the Select Board at 12/4 meeting. Recommendation will be made by Select board at 12/18 meeting.

**Future meetings** (at Richmond Town Hall):

Thursday 12/12/19 at 5:30 pm-7:00 pm

*(this date was later changed by email agreement among members to be **Thursday 12/19/19**)*

Thursday 1/2/19 at 5:30 pm-7:00 pm

Thursday 1/16/19 at 5:30 pm-7:00 pm

Thursday 1/30/19 at 5:30 pm-7:00 pm

Meeting adjourned at 6:30 pm.