

## Richmond Building Committee meeting

Tuesday, Oct. 27, 2020 5:30 pm

(via Zoom)

**Attendees:** Pat Callahan, Stephanie Beling, Kathryn Wilson, Dick Stover, Peter Cohen, Neal Pilson, Roger Manzolini, Gloria Morse, Brad Havill, Kristin Smith, Mark Gross

**Guests:** Nanci McConnell, Curtis Edgin, Daniel Pallotta, Danielle Fillio, Bob Gniadek, Meaghan Tuttle (P3)

**Approval of Oct 13 minutes:** approved

**Letter to community:** discussion of letter drafted by Pat.

- Suggestions and changes made. Letter to be mailed to all Richmond residents in mid to late November with addition of project photos and when information is finalized for Zoom session dates.
- In accordance with MA Open Meeting laws, committee members should send any suggestions or changes for the Power Point presentation to Dan Pallotta, not to Pat or other committee members.

**Upcoming Zoom meetings:** meetings to be scheduled for public information dissemination.

- Concerns were expressed regarding rude/inappropriate intruders to our Zoom presentations.
- Residents will be invited to watch a Zoom meeting of the initial presentation, probably through Facebook connection for security reasons.
- We will also have monthly or twice monthly presentations to residents via Zoom.
- Residents unable to access Zoom or Facebook presentations will be invited to join a conference phone call.
- "History" section of Power Point will be reviewed by Gloria and Stephanie.

**Discuss first draft of Power Point presentation:**

- In accordance with MA Open Meeting laws, committee members should send any suggestions or changes for the Power Point presentation to Dan Pallotta, not to Pat or other committee members.
- Floor plans and other photos will be added to Power Point.
- Committee members will schedule a "practice run" of the presentation as soon as materials are all available and in the Power Point presentation. Committee members will take different parts of the presentation.

**New information on funding:**

- Dan to send timeline to Danielle so that she can get funding information from bond agency
- Pat/Danielle will invite appropriate town committee chairs (conservation, planning, etc) to attend our next meeting so that they can be made up-to-date on this project and ask any question.

**Next meeting:** Monday, Nov 9, 2020 at 5:30 pm (via Zoom)