

**TOWN OF WILLISTON  
COMMUNITY CENTER SCOPING & LIBRARY ASSESSMENT  
STEERING COMMITTEE  
MINUTES OF MEETING  
January 19, 2023**

**APPROVED**

**MEMBERS PRESENT:** Greta D’Agostino, John Butterfield, Andy Mikell, MaryClaire McGoven, Bob Metz, Lynn McClintock, Karla Karstens  
**ADMINISTRATION:** Erik Wells, Town Manager; Todd Goodwin, Recreation and Parks Director; Jane Kearns, Library Director  
**OTHERS PRESENT:** John Hemmelgarn (Black River Design), Mellisa Cain (Iceberg Consulting).

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[Note: Minutes reflect the order of the published agenda.]

**1. Call to Order**

Erik Wells, called the meeting to order at 6:00 PM.

**2. Public Comment – General Issues**

None.

**3. Minutes – December 5, 2022**

***MOTION by Lynn McClintock, second by John Butterfield to approve the meeting minutes of December 5, 2022. APPROVED 7-0.***

**4. Election of Chair/Vice Chair**

Erik Wells shared that Karla Karstens has expressed interested in the role of Chair and asked if there were any other candidates. There were no other candidates that came forward. Erik called for a vote to appoint Karla Karstens Chair of the Committee.

***VOTE to Appoint Karla Karstens as Chair of the Committee APPROVED 7-0.***

Bob Metz expressed interest in serving as Vice Chair. There were no other candidates that came forward. Erik called for a vote to appoint Bob Metz Vice Chair of the Committee.

***VOTE to Appoint Bob Metz as Vice Chair of the Committee APPROVED 7-0.***

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**5. Library Assessment Update**

John Hemmelgarn from Black River Design provided an update that work has been ongoing for the assessment of the current library space. Civil engineering is underway for that component of the assessment. Library Consultant Mara Soule is compiling a report of her assessment.

**6. Community Engagement Planning**

Mellisa Cain of Iceberg Consulting led a discussion to go over a draft timeline and process for the outreach and community engagement for the project. The tentative plan will be a kickoff at Town Meeting. Outreach will include in-person interviews and online surveys. Marketing for the work will include a project website. Discussion on interview/survey questions will continue at the next meeting.

**7. Set Date for Next Meeting**

The group will meet on January 31<sup>st</sup> at the Library and February 16<sup>th</sup> at the new Recreation Space, the R.E.C. Zone, located on Harvest Lane. Start times will be 6:30 PM.

**8. Adjournment**

With no further business and without objection the meeting was adjourned at 7:12 PM

*RScty: ewells*