

**TOWN OF WILLISTON  
COMMUNITY CENTER SCOPING & LIBRARY ASSESSMENT  
STEERING COMMITTEE  
MINUTES OF MEETING  
December 5, 2022**

**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 and Jim Duprey (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 7:00 PM.

**2. Public Comment – General Issues**

None.

**3. Minutes – November 17, 2022**

***MOTION by John Butterfield, second by Greta D’Agostino to approve the meeting minutes of November 17, 2022. APPROVED 7-0.***

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

Erik Wells reviewed the role of Chair and Vice Chair and suggested given the Committee was still meeting the project team and discussing the project that waiting on an election of the Chair and Vice Chair until January may be a path to consider. There was consensus from the group to proceed in that manner.

**5. Introduction of Black River Design Team and Overview of Role in Project**

John Hemmelgarn and Jim Duprey of Black River Design provided an introduction of their firm, Black River Design, and their role and work on the project.

**6. Community Engagement Brainstorming Session**

Mellisa Cain of Iceberg Consulting led a brainstorming session to discuss a community outreach plan for the project. The Committee provided input on groups and locations for outreach. Work will continue on planning at the next meeting.

**7. Set Date for Next Meeting**

The date of the next meeting will be set using a Doodle poll in January.

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**8. Adjournment**

With no further business and without objection the meeting was adjourned at 8:08 PM

*RScty: ewells*