

**TOWN OF WILLISTON  
COMMUNITY CENTER SCOPING & LIBRARY ASSESSMENT  
STEERING COMMITTEE  
MINUTES OF MEETING  
May 11, 2023**

**MEMBERS PRESENT:** Greta D’Agostino, Karla Karstens, Lynn McClintock, MaryClaire McGovern, and Bob Metz  
**ABSENT:** Andy Mikell and John Butterfield  
**ADMINISTRATION:** Erin Dickinson, Assistant to Town Manager; Todd Goodwin, Recreation and Parks Director; and Jane Kearns, Library Director  
**OTHERS PRESENT:** None

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

1. **Call to Order**  
Karla Karstens called the meeting to order at 6:34 p.m.
2. **Public Comment – General Issues**  
No public in attendance
3. **Minutes – March 23, 2023**  
*MOTION by Lynn McClintock, second by MaryClaire McGovern to approve the meeting minutes of March 23, 2023. APPROVED 5-0.*
4. **Work Session – Continued Planning of Second Phase of Survey Outreach**  
The Committee reviewed and finalized the second draft of the phase 2 survey questions.  
  
Erin Dickinson outlined the *approximate* timeline for the phase 2 survey outreach process as follows: Week of May 15, create the survey; week of May 22, work on plan for marketing and launch the survey; May 26-June 18, survey will be available; week of June 19, process and analyze survey data; and week of June 26, the Committee will meet and discuss the survey data.
5. **Other Business**  
There was no other business.
6. **Set Date for Next Meeting**  
The Committee will next meet on Wednesday, June 28, 2023, time TBD, at the R.E.C. Zone.
7. **Adjournment**  
With no further business and without objection the meeting was adjourned at 7:48 p.m.