

Williston Community Center Scoping & Library Assessment Steering Committee Charge

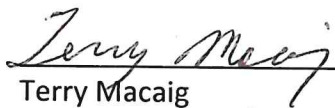
1. Purpose: This temporary committee is established to provide leadership and champion community engagement working with a consultant on a scoping study to evaluate possible programmatic elements in a new community center facility and assessment of the current space and needs of the Dorothy Alling Memorial Library to evaluate possible alternatives for both facilities for future consideration by the Selectboard and Library Board of Trustees. “Programmatic elements” is intended to refer to uses for the facilities, for example meeting/activity space, recreational facilities, accessing the library collection.
2. Background: The Town of Williston has for several years explored in different iterations the prospect of a community center space. The Dorothy Alling Memorial Library has undergone expansions in 1986 and 2000 and is facing space constraints with increased demand for programming, circulation of its collection and patron visits. This study is intended to explore the programmatic options for both spaces, and evaluate several possible alternatives, including a shared facility. This report and evaluation of the possible alternatives is intended to aid the Selectboard and Library Board of Trustees in discussing and evaluating space options for future community facilities.
3. Membership: There shall be seven members of the committee under the following guidelines: 1 (one) member of the Williston Selectboard; 1 (one) member of the Library Board of Trustees; (1) one member of the Recreation & Parks Committee; 4 (four) community members at large appointed by the Selectboard. The representatives from the Selectboard, Library Board of Trustees and Recreation and Parks Committee shall be determined by each body.
4. Staffing: The committee shall be staffed by the Town Manager, Library Director and Recreation and Parks Director, with any additional staff support as deemed necessary.
5. Charge: The Community Center Scoping & Library Assessment Steering Committee shall have the duties and responsibilities as listed below, which may be revised or amended from time to time by the Selectboard.
 - 5.1 Champion community engagement efforts to solicit feedback and comments from community members to aid in the development of possible programmatic elements for consideration. Careful attention should be given to ensure that outreach opportunities are inclusive and widely encompassing to provide the opportunity for all members of the community to provide input in a manner that is easily accessible to them.
 - 5.2 Advise the project consultant on development of possible alternatives for a community center and the library space based on an analysis of possible programmatic elements for inclusion in each space taking the community engagement under advisement while considering possible constraints inclusive

of capital/operating costs and availability of suitable location options for new/expanded facilities with square footage required for various programmatic elements.

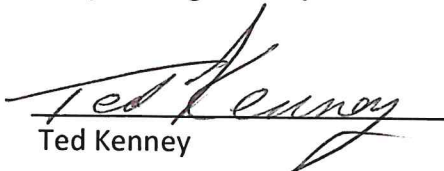
- 5.3 Provide periodic updates to the Selectboard and Library Board of Trustees on the Committee's work.
- 5.4 Review draft programmatic elements and possible space alternatives and in coordination with the consultant determine pros and cons for each option to produce a report and presentation for the Selectboard and Library Board of Trustees as a final deliverable.
6. Officers: Officers of the Committee shall consist of a chairperson and vice-chairperson selected by a majority vote of the committee.
 - Chairperson - It will be the duty of the Chairperson to preside at all meetings of the Committee, to appoint sub-committees and to call special meetings of the Committee when needed. In coordination with the Town Manager the Chairperson shall approve the agenda for each meeting of the Committee.
 - Vice Chairperson - The vice-chairperson will perform the duties of the chairperson in the latter's absence.
7. Temporary Duration: The Committee shall be temporary, and its work shall conclude upon the delivery of the final report to the Selectboard and Library Board of Trustees, unless its scope is otherwise modified.

Adopted by the Williston Selectboard July 5, 2022

Williston Selectboard


Terry Macaig


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