Charge for the New Town Hall Building Committee

The New Town Hall Building Committee, hereafter referred to as "the Committee," is hereby established by the Selectboard to oversee the planning, design, and construction of a new town hall that will serve the needs of the community for the foreseeable future.

Responsibilities:

1. Assess the current and future space requirements for municipal departments, public meetings, and community events. List criteria for inclusion of assets for new town hall such as clerk office, zoning office, treasurer’s office, lister’s office, town administrator, meeting spaces, vault, storage to name a few.

2. Inform community of criteria used for site location of a new town hall.

3.Identify potential sites for the new town hall and recommend the most suitable location to the Selectboard.

4.. Develop a project budget and explore funding options, including grants, bonds, and public-private partnerships.

5. Engage with the community to gather input on the design, features, and accessibility of the new town hall.

6. Develop RFP to procure the services of an architectural firm to create a conceptual design and detailed plans for the new town hall.

7. Develop budget and propose timeline for construction and fit up.

8. Oversee the bidding process for construction and recommend the most qualified contractor to the Selectboard.

9. Monitor the construction process to ensure adherence to plans, specifications, and budget.

10. Provide regular updates to the Selectboard and the community on the progress of the project.

Membership:

The Committee shall consist of seven members appointed by the Selectboard, including:

- Two Selectboard members

- Five community members with relevant expertise in architecture, construction, or project management

The Committee shall elect a Chair from among its non-Selectboard members and establish a regular meeting schedule.

The Committee shall work in coordination with Northwest Regional Planning Commission on utilizing existing grant funding.

Reporting:

The Committee shall provide written progress reports to the Selectboard on a monthly basis and shall present its findings and recommendations at Selectboard meetings as needed. The Committee shall also hold public information sessions to keep the community informed and engaged throughout the project.

Duration:

The Committee shall remain in place until the completion and occupancy of the new town hall, at which time it shall be dissolved by the Selectboard.

Adopted by the South Hero Selectboard on March 25,2024.