

## South Hero New Town Office Committee Meeting Agenda

**Meeting Date:** Tuesday, April 30, 2024

**Meeting Time:** 6:00 PM

**Location:** Town Office, 333 US Route 2, South Hero, VT

### **I. Introductions (5 minutes)**

- Brief introductions.

### **II. Review and Approval of Agenda (5 minutes)**

- This agenda will be reviewed and approved by the committee members.

### **I. Identifying Potential Sites for a New Town Hall (30 minutes)**

- Broad discussion of parameters of search area and possible properties worth further exploration.
- Discussion of the pros and cons analysis. What parameters should be looked at? What criteria create a go/no go decision for any given parcel?

### **III. Owner's Project Requirements (OPR) Document and Sample Property Survey (15 minutes)**

- Matt Reed will provide an overview of the Owner's Project Requirements (OPR) document and a sample survey for property owners.
- Committee members can discuss how these documents can be used in the planning process.

### **IV. Assessing Space Needs for New Town Office (20 minutes)**

- Refine the list of required office spaces based on previous discussions.
- Discuss the need for additional space beyond individual offices, such as meeting rooms, a vault, and storage space.
- Determine how to gather input from existing office staff on their space needs.

### **V. Action Items (5 minutes)**

- Review and confirm action items from the previous meeting.
- Assign any new action items related to the agenda topics.

### **VI. Public Comment (10 minutes)**

- Opportunity for members of the public to provide comments or ask questions.

## **VII. Next Steps (5 minutes)**

- Discuss the schedule and frequency of future meetings.
- Review and finalize agenda items for the next meeting.

## **IX. Adjournment (5 minutes)**

### **Additional Notes:**

- Committee members are encouraged to come prepared to discuss the OPR document and sample property survey.
- If you have any additional potential town office sites in mind, please come prepared to share the details.