

## South Hero New Town Hall Building Committee Meeting Agenda - **DRAFT**

**Meeting Date:** Tuesday, May 14, 2024

**Meeting Time:** 6:00 PM

**Location:** Town Office Conference Room, 333 US Route 2, South Hero, VT  
or, this meeting has a **Zoom** option: Meeting ID: 814 1959 0978 Passcode: 660440

### **I. Introductions**

### **II. Review and Approval of Agenda**

### **III. Review and Approval of Prior Meeting Minutes (April 30, 2024)**

### **IV. Owner's Project Requirements (OPR) Document, Sample Survey, and Assessing Space Needs for New Town Office**

- Review and discuss the generic questionnaire/survey provided in Exhibit B of minutes.
- Discuss how the committee can adapt and finalize the survey to determine the appropriate questions.
- Should this committee conduct in person interviews with existing office staff in addition to the survey to best capture staff comments and objectives?
- Developing this survey, and accessing the results of the survey will help to inform the program of spaces spreadsheet (templates provided in Exhibit C and D in minutes).
- Discuss the program of spaces spreadsheets (Exhibit C and D in minutes).
- Determine what feedback to solicit from town office staff regarding:
  - Accessibility needs
  - Sustainability features
  - Cost considerations
  - Minimum performance requirements
  - Lighting and window needs
  - Office space requirements
  - Office space layout
  - Security, and public access
  - Other desired qualities

### **V. Deep Dive into Final Two Potential Sites**

- Discuss the criteria for developing a deep dive of the pros and cons of the 2 sites.
- Action Items:
  - Members should consider any pros and cons that should be included in the comparison. This may simply be attributes or challenges with either site rather than comparison.

### **IX. Action Items**

- Assign tasks and ownership for further investigation and comparison of the final two sites.
- Assign tasks and ownership for further development of the questionnaire/survey.

## **X. Public Comment**

## **XI. Next Steps**

- Briefly review the key takeaways from the meeting.
- Set a date and time for the next committee meeting.
- Determine the agenda items for the next meeting, which may include:
  - Further discussions on the final two sites
  - Finalized program of spaces survey
  - Additional considerations based on committee member input

## **XII. Adjournment**

### **Additional Notes:**

- Refer to the previous meeting minutes (April 30, 2024) for detailed discussions on previously covered topics.
- Exhibits A-E from the previous meeting minutes are referenced throughout the agenda for review and discussion.

This agenda incorporates the key points from the previous meeting and outlines the next steps for the committee, focusing on a deep dive into the final two potential sites and further development of the Owner's Project Requirements and space needs assessment.