

## **Town Hall Building Committee**

### **Committee Charter**

ADOPTED – July 20, 2020

**Ad Hoc Committee.** The Town Hall Building Committee is an ad hoc committee created by and answerable to the Board of Selectmen. It shall operate until completion of the *Town Hall Renovation and Expansion Project* (the Project).

**Membership.** The Committee shall be comprised of 7 voting and 2 ex officio (non-voting) members, which shall include:

- 6 at-large voting members, appointed by the Board of Selectmen;
- one voting member of the Budget Committee, appointed by the Budget Committee;
- one ex-officio (non-voting) member nominated by First Parish Church, appointed by the Board of Selectmen; and
- one ex-officio (non-voting) member of the Board of Selectmen, appointed by the Board of Selectmen.

**Code of Ethics.** Prior to appointment to the Committee, members shall be provided with a copy of the Board of Selectmen's Ethics Policy, and must agree to comply with this policy if appointed.

**Meetings.** All meetings of the Committee shall comply with State open meeting laws.

**Quorum.** A quorum for purposes of conducting business and voting shall require a minimum of 4 members present and voting, and decisions shall be by majority vote.

**Minutes.** Minutes shall be taken at all meetings, in accordance with Roberts Rules. Draft minutes shall be presented to the Committee at the next meeting and these shall be approved, with or without modification, by vote of the Committee. Approved minutes shall then be provided to the Board of Selectmen and to the Town Clerk for archiving.

**Project Goal.** The Board of Selectmen seek to improve and expand the administrative space available for the conduct of municipal government. It is anticipated this will mean the existing Town Hall building will be fully renovated and there will be a significant addition attached to the building to roughly double available useable space. There are four key factors which must be taken into consideration:

- Adding Space – initial analysis showed the amount of space needs to roughly double – this analysis needs to be refined, both in terms of its reasonableness but also with respect to new challenges and opportunities made clear by the Covid-19 pandemic – social distancing, application of technologies, and so forth.
- Historic Appropriateness – the property is located in local and national historic districts in York Village, and the end result must be appropriate to these districts and to the Village.
- Energy Efficiency – the existing building must be made energy efficient, and the new addition should be net zero, or as close as possible, in terms of energy efficiency.
- Public Space – the Town Hall is sited next to and shares a public green with the First Parish Church, so the resulting design should:
  - be complimentary to our neighboring property as relates to historic character and to use of the public green;
  - incorporate a small outside stage in the building expansion, to enhance future options for use of the public green; and
  - incorporate public toilets in the building expansion, directly accessible to the public green.

**Scope of Responsibilities.** The Committee shall advise the Board of Selectmen with respect to completion of the Town Hall Renovation and Expansion Project, and with respect to related matters as are required to complete this Project. Further, the Committee shall supervise construction of the Project as required by the Town of York Home Rule Charter – see Article II, §15.B.5.

**Duties.** The Committee shall:

1. Become familiar with the Town Hall building, property, uses, anticipated needs.
2. Develop a path forward through design, funding and construction of the Project.
3. Engage the public in the design process, preferably through a design competition process, to ensure there is broad public support for the chosen design.
4. Solicit decisions by the Board of Selectmen needed to successfully complete the Project.  
At the very least, the Board shall make all spending decisions and shall approve in advance all applications for new or modified permits.

5. Implement decisions of the Board of Selectmen with regard to the Project.
6. Serve as the Town's liaison with the design consultants and other contractors.
7. Supervise the Clerk of the Works with regard to construction to help ensure the Project is completed on time and within budget.
8. At least once every other month, report to the Board of Selectmen about the status and budget status of the Project.

**Modification of Committee Charter.** Any time after its formation, the Committee may propose to the Board of Selectmen any modification of its Charter believed necessary to enhance the ability to achieve the above-stated Project Goal. The Board of Selectmen may accept, modify or reject proposed changes.