

Mission:

The Community Center Steering Committee (hereinafter Committee) has been tasked by the Board of Selectmen with facilitating the design and construction of a new municipal facility to deliver various community services, including library, elder and social services. Over a period of nine to eighteen months, the Committee will refine existing designs, coordinate with town departments and community groups, make recommendations for the operation and services of the new facility, and provide publicity to keep the general public informed of the project's progress. The Committee will recommend to the Building Committee any space needs and design considerations related to providing services, and will recommend to the Board of Selectmen, Library Trustees and Council on Aging any policies, procedures and memorandums of understanding for operation of the departments.

The committee will consider quality and variety of services, efficient use of space and financial resources, needs of all departments and the residents of Upton, and Architectural Access Board (AAB) requirements.

Background:

1. The Town has appropriated funds for conceptual and schematic design and the construction bid process for a new municipal facility of approximately 14,000 square feet located on the town-owned land at 13 Milford Street (Playground site)
2. The preliminary conceptual designs approved by the voters show a facility to house Library, Elder and Social Services, along with sufficient parking and a re-designed playground on the site.
3. A Building Committee will be appointed in accordance with the general bylaws of the town. The Building Committee will be responsible for selecting an OPM, a designer and managing the design and construction bid phases of the project.
4. The Building Committee will need recommendations on the specific design considerations needed to accommodate the desired services.
5. As the project moves forward, Town departments, boards and committees will need recommendations on how to effectively combine their services in the new facility.
6. At the conclusion of the construction bid phase, the residents of the town will need to make an informed decision whether or not to proceed with the full construction and project costs.

Composition:

The Committee will consist of seven (7) members: Ad Hoc non-voting members are the Director of Elder and Social Services and the Library Director. Five (5) voting members appointed by the Board of Selectmen should include members of the Library Trustees, Council on Aging and the general public. A quorum shall consist of 3 voting members.

Tasks:

The Committee shall meet regularly, and complete its tasks in a timely fashion, as needs and opportunities are time sensitive. Recommendations should be available to the governing bodies with sufficient time to evaluate and take action.

The specific tasks of the Community Center Steering Committee are as follows:

1. Post all meetings as prescribed by law.
2. Elect officers.
3. Record the minutes of each meeting.
4. Determine any planning funds required and request such funds if necessary.
 - a. Investigate grant opportunities and apply if directed by the governing bodies.
 - b. Seek donations of furnishings and equipment.
5. Regularly meet with the Building Committee to provide recommendations about space needs and design considerations.
6. Contact community groups and organizations to solicit feedback and input about the project.
7. Use multiple avenues, such as public informational sessions, Town websites, print publications and social media to keep the general public informed of the project.
8. Determine the feasibility of including additional services in the facility, including but not limited to Historical Society.
9. Investigate options for future preservation of the Knowlton Risteen building stained glass window.
10. Develop a plan for the operation of the facility, including but not limited to the following:
 - a. Make recommendations on what services should be offered at the facility
 - b. Make recommendations on spaces, equipment and infrastructure required.
 - c. Make recommendations on appropriate staffing levels for each department.
11. If directed by the governing bodies, create draft policies, procedure manuals or memorandums of understanding with internal and external stakeholders.
12. Present all recommendations and documents to the governing boards and the general public.
13. Review comments and modify documents as directed by the governing boards.