

## North Windham Fire Station Repurpose Advisory Committee

### **Purpose:**

The purpose of the North Windham Fire Station Repurpose Advisory Committee will be to serve as an advisory body to the Town Council for the analysis of potential re-use for the North Windham Fire Station's renovation design, documentation, construction and potential benefit as a North Windham Economic Incubator. The Committee will provide a comprehensive recommendation to the Council for its consideration.

### **Membership:**

The members of the Committee shall be as follows:

1. Two (2) members of the Town Council,
2. Town Manager,
3. Assistant Town Manager,
4. Economic Development Director,
5. Three (3) WEDC Board members,
6. Library Director,
7. Library Board of Trustees Member,
8. Facilities & Grounds Manager,
9. Director of Planning, and
10. Two (2) members of the public (not on WEDC).

Councilors shall be appointed by the Town Council as a whole and the member of the public following application to and recommendation by the Council's Appointments Committee.

The Committee shall elect a Chair and Vice Chair at its first regular meeting or as soon as possible thereafter from within its membership, except that the Town Council representatives shall not be eligible to serve as Chair or Vice Chair.

### **Charge:**

It shall be the responsibility of the Committee to:

1. Research and evaluate various incubator centers to develop a model business plan.
2. Develop alternative governance structures.
3. Develop a SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis on condition of the facility, location and future town needs.
4. Utilize an engagement process with businesses and residents to identify development opportunities for Windham with an incubator.
5. Consider alternative uses in conjunction with the incubator as appropriate.
6. Develop a concept plan within the boundaries of the existing building as appropriate.
7. Develop a preliminary scope of project with construction costs for Council review and next steps.

### **Sunset Provision:**

This committee shall automatically terminate upon its reported recommendations to the Town Council unless they opt to extend the time of termination.

Approved by Windham Town Council \_\_/\_\_/\_\_ by Council Order 20-\_\_