

# Windham Middle School Repurpose Advisory Committee

## **Purpose:**

The purpose of the Windham Middle School Repurpose Advisory Committee will be to serve as an advisory body to the Town Council for the analysis of potential re-uses for the Windham Middle School's renovation design, documentation, construction and potential benefit as a Community Center. The Committee will provide a comprehensive recommendation to the Council for its consideration.

## **Membership:**

The members of the Committee shall be as follows:

1. Three (3) members of the Town Council,
2. Town Manager (non-voting member),
3. Assistant Town Manager (non-voting member),
4. Parks & Recreation Director (non-voting member),
5. Parks & Recreation Advisory Committee Member,
6. Library Director (non-voting member),
7. Library Board of Trustees Member,
8. Facilities & Grounds Manager (non-voting member),
9. General Assistance Administrator (non-voting member),
10. Code Enforcement Officer (non-voting member),
11. Age Friendly Windham Coordinator (non-voting member)
12. Prior Community Center Ad Hoc Committee members (2), and
13. Up to five (5) members of the public.

**Appointments:**

- Councilor
- Councilor
- Councilor
- Bob Burns, Town Manager
- Barry Tibbetts, Project Manager
- Linda Brooks, Parks & Recreation Director
- Debra Matthews, Parks & Rec Advisory Committee
- Jennifer Wood, Library Director
- Catherine Miller, Library Board of Trustees
- Brian Morin, Public Works Director
- Rene Daniel, General Assistance Administrator
- Chuck Daigle, Code Enforcement Deputy Director
- Erica Bell-Watkins, Age Friendly Windham Coordinator
- Stan Rintz, Prior Community Center ad hoc Committee Member
- Cathy Streifel, Prior Community Center ad hoc Committee Member
- Matthew Irving, Member of the Public
- Anne Daigle, Member of the Public
- Marge Govoni, Member of the Public
- Lorraine Glowczak, Member of the Public
- Peter Small, Member of the Public

Councilors shall be appointed by the Town Council as a whole and the members 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. Utilize the community engagement results from the study conducted in August 2019 which identified the need to create a multigenerational home for all residents, that enhances the quality of life for Windham, provides flexible spaces for a range of activities, and is a self-sustaining business practice that fosters fun.
2. Incorporate the migration of the services and space required for the Windham Library, Parks & Recreation Department, Social Services/Food Pantry facility and Medical Loan Closet facility into the new spaces as well as flexible spaces for the community to engage in various activities.
3. Committee shall evaluate and consider adaptive reuse plans by peer communities as templates as it considers proposing future uses for the facility and develop a conceptual plan within the boundaries of the existing building.
4. Reorganize/repurpose the facility space to improve the employee work experience and customer service experience that encompasses health and safety, e.g. access, egress, security, etc.
5. Perform a complete review of the conditions, strengths and weaknesses of current facilities and how they relate to current and future Town needs.
6. Recommend improvements to current building structures as appropriate for initial uses and possible phased uses.
7. Provide an operational budget for the facility, including maintenance, manpower, debt structure, with revenues/expenses.
8. Report regularly to Council at their meetings during Committee Reports.

**Sunset Provision:**

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