

## 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. Age Friendly Windham Coordinator (non-voting member)
11. Prior Community Center Ad Hoc Committee members (2), and
12. Up to two (2) members of the public.

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. Review the community center engagement results from August 2019 which identified multigenerational flexible spaces for a range of activities. Determine if the Middle School can accommodate those identified spaces within the current structure and/or future spaces around the facility. Further determine any new spaces not in the current building and the phasing opportunities/costs.
2. Determine if the following Municipal services for can be accomodated within the Middle School (Library, Parks & Recreation Department, Social Services/Food Pantry facility and Medical Loan Closet) and any other uses for that facility. Determine what areas where municipal departments will utililize space and the renovation costs or new costs.

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3. Committee shall evaluate and consider any other future uses for the facility beyond those identified in the study. Committee should consider other municipal centers and what is offered compared to this potential facility.
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 building condition, strengths and weaknesses of current facilities and how they relate to current and future Town needs.
6. Recommend and prioritize improvements to current building structure as appropriate for initial uses and possible phased uses.
7. Provide an operational budget for the facility including manpower estimates, with revenues/expenses.
8. Additionally the tax impact calculation of debt and manpower needs would be determined on the initial occupation and adding phased additions.
9. Report as appropriate to the Council on progress (minimum quarterly).

#### **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 \_\_/\_\_/2024 by Council Order 24-\_\_