



TOWN OF ORLEANS

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BOARD OF
SELECTMEN

TOWN
ADMINISTRATOR

COMMUNITY BUILDING RENOVATION TASK FORCE CHARGE

A Community Building Renovation Task Force will be appointed by the Board of Selectmen for the purpose of developing recommendations on possible renovation options to the Community Building. The building is currently occupied by the Chamber of Commerce and the Orleans Community Partnership through license agreements with the Town. The Board of Selectmen is interested in expanding the overall use of the building to meet the needs of the Town.

The Task Force will consist of 5 regular members and 3 ex-officio members (George Meservey, Ron Collins, and Noelle Pina). The Task Force is charged with completing the following:

1. Review the information contained in the two architectural reports on the Community Building (Old Firehouse). The first report, prepared by Bargmann Hendrie + Archetype, Inc. entitled Orleans Old Firehouse Project - Historic Building Survey; and the second report prepared by CBI entitled Programming and Schematic Design Services.
2. Review the potential for expanding the current uses by identifying unmet needs and the capacity of the building to meet those needs. This includes looking at the current building spaces, while taking into account the current zoning requirements, local Historic Commission designation and parking limitations.
3. Develop recommendations for presentation to the Board of Selectmen that should be considered as part of any renovation project. These recommendations will help frame the scope of work for the design firm retained to complete a project feasibility study. The target date is July 1, 2020 for the report to the Board of Selectmen.
4. Following the approval of the Board of Selectmen, assist the Town Administrator in the designer selection process to retain the services of a professional architect to undertake the feasibility study and assist in maintaining public awareness of the process.
5. Work with the architect and the Town Administrator to present recommended options, along with preliminary design plans and cost estimates to the public through a public hearing process. Public comment shall be solicited and recorded.
6. Upon completion of the study, present the findings and recommendations to the Board of Selectmen. The Board shall then make the final determination on proceeding with the formal project design and make a determination as to the funding options that may be available to support the project.
7. Task Force will meet at least once a month, or as needed based on their work plan.

All meetings of the Task Force will be held at the Town Hall and in accordance with the Open Meeting Law. Minutes of meetings will be filed with the Town Clerk's Office within 30 days of each meeting.

Date Reviewed: February 5, 2020
Date Revised: February 12, 2020
Date Approved: February 12, 2020
Date Revised: February 17, 2021
Date Approved: February 17, 2021