

# Fairbank Community Center Study Task Force

## Town of Sudbury

### **Mission:**

The Study Task Force is an *ad hoc* entity established by and reporting to the Board of Selectmen in order to provide an assessment of the capacity of the existing building to meet the current and future program and office needs and goals of the Park and Recreation Department, including the Teen Center and the Atkinson Pool, and the Council on Aging. The Task Force shall advise the Board of Selectmen as to the best options for dealing with space needs within the context of operational and capital budget parameters determined by the Board of Selectmen in consultation with the Study Task Force.

### **Membership:**

The Task Force shall be appointed by the Board of Selectmen and shall be comprised of:

1. Up to two members of the Board of Selectmen
2. Up to two members of the Finance Committee
3. Two members of the Park and Recreation Commission
4. Two members of the Council on Aging
5. Up to two members of the Sudbury Public School Committee
6. Up to two members of the Permanent Building Committee<sup>6</sup>.
7. The Combined Facilities Director as Ex-Officio
8. Up to three non-committee citizen members
9. The Director of the Park and Recreation Department as Ex-Officio
10. The Director of the Senior Center as Ex-Officio

The Task Force will provide a mechanism for thoughtful and public review of the best alternatives for dealing with the current and future use and space needs at the Fairbank Community Center, within reasonable cost and capital cost parameters based on input from the Board of Selectmen, and will bring forth the proposal for a plan at Town Meeting. A quorum consists of a majority of the voting members serving on the Task Force.

### **Responsibilities:**

In an attempt to develop a recommendation to the Board of Selectmen on roof replacement and future master plan for a Community Center, the Task Force will address the following issues:

1. What future space needs might the Recreation and Council on Aging programs and offices need in the future, and how could those needs be accommodated vis-à-vis the current building footprint? What additions to the building might be required and if so, what are options for those additions? What major sections might need to be changed or redeveloped? How would all these potential building changes be related to the proposed roof replacement? Can a reasonable total square footage number be preliminarily generated for cost estimation purposes?
2. What kind of community center facility have other towns constructed? What is the square footage? Do they include an indoor pool (natatorium)? How much did those facilities cost? How were they financed? How long did the project take from initial design to opening?

These questions are starting points in the overall goal of developing a plan for the Board of Selectmen and the community on the future plans and needs desired at the Community Center. The committee

will be act in an advisory role to the Permanent Building Committee during the procurement process for designer selection, if a project is approved by the Town.

**Staffing:** The Town's Facilities Director will provide some staffing assistance, but Task Force members are expected to conduct the research and gather data as part of their committee service.

**Compliance with State and Local Laws:**

The Task Force is responsible for conducting its activities in a manner which is in compliance with all relevant State and local laws and regulations including but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law.

All meetings of the Task Force will be held in public sessions. The Task Force shall keep minutes of all meetings.

Voted to establish November 7, 2012 by the Sudbury Board of Selectmen. Amended March 12, 2013, July 9, 2013, May 20, 2014, July 14, 2015, 28, 2015, June 28, 2016, August 16, 2016, and December 20, 2016.