CHARGE TO THE COMMUNITY MEDIA CENTER BUILDING COMMITTEE

WHEREAS: the Beacon Falls Public Library has raised issues regarding inadequate space for its materials, programs and services, and the need for a new facility,

WHEREAS: the Beacon Falls Historical Society has raised issues regarding inadequate space for storage and display of its artifacts,

WHEREAS: the Beacon Falls Parks and Recreation Commission has raised issues regarding inadequate space for its programs,

WHEREAS: town boards, commissions, groups and other organizations have raised issues regarding available meeting space,

WHEREAS: the Town of Beacon Falls purchased property at 35 Wolfe Avenue, Beacon Falls for municipal purposes,

WHEREAS: the Board of Selectmen and the Planning and Zoning Commission approved the demolition of the structures on the 35 Wolfe Avenue property,

NOW, THEREFORE, the Beacon Falls Board of Selectmen hereby establishes the COMMUNITY MEDIA CENTER BUILDING COMMITTEE and requests it conduct its business as follows:

1. The Committee shall have five (5) members and one (1) alternate, each one being a resident elector of Beacon Falls. There shall be one member representing the interests of the Board of Selectmen, one member representing the interests of the Library Board of Trustees, one member representing the interests of the Parks and Recreation Commission and the Beacon Falls Historical Society and two citizens at large. The alternate shall also be an at large representative. Three (3) members shall constitute a quorum. All members shall be recommended and appointed by the Board of Selectmen and serve without compensation. The term of office of said members shall continue until the Board is discharged by the Board of Selectmen, except that any member may resign or be removed by vote of the Board of Selectmen for just cause. Any vacancy will be filled by the Board of Selectmen.

2. The mission of the committee shall be:
   (a) to design a Community Media Center to be located at 35 Wolfe Avenue in the Town of Beacon Falls, keeping in mind that the facility must meet the needs of the Community as well as serving as the 'hub' of the Community.
   (b) The building may be utilized in part to serve the needs of the Park & Recreation Commission, the Historical Society, various Municipal needs such as: Office Space and Meeting Rooms and the Beacon Falls Public Library.
   (c) To be cognizant of the fact that the facility should adhere to the Beacon Falls Plan of Conservation and Development as well as the Downtown Plan.
   (d) In developing a plan for the Community/Media Center, the Committee must be able to promote positive awareness of the project through a Public Relations Plan and must also investigate opportunities for funding via Federal, State, Local and Private and other funding sources.

3. The Committee shall conduct its business with due regard to all laws and regulations governing
the actions of municipal agencies, including those requirements of the Freedom of Information Act and all procedures established by appropriate State agencies for such projects.

4. The Committee shall choose its officers annually, including a Chairman, Vice Chairman and Secretary and establish a calendar of regular meeting dates. There shall be no restrictions on the number or consecutive terms held by any officer.

5. The Committee shall review the “2016 Strategic Plan and Building Program” document currently under development by the Beacon Falls Library Board of Trustees and use that document as a basis for the library portion of the project.

6. The Committee shall gain input from the Beacon Falls Parks and Recreation Commission and the Beacon Falls Historical Society regarding their respective needs and wishes for the project.

7. The Director of the Beacon Falls Public Library will serve as an ex-officio (non-voting) member of the Committee.

8. The Committee shall form subcommittees, as needed, to gather expertise from other citizens and parties. Subcommittee members shall not have voting privileges during Committee proceedings.

9. The Committee shall present their recommendations to the Library Board of Trustees, the Parks and Recreation Commission, the Beacon Falls Historical Society and the Board of Selectmen. Status reports shall be submitted at least quarterly to the Board of Selectmen.

10. The Committee shall be able to utilize funds appropriated for the project to assist in the development of concept plans and cost estimates. These funds may be utilized for uses such as, but not limited to, architect/engineer fees, committee clerk, materials testing, printing and advertising.

11. The Committee shall procure the services of an architectural firm utilizing the process established by the State of Connecticut to assure qualification for grant in aid.

12. Upon acceptance of the Committee’s recommendation, with or without modifications by the Library Board of Trustees and the Board of Selectmen, and after the Board of Selectmen calls a Town Meeting on a proposed project, the Committee shall present its report to public forums, including a Special Town Meeting, to educate the public prior to the referendum.

13. If the proposal receives a favorable vote by the Town Meeting/Referendum, the Committee shall enter the construction phase. In this phase, the Committee shall be responsible for:
   a) coordinating the expenditure of any funds provided by the Town with the Director of Finance
   b) for putting out to bid and monitoring any construction plan that may be approved by the voters;
   c) assuring timely submittal of requests for grant reimbursements/payments from the State of Connecticut
   d) hiring a Clerk of the Works, if required, to assure quality construction practices and to keep a log of construction.

Accepted by the Board of Selectmen, November 14, 2016