

Board Summary/Actions

Provide update on movement towards permit application

Request for Board member project champion

Recommend to add Jim Goettler to the Community Center Committee

Community Center Committee Meeting

April 18, 2016 – Town Office

Attendees: Andy Strickland, Crystalyn Autuchovich, Lynda Gingerich, Anna Scott, Thom Lanfear, Thomas Brandt

Via Go To: Jim Goettler, Paxton Hoag

Not in attendance: Sandra Bauer, Jon Silvermoon, Charlie Ruff, Kirk Schultz

Facilitator: Thom

Scribe: Lynda

Meeting convened at 6:00pm

Agenda Items for April 18, 2016

1. Approval of March 21, 2016 Minutes
2. Public Education Materials – Anna
3. Survey Update – Tom G.
4. CCC Website update status– Charlie & Lynda (postponed)
5. When we might recommend to BOD to have a building committee/Project Manager

Committee Business

Do we have a quorum? Yes, we have a quorum.

Sandra is now an official member of the committee. She was voted on by the BOD at the last meeting.

Approval of 3/21/16 Minutes

Andy – I move to approve the Community Center meeting minutes. Anna seconded.

Motion passed – Thom abstained

Public Education - Anna

Anna reviewed the draft FAQ and timeline material that she created to help with communication to the fair family and BOD about where the committee is at in the process and what we're doing to move forward. (Scribe arrived late so missed some of the prior conversation).

Jim – What is the timeline for this? I have concern about sending out information that may be changed later.

Anna – This is for internal use for the fair family

Thom – I think we have to send it out.

Lynda – On the question about the size, these numbers are not a final decision but were recommended to the Board as working numbers to use while going through the permit process. The Board did approve using these as working numbers.

Anna – Would you send me the details around that motion so I can add it to the FAQ?

<Lynda to send the documentation to Anna>

Jim – For the \$ signs on the timeline, can we include language to say that the \$ estimates are a placeholder?

Anna – I'll add a key to the dollar signs to explain that. I'd like to give committee folks more time to look at the materials.

Lynda – On the question about whether archeology is involved, maybe we could add that to the FAQ. People may want to make sure they are involved early in the process, so they should know that we have engaged them.

<Anna to add this question to FAQ: Is Archeology Crew involved?>

Anna, Lynda, Thom, et al – Yes archeology is involved in consulting, pending much greater involvement which is included in the Pivot Report and will be a substantial cost.

Thanks Anna for doing this!

Survey Update - Survey

Thom – The surveyors have done their boundary survey and tied into the existing monuments so they have their basic scope. They should be onsite this week to tie in the existing buildings to the monuments they got. We think they'll be done in three weeks. They have Shane's number and he's working with them.

When we might recommend to BOD to have a building committee/Project Manager

Andy – I'm working on a similar, smaller project and the architecture firm I'm working with supplies me with a project manager from their company. They get benefits and can work on other projects too. If we were to hire a project manager, we'd have him around for a while and then let him go. I think we should use the company's project manager, from the architecture firm or contractor that we chose. We don't have to go through the hiring process, which seems clumsy for us to do.

Anna – There are two models I'm aware of. One is the general commercial kitchen project where the architect does the project management activities. When the construction starts, there is a construction project manager who works with the architect. The Longhouse at LCC was a more complicated project. They hired an architect firm and did some of the project management with LCC staff. The staff with the sub-contractors and managed the donated materials as well as the paperwork with help from the architect. At one point, there was a general contractor for the big push.

Lynda – A project manager is important but I'm more concerned about the project sponsor. One of the main reasons projects fail is because of a lack of an engaged project sponsor. I had thought this was Kirk, but when we talked about it in the last meeting, he was pretty clear that it was not him. That concerns me more than anything else. There will be no project unless we have a sponsor on the Board. If we're going to do a reset we need to go to the Board and tell them that we need someone to be in this role as well as decide what they want this committee to do. You've told us to investigate, we've investigated. Do you want us to take this any further beyond applying for the land use permit?

Thom – Your project sponsor is what Jim was saying is a project champion?

Lynda – It's the same thing, sometimes called an executive sponsor. It's the role that is tied to the money. They champion the project through the strategic decisions at a high level. They gave overarching direction. They would not be the person who was working on project tasks and getting those completed. They remove roadblocks and secure funding.

Paxton – Project Champion is used at the fair and is well understood by board members. I'm trying to think of who to recruit who's on the board now. Perhaps Bear. He has been supportive of this idea since the 90s. If Kirk doesn't do it, someone on the board needs to be project champion. I agree.

Andy – Perhaps the champion should be the general manager. He's the one who will be the most knowledgeable and has his fingers on the purse. Or one of the treasurers. Regarding Anna's example of

LCC, they have a lot of buildings. The person there would have a lot of projects and would be a known entity. We wouldn't have that. In our case, this is a one-off project. It would be hard to find a good project manager.

Jim – Maybe this could be a role on the Board without attaching a name to it. I do think it should be at the Board level, not management level. We could get a volunteer to do this until the permit comes in.

Andy – The new committee role might represent being the “owner”, since 5000 people can't all act as the owner.

Anna read the email from Sandra, which included support for a project manager as well as questions about the lack of a budget with cost and rationale being the primary concerns.

Anna – I haven't heard anything from the board on fundraising which is a concern for me.

Thom – My understanding is the Board told us to investigate if we can have a kitchen in the uplands. The first part of that investigation was to get land use approval and it's not guaranteed. The county doesn't have a definition of community center and we're not sure what size they are going to allow. If we just asked for a kitchen they would say no. But if it's attached to a meeting space, they could say yes. If the meeting space is too small and just looks like a kitchen, they could still say no. If it's too big and impacts the neighbors, they may fight it. We have a big question mark that we can't answer until we turn in the application to the county. Before you can turn in an application to the county, you have to articulate what you're asking for. That led us to try to figure out how big the building is going to be, where the parking is, how it's going to operate, where on the property it's going to be and we have to demonstrate that we can meet the capacity of the water and sewer. All those are part of the scoping of can we have a community center and where are we going to put it. Assuming we get the land use permit, we can build less than what was approved. Then we transform this process into a building committee because we have approval to design something and build it. And that has to be a different committee with different specialties. And it will have a project manager on it and a champion. Up until this point, we've been trying to get something from the county that says we can have a community center.

Right now, we're trying to determine if we can meet the carrying capacity of the water and sewer. Once we have that, we can turn in the site plan to the county for approval. Once we get that, everything changes. We can say to people who want to donate, we have approval. It's no longer theoretical.

I don't think we need a project manager yet.

Andy – What happens to the committee then, do we need to form a building committee?

Thom – At that point, our task is done. It's up to the board what they want to do next. It's a different mission and different focus.

Andy – Could the new building committee stand in as project manager?

Lynda – I think you need a person.

Andy – Maybe you don't need a committee at that point.

Paxton – I think Thom is right about where we're at as a committee. The figures we have are guesstimates based on standards per square foot. I don't think we're ready for a project manager yet.

Anna – What do you want to report to the Board at this time? It seems like we need a report out in May about the survey and the discussion with archeology. But it also seems like we need a discussion about fundraising and needing a project champion. Until we know if this is an approved use of the land, the build questions are moot.

Lynda – We should give the board something to think about. This is where we're at and we're working on getting the land use permit, but if you as board members chose to take the next step, we're going to need a project champion and direction for the committee. Someone might even want to run for the board with that as the platform.

Jim – How long is this process? We should get the project champion on board soon so they can start getting up to speed. Also, the project manager should be separate from the fair to ensure there is no conflict of interest.

Andy, Thom, et al – Discussion of timeline. The soonest we could get approval for the land use permit would be January, 2017.

Thom – I think it would be great to get a champion in place and the time waiting on the county gives us an opportunity to come up with a recommendation to the board for how this committee should evolve.

Paxton – I can't see the permit go into the county until the SUP is resolved. Do we have a status on that?

Thom – The planner is 80% done but it looks like it will be approved. Then we'll see if the neighbors file an appeal. But we don't need to wait for that to move forward with this permit. They are two separate things. We can apply for the community center permit if the SUP is under appeal or not even approved.

Jim, Paxton, Anna et al. – Discussion around timing and way of identifying a project champion and provide project status to Board, and how to move forward with getting a champion. General consensus that we need to have a champion identified by the fall.

Anna – This is a great way to get the board re-engaged with this project.

Jim, Thom et al. – The focus should then shift to fundraising.

Jim – I'd like to not wait too long to get the project manager on board. It's hard to do the fundraising without that person.

Lynda – As soon as the decision is made to go forward by the board, the first thing the champion should do is to provide direction to obtain a project manager.

Crystalyn, Lynda, et al. – Our board liaison should be providing the status update and making the request to the board. Anna agreed to contact Kirk and ask him to do this.

New committee member

Thom – Jim has attended three meetings now. He is engaged and has participated via email. We should talk about recommending him to the board to be added to the CCC.

Anna – I motion to recommend to the BOD that Jim Goettler be added to the committee. Thomas seconded.

Motion passed – unanimous

Meeting adjourned 7:40pm

Action Items

Lynda – send working numbers info to Anna

Anna – Update the materials based on feedback

Anna – Contact Kirk with board report details and requests

Thom – Send a note to Jim

Charlie/Lynda – Update the CCC website

May meeting will be May 16th at 6:00pm at the town office

Draft Agenda Items for May, 2016

1. Approval of April 2016 Minutes
2. Public Education Materials – Anna
3. Survey Update
4. Archeology Cost