



TOWN OF WAITSFIELD

Memorandum

TO: Sandra Gallup, John Reilly, Brian Shupe, Jennifer Peterson
Charles Hosford, Planning Commission Representative

FROM: Valerie Capels, Town Administrator

DATE: October 26, 2010

RE: Town Office Task Force meeting: Thurs., Oct. 28, 2010, 7:00 a.m. at the Town Office

At its September 27 meeting, the Selectboard accepted the recommendation to form a Town Office Committee and appointed John Reilly, Sandra Gallup, and Brian Shupe to it. They also approved Charlie Hosford as a Selectboard representative, that there be a Planning Commission representative, and that it be a considered a task force rather than committee.

Below is an excerpt from a Sept. 24, 2010 e-mail proposing the following general scope of the group:

- Develop a process to solicit input from the community about the appropriate location for the Town Office.
- Become familiar with past studies and conclusions.
- Develop space requirements/criteria for office space, meetings, storage, and other functions (see also the previous studies).
- Determine other questions/issues that need to be explored.
- Determine what professional services will be needed to help answer certain questions and develop plans and cost estimates.
- Propose a budget figure for inclusion in the 2011 proposed budget for professional services or other support that may be needed.
- Make recommendations to the Selectboard.

Town Office Task Force
Thursday, October 28, 2010, 7:00 – 8:00 a.m., Waitsfield Town Office

PROPOSED AGENDA

1. Call to Order
2. Review and refine scope of the Task Force (20 min.)
3. Review Town Office & Library relationship (15 min.)
4. Identify next steps (20 min.)
5. Other business (5 min.)
6. Adjourn