

CHARGE TO THE ADAPTIVE REUSE OF BUILDINGS ADVISORY COMMITTEE

Dated: October 2022

The Adaptive Reuse of Buildings Advisory Committee is created pursuant to a vote of the Select Board on October 11, 2022. The committee shall consist of seven members appointed by the Select Board, including the Town Administrator, one member of the Finance Committee, one member of the Select Board, one member of the Permanent Building Committee, one member of the Land Committee, one member of the Planning Board, and one member at large.

1. The purpose of this committee is to consider a comprehensive analysis of potential re-uses for the current Council on Aging building at 4 Middleton Rd and the former West Library at 188 Washington Street. The analysis should include future uses by the municipality as well as the potential benefits of disposing of either of these properties. The Committee will provide a comprehensive recommendation to the Select Board for its consideration.
2. Meetings shall be held pursuant to the Open Meeting Law, M.G.L. Chapter 30A, Sections 18 to 25, as temporarily amended due to COVID -19 by Chapter 22 of the Acts of 2022. Meetings shall be posted with the Town Clerk pursuant to said Laws.
3. The Committee shall appoint a Chair to coordinate meetings and to oversee progress. Copies of approved minutes shall be forwarded to the Select Board.
4. The committee shall conduct a municipal needs assessment and develop a conceptual plan for reuse of the surplus buildings. The committee shall also conduct a market-analysis and approximate valuation with commercial real estate brokers. The Town has a pending application for technical assistance from MassDevelopment through the State's Community One Stop for Growth program that would support the committee in this effort.
5. The Committee shall actively seek the input and advice of various Boxford Boards and Committees and Department Heads as it considers proposing future uses for these facilities, including, but not limited to, the Building Inspector, the Zoning Board of Appeals, the Historic Districts Commission, the Council on Aging, and the Library Board of Trustees.
6. The Committee may engage the advice and counsel of professional advisors as needed. The Committee shall evaluate and consider adaptive reuse plans by peer communities as templates as it considers proposing future uses for both facilities.
7. The Committee shall engage the public and solicit public input. Public participation could be in the form of an electronic public survey, stakeholder interviews, and public forums.
8. The committee shall issue an interim written report to the Select Board by April 30, 2023, if practicable.