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St Germain Facilities Study – Workshop April 1, 2017

Purpose: The Project Workshop is a forum for the Town of St. Germain stake holders to discuss the future options for the town facilities. We workshop will provide the ability to identify, discuss and document future trends, town offered services, potential reuse of the facilities and future space needs and relationship of the area/function. Investigate how the current facilities function within the services areas and the exploration of new and improved services.

9:00am – 10:00 am - Opening

-) Introductions
-) Presentation of the existing facilities observation
-) Present the existing space program and site adjacencies
-) Discuss the outline of the workshop

Option discussion methods

-) Break into small discussion groups of 4 to 5 people or one large group discussion
-) Selection of a spokesperson for each group to record comments/ideas and present them to the large group.

10:00 am – 10:30 am – Existing uses of the Town Owned Facilities

-) Identify existing uses
-) Identify existing space functions, current services
-) Identify deficiencies, adjacencies, space needs of the existing facilities
-) Identify the potential growth in the Town Services that impact the existing facility
-) Review the workshop notes

Topic #1: Red Brick School House

Topic #2: Existing Community Center and Town Offices

Topic #3: Chamber of Commerce

10:30 am – 11:00 am – Existing Programing spaces / functionality / square footage

-) Review the list required spaces, review s.f. requirements
-) Adjacency requirements

Topic #1: Red Brick School House

Topic #2: Existing Community Center and Town Offices

Topic #3: Chamber of Commerce

11:00 am – 11:30 am – Potential uses of the Town Owned Facilities

-) Identify existing uses
-) Identify future uses
-) Trends in the area that would allow for use within the facilities

) (clubs, organizations, Historical Museum, business tenant space, business Incubator)

Topic #1: Red Brick School House

Topic #2: Existing Community Center and Town Offices

11:30 pm –12:00 pm – Next Steps

Proposed Schedule

May 8, 2017

-) Analyze the needs/requirements for the facilities
-) Analyze the Community Center square footage, programming and adjacencies
-) Analyze the Red Brick School House square footage, programming and adjacencies
-) Analyze the Chamber of Commerce square footage, programming and adjacencies
-) Review parking, traffic circulation, maneuverability, signage, lighting, and storm water requirements
-) Prepare recommendations relating to the Current and Future Space Needs of the Town of St. Germain's Community Center, Red Brick School House and Chamber of Commerce
-) Feedback

June 12, 2017

-) Develop the "optimum" facility recommendations for space size and use based upon the Town's present and future needs
-) Present the facility recommendations to the Town of St. Germain's Representatives for review and comment
-) Prepare the final Space Needs Assessment incorporating the Town's comments and recommendations

July 10, 2017

Conceptual Building and Site Program

-) Develop the "optimum" facility program based upon the Town's present and future needs
-) Prepare Building Programs incorporating the final Space Needs Assessment
-) Prepare conceptual site program incorporating the final Space Needs Assessment
-) Present the facility program recommendations to the Town Representatives for review and comment

July 28, 2017

-) Final Design Report sent

12:00 pm – Questions?

12:30 pm – 1:00pm Site visit to the current Chamber of Commerce