



Village Council
Agenda for Work Session of January 27, 2026
Assembly Hall
395 Magnolia Road, Pinehurst, NC 28374
Pinehurst, North Carolina
4:30 PM

1. Call to Order
2. General Business
 - A. Discussion of Next Steps for the Tufts Archives Renovation and Related Fundraising
 - B. Review Senior Advisory Committee Policy and Implementation Steps
3. Motion to Adjourn

Vision: The Village of Pinehurst is a charming, vibrant community which reflects our rich history and traditions.

Mission: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.

Values: Service, Initiative, Teamwork, and Improvement.



Discussion of Next Steps for the Tufts Archives Renovation and Related Fundraising

ADDITIONAL AGENDA DETAILS:

FROM: Doug Willardson, Village Manager
CC: Village Council;
DATE OF MEMO: 01/22/2026

MEMO DETAILS

The Village is preparing to break ground on the new Given Memorial Library. As Council has discussed, construction of the new library allows the existing Given Memorial Library and Tufts Archives building to be reconfigured so the Archives can expand into the space currently occupied by the library, while also addressing limitations in the Archives' current footprint.

This agenda item is intended to reset context for the Archives project, outline the financial assumptions included in the FY 2026 Strategic Operating Plan (SOP), and discuss design and funding considerations before additional design work proceeds.

PROJECT CONTEXT AND BUDGET FRAMEWORK:

In the FY 2026 Strategic Operating Plan, the combined Library and Archives project was estimated at \$8,460,000. The library construction bid and updated FF&E and contingency estimates came in approximately \$500,000 below earlier projections. The current total budget for the library portion of the project, including the Oakley Collier contract, construction, FF&E, and contingency, is \$5,959,000.

Based on these updated costs, approximately \$2.5 million remains available within the overall project budget for the Tufts Archives. This amount must cover architectural and engineering design, building construction, and the museum or visitor experience buildout.

ARCHIVES SCOPE AND DESIGN CONSIDERATIONS:

As the new library is constructed, the next step will be to design the renovation of the existing building to accommodate the Archives across both its current space and the former library space. Conceptual layouts illustrate two primary approaches.

The first option uses the existing building envelope and focuses on interior reconfiguration to improve archival storage, research areas, staff workspace, and the public-facing museum experience, while minimizing additional construction cost.

The second option expands the middle portion of the building to fill in the footprint. While this modestly increases overall square footage, the additional area is primarily back-of-house space such as offices, a break room, and storage. This option does not meaningfully increase public or exhibit space and offers limited improvement to the visitor experience relative to its added cost.

FUNDING AND FUNDRAISING APPROACH:

The Village is coordinating with the Given Tufts Foundation regarding potential fundraising related to the Archives. A confidential feasibility assessment has been completed and indicates there is opportunity for private support, though details are not appropriate for public discussion.

From a practical standpoint, staff's working assumption is that the Village would fund the core building improvements within the established project budget. Any funds raised through joint Village and Foundation efforts could then be used to enhance the Archives experience, allowing the project to range from a basic, functional museum to a more robust public history space. While fundraising dollars are interchangeable with construction funding, this framework aligns with donor interest and provides flexibility.

DISCUSSION PURPOSE AND NEXT STEPS:

This item is intended as a discussion to confirm Council's understanding of the Archives project, review the financial framework, and provide general direction on design and funding philosophy.

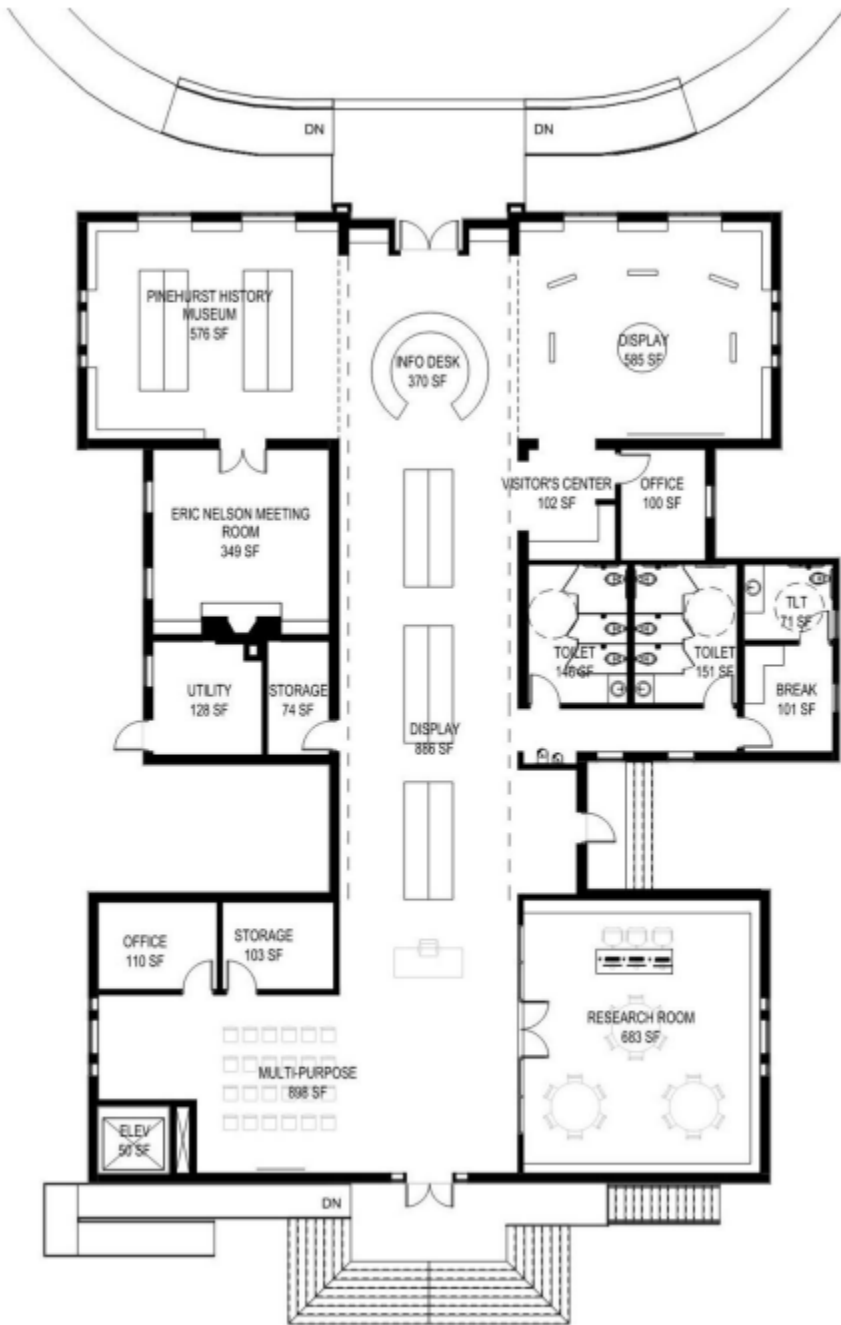
Following Council discussion, staff's next steps would include reengaging the project architects, determining whether Council wishes to pursue the expanded building footprint or remain within the existing envelope, and working with the Given Tufts Foundation to develop an appropriate fundraising strategy aligned with the selected design approach.

ATTACHMENTS

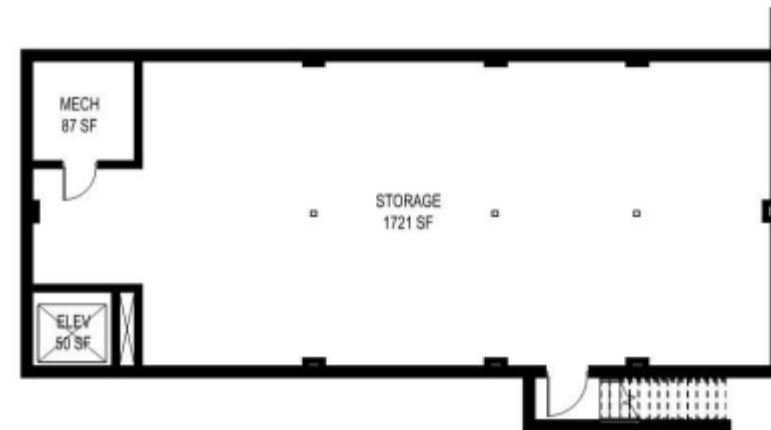
1. Tufts Archives Layout
2. Cap Dev Tufts Archives Fundraising Report

Tufts Archives

Archives Current Footprint 8,150 GSF



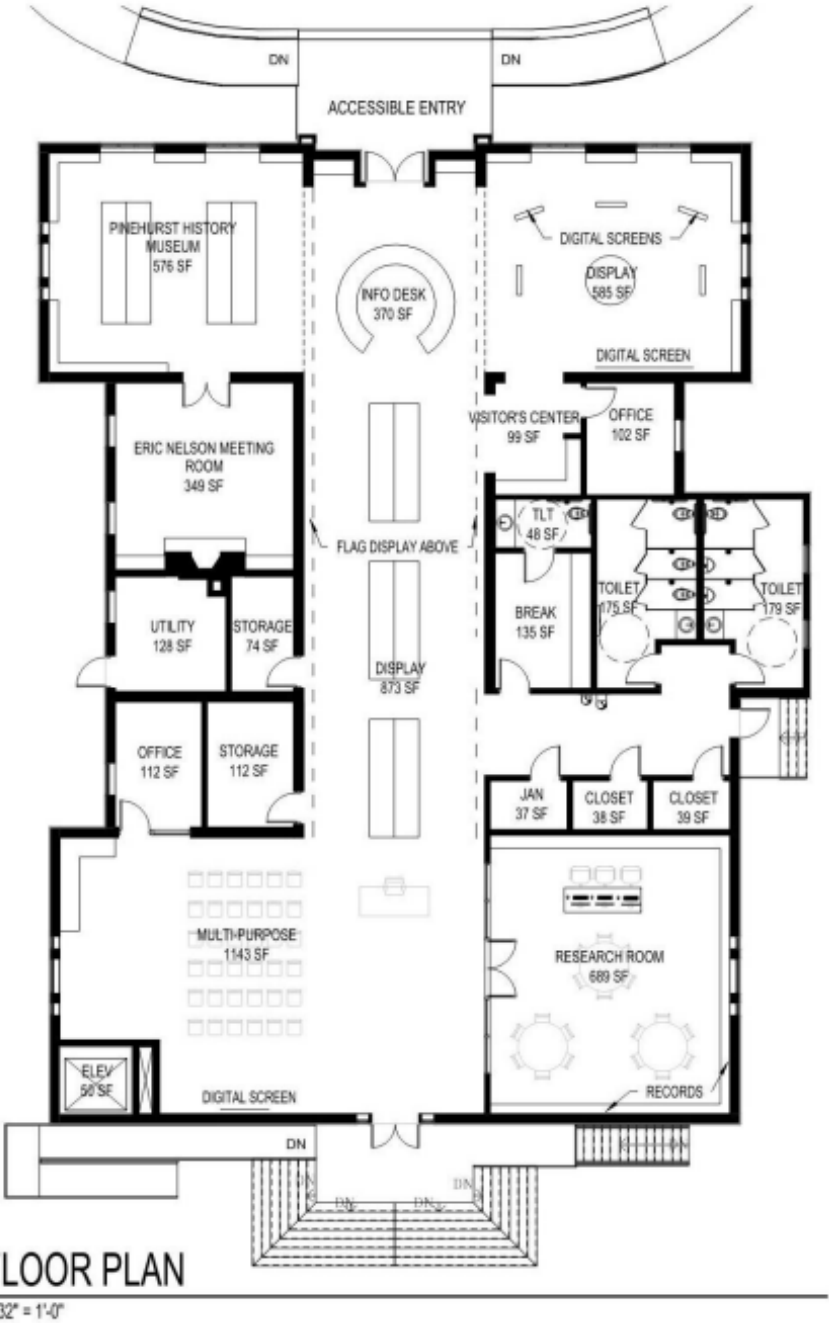
Low Estimate	High Estimate
\$1,362,930	\$1,669,350



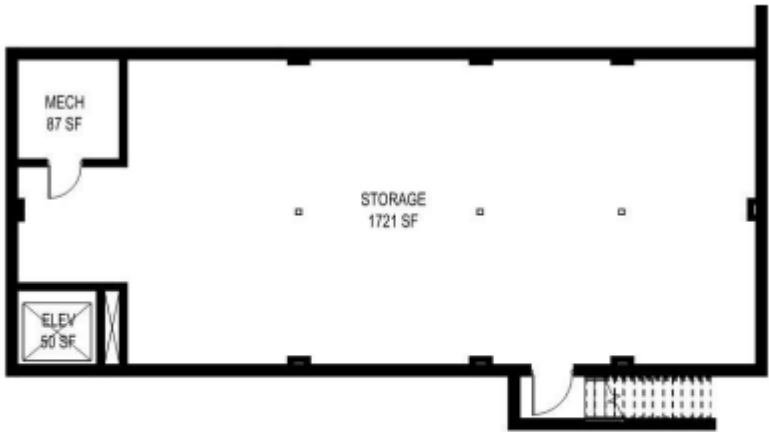
BASEMENT PLAN

3/32" = 1'-0"

Archives Expanded 8,860 GSF



Low Estimate	High Estimate
\$2,001,030	\$2,328,750





Review Senior Advisory Committee Policy and Implementation Steps ADDITIONAL AGENDA DETAILS:

FROM: Doug Willardson, Village Manager
CC: Village Council;
DATE OF MEMO: 01/22/2026

MEMO DETAILS

The Village has been working toward the potential creation of a Senior Advisory Committee to provide advisory input on matters affecting older adults, including quality of life, accessibility, mobility, safety, and age-friendly community practices.

A draft foundational policy was developed that defines the purpose, scope, membership structure, expectations, and staff support framework for a future Senior Advisory Committee. Councilmember Kevin Fitzpatrick prepared a proposed rollout framework to accompany the policy, outlining how the Committee would be launched and structured over time. Staff appreciates Councilmember Fitzpatrick's time and thoughtful work in helping shape both the policy and the rollout approach.

SUMMARY OF PROPOSED POLICY REFINEMENTS:

The draft policy reflects several refinements intended to improve clarity and consistency. The term "inclusion" was removed to avoid any implication that senior residents were previously excluded from Village engagement. A Village Council member was added to the committee membership review process to ensure Council participation in reviewing applications and appointments. A standalone SAC newsletter was removed in favor of using the Village website and existing Village communication channels to maximize reach and efficiency.

ROLLOUT FRAMEWORK:

The proposed rollout framework prepared by Councilmember Fitzpatrick is intended to ensure that, if established, the Senior Advisory Committee is launched in a deliberate and well-structured manner. The framework envisions an initial preparation and launch period focused on Council approval, public outreach, application and appointment of members, and clear onboarding regarding the Committee's advisory role. Following formation, the Committee would focus on understanding existing programs, services, and data related to senior residents, identifying gaps and opportunities, and developing a shared understanding of issues within the Village's influence. Over time, the Committee's work would transition toward prioritizing issues and developing advisory recommendations for Council consideration, supported by data, outreach, and coordination with Village departments and regional partners as appropriate.

The rollout framework is intended to manage expectations, emphasize the advisory nature of the Committee, and ensure that its work is focused, evidence-based, and aligned with the Village's strategic goals.

ATTACHMENTS:

Draft Senior Advisory Committee Foundational Policy
Senior Advisory Committee Foundational Plan and Two-Year Roadmap

RECOMMENDATION:

Staff recommends Council review the proposed foundational policy and rollout framework and provide feedback or direction. Based on Council discussion, staff can return with a revised policy and a resolution formally establishing the Senior Advisory Committee, should Council wish to proceed.

ATTACHMENTS

1. SAC 1.22, KTF
2. SAC Foundational Plan & Two-Year Roadmap



VILLAGE OF PINEHURST
STANDARD PROCEDURE

SUBJECT:	Senior Advisory Committee Policy	Effective Date:
Department:	Administration	Policy No.:
Prepared by:	Administration	Revised: 01/2026
Approved by:	Village Council	# of Pages: 4

PURPOSE:

The purpose of this policy is to define the purpose, membership, membership requirements, member expectations, and Village support for members of the Senior Advisory Committee (SAC). The SAC is intended to advise the Village on matters affecting older adults and to support policies, programs, facilities, and services that promote a high quality of life, accessibility, independence, and age-friendly community practices for Pinehurst residents.

POLICY:

It is the policy of the Village of Pinehurst Council to maintain a Senior Advisory Committee (SAC) to foster and enhance effective two-way communication between Village Government and Pinehurst residents age 55 and older.

The SAC shall serve as an advisory body focused on identifying opportunities and challenges related to healthy aging, mobility, accessibility, social connection, safety, and supporting the Village’s efforts to remain a welcoming and age-friendly community for residents at all stages of life.

COMMITTEE GOALS:

The goals of the Senior Advisory Committee are to:

- Serve as a forum for communication between Village Government and senior residents.
- Identify trends, needs, concerns, and opportunities affecting older adults in Pinehurst.
- Promote policies, programs, and community initiatives that support independent living, accessibility, social engagement, and overall well-being for older adults.
- Provide input on how Village facilities, parks, sidewalks, transportation systems, events, and communications can better reflect age-friendly design and practices.

- Help the Village identify barriers—physical, social, or informational—that may limit full participation by senior residents.
- Support intergenerational connection and community engagement.
- Share information from SAC meetings with senior residents through effective communication channels.
- Develop web-based educational and informational resources for the senior community.
- Comply with North Carolina public records and open meetings law requirements.

MEMBERSHIP:

Membership of the SAC shall consist of up to nine (9) members, appointed by the Village Council.

- Members must be permanent residents of the Village of Pinehurst or its ETJ and at least 55 years of age at the time of appointment.
- Membership should, to the extent practicable, reflect diversity in age, neighborhoods, backgrounds, abilities, and interests within the senior population.
- Members will be individually appointed by the Village Council upon recommendation by a committee consisting of the Village Manager, a Member of the Village Council and designated Village staff.
- The Village Council may adjust the number of SAC members by policy amendment as needed.

RECRUITMENT:

- Designated Village staff shall notify SAC members when their terms are nearing completion.
- Members eligible for reappointment who wish to continue serving will normally be nominated to the Village Council for reappointment.
- In considering reappointment, the Village Council will consider attendance, participation, and adherence to the committee’s expectations.
- When vacancies occur, designated Village staff will advertise and solicit applications from interested senior residents.

NEW MEMBER ORIENTATION, TERMS, TERM LIMITS, AND TERMINATIONS:

- All newly appointed members shall participate in a brief onboarding process consistent with onboarding requirements for other Village boards and committees.
- Completion of onboarding and execution of a volunteer agreement are required prior to participation.
- Members shall be appointed to three-year terms.
- Members may serve a maximum of two consecutive terms, for a total of six years.
- Members who have reached the maximum term limit must wait at least one year before being eligible for reappointment.
- Member terms shall expire after the June meeting of the calendar year in which the term is designated to end, regardless of start date.

ALTERNATE MEMBERS:

The Senior Advisory Committee shall not utilize alternate members. Consistent participation by appointed members is expected to ensure continuity, institutional knowledge, and effective dialogue.

The Committee's meeting schedule shall be widely distributed, and interested members of the community shall be encouraged to attend meetings on a regular basis.

VILLAGE SUPPORT TO SAC MEMBERS:

The Village shall provide the following support to SAC members:

- Staff assistance in meeting scheduling, agenda preparation, and distribution of materials.
- Briefing materials, policy documents, or program summaries to assist members in communicating information to senior residents.
- Information on age-friendly best practices, accessibility standards, and relevant local, regional, or national initiatives, when helpful to the committee's work.
- Staff assistance in developing, posting and maintaining educational and informational resources within a dedicated portion of the VOP website.

PUBLIC RECORDS LAW REQUIREMENTS:

SAC members are public officials. As such:

- All SAC communications are subject to North Carolina public records law.
- SAC members shall comply with all public records requests and records retention requirements as a condition of appointment.

SAC MEETING PROCEDURES:

- SAC meetings shall generally be held monthly or more frequently as needed, in accordance with an adopted schedule.
- Meetings shall be chaired by the Mayor, or the Mayor's designee.
- Any Council Member may attend and participate in SAC meetings.
- SAC meetings are meetings of a public body and are subject to North Carolina open meetings laws.
- Each meeting shall have a published agenda prepared by designated staff.
- SAC meeting agendas should periodically include discussion of topics related to quality of life, accessibility, inclusion, mobility, safety, and age-friendly community practices.
- Members are encouraged to evaluate Village programs, facilities, and policies based on how they affect older adults' ability to remain active, engaged, and independent.
- Appointed members should be prepared to share summarized feedback from senior residents related to community conditions, services, and opportunities.
- Members shall conduct themselves respectfully and professionally and are encouraged to participate without dominating discussion.

- The Village Manager shall ensure staff support for note-taking and preparation of minutes.
- The Village Manager, in consultation with the Mayor, shall schedule presentations and briefings relevant to senior issues and age-friendly practices.

POLICY UPDATE:

This policy shall be reviewed in accordance with the Village’s overall policy review schedule as determined by the Village Manager or directed by the Village Council.

Approved by:

Patrick Pizzella, Mayor

Date

Resolution # 26-01

Village Council, Resolution

Date

Village of Pinehurst

Senior Advisory Committee

Foundational Plan & Two-Year Work Roadmap

Preparation, Infrastructure & Roll-Out (Months 1-2)

- ✚ Board Approval
 - Identify Primary Staff Liaison
 - Finalize core materials (slide deck, posters, digital materials).
 - Establish monthly meeting schedule and reserve Assembly Hall
 - Conduct internal staff briefings
 - Public announcements and call for volunteers via website, email, announcements in the Pilot and Sandhill Sentinel
 - Presentation to the NAC
 - Presentation to local Rotary Clubs
 - Distribution via neighborhood newsletters
 - Editorial in the Pilot
 - Foam Board Posters in VOP lobby's, Senior Enrichment Center, Community Center, Given Memorial Library, Welcome Center, Roast Office
 - Open 30-day application window, targeted outreach with clear expectations for working members.
 - Review applications with an emphasis on professional and lived experience, a willingness to work and remain engaged between meetings
 - Announce appointments
 - Onboard members, welcome package, selected readings, initial agenda
 - Provide clarity to members that the SAC serves in an advisory capacity and does not adjudicate individual complaints or operational issues.
 - Provide clarity to members that the SAC's goal is to establish a clear and evidence-based understanding of senior- related issues, existing resources and realistic areas of Village influence
 - Conduct the Initial Meeting

<p>Roll-Out Success Metrics</p> <ul style="list-style-type: none">▪ Strong applicant pool▪ Broad representation▪ Positive community response

Phase II: Discovery, Data Collection & Analysis (Months 3-15)

Key Objectives:

- Inventory existing village programs and services relevant to seniors
- Identify Moore County and other regional senior service programs and assess barriers to access

- Review existing population data (resident survey, demographic trends, etc.)
- Identify areas where additional population data may be needed
- Conduct targeted listening sessions and outreach to identify underreported and /or underappreciated needs.
- Understand the nature and scope of online fraud and abuse affecting Pinehurst seniors
- Understand the nature and frequency of EMS calls from Senior households.
- Understand the nature and frequency of FirstHealth ER visits from Pinehurst Seniors.
- Explore opportunities to maximize the benefits to seniors available in the new Given Library and expanded Tuft’s Archives.
- Clarify what challenges fall within village influence versus external jurisdictions
- Identify regional thought leaders who can help inform our planning and data collection.
- Research municipal best practices in building and maintaining “age friendly” communities.

Phase II Success Metrics

- Complete an inventory of local and regional Senior related programs and resources
- Begin to populate the SAC portion of the Village website.
- Develop a multi-channel plan to disseminate SAC derived materials in print and online.
- Develop and distribute a summary of the Committee’s finding, key themes, gaps and opportunities
- Clear articulation of priority focus areas

Phase III: Prioritization and Advisory Recommendations (Months 15-24)

Key Objectives:

- Prioritize issues based on impact, feasibility and alignment with Village roles
- Develop advisory recommendations for council consideration
- Propose improvements to accessibility, communication and coordination of services
- Inform future survey design or engagement strategies related to seniors
- Establish metrics or indicators to track progress over time
- Working closely with Pinehurst PD, develop and disseminate online scam avoidance educational programs, populate SAC webpage with scam avoidance educational materials
- Working closely with Pinehurst Fire / Rescue, explore programs that could improve home safety.
- Work closely with Pinehurst Parks and Recreation to increase health and wellness programs as well as programs to reduce social isolation.
- Continual refinement of public facing educational resources including both print and web-based content.

- Nurture synergistic relationships with regional municipal, educational, social welfare and faith-based organizations who share common goals and objectives.
- Explore funding opportunities to support senior related programs

Phase III Success Metrics

- Translate findings into focused, actionable recommendations aligned with Village capacity and strategic goals
- Measure Pinehurst's senior services against nationally recognized best practices.
- Village adoption of prioritization framework as recommended by the SAC.
- SAC recommendations begin to influence the VOP strategic plan
- SAC recommendations are considered in the Village Budget
- The needs of Seniors become a more explicit consideration in planning, zoning and development decisions.
- The needs of Seniors become a more explicit consideration in planning greenways, sidewalks and trails