

**TOWN OF YORK, ME
COMMUNITY CENTER NEEDS ASSESSMENT COMMITTEE
MEETING APRIL 4, 2017**

Meeting called to order by Co-Chairs T. Keirns and B. Ross at 6:00 pm
Members present: D. Ross; D. Meyers, N. Stolberg; J. Waldrop
absent: G. Fyfe; E. Claus
York Parks and Recreation liaison R. Cogger, present
Guests: J. Doe; E. Cambray; C. Anderson; J. Marshall-Colby

The Scope of Work Document was reviewed and edited. "...determining needs for multigenerational recreation and activity space..." was suggested. On motion by B. Ross; seconded by N. Stolberg vote was unanimous to make change.

Minutes of March 21, 2017 meeting approved. Motion by N. Stolberg, seconded by D. Meyers.

Debbie Meyers was welcomed as an official committee member.

Focus Groups were revisited. Names submitted for inclusion on Senior Focus Group were not in place on form. This will be corrected for next meeting. There may be a need for two Senior Focus Groups since they represent a large part of Town population. A suggestion was made to add another focus group for Seasonal Residents. There is considerable interest in recruiting young families into a focus group. D. Ross will draft an email that can be sent broadly to generate names to consideration for this focus group.

The advertisement for Parks and Rec Brochure was reviewed. Some edits were suggested. Motion by B. Ross, seconded by N. Stolberg to accept edited version. Unanimous vote.

The Needs Assessment Goals and Objectives Document is considered a working document that saw revisions at the last meeting. This was reaffirmed on motion by D. Ross, seconded by N. Stolberg and unanimously approved.

Discussion of information and education needs for future communication with public. We will need an outreach plan, email messages; flyers and a communication plan as recommended by consultant. Identify target audiences to inform and educate on what focus groups and surveys are.

Project to determine needs was identified by the Selectmen over years and appears in Capital Plans. Initial survey indicated there is enough interest in Community to continue exploration. Hence, York Parks and Recreation was designated as the Department to manage the process.

Future informational needs for committee include existing Parks and Rec services and Senior Center services.

Public Comment period. Committee was invited to present a Lunch and Learn Program at Senior Center to explain Focus Groups and Surveys. Committee will be notified of Senior Center Membership meetings and are invited to attend.

Motion to adjourn by B. Ross seconded by D. Ross at 7:35pm

Respectfully submitted

Joan M. Waldrop, Secretary