

## **Minutes for the Community Center Needs Assessment meeting on March 7, 2017.**

Please note that our next meeting is on March 21, 2017 at 6 PM at the Senior Center.

The meeting was called to order at 6:06 PM. The following people were in attendance: Ed, Greg, Brian, Robin, Tracy, and Diane. Debbie Myers joined us as she has applied to be a new committee member. Her husband, Martin, was also there as a guest.

The first order of business was the approval of the February 22, 2017 minutes.

The committee made a note to bring forward the discussion of the Goal revisions that Nancy has suggested to the next meeting since Nancy was not in attendance.

Robin mentioned that she has not heard from Bob Barcelona as to an update on the next steps. She will reach out to Bob.

### **Stakeholders Discussion**

The majority of the meeting was a discussion of the names of the stakeholders and the groups they represent.

We would like to see if Bob is able to do additional "forum-like" sessions – one each at the middle school and the high school.

One of the focus groups should include the Superintendent of Schools, the four principals, the Athletics Director at the high school, and the Activities Director at the middle school.

Focus groups are timed for late May/early June at the library.

Robin will ask Bob for a sample communications plan that we can use to develop our communications plan.

There will be a focus group with the Senior Center that will be planned prior to lunch with 6 to 8 people in attendance.

Note: Tracy will provide the list of names of the people identified and the groups they represent as she was keeping the list during the meeting.

Other focus groups mentioned were the hospital, the hotels, major employers, churches, etc.

Robin will ask Mike Sullivan if the Parks and Recreation department should be a separate focus group.

Robin will forward to Tracy the heads of the sports organizations.

The committee identified June 3, 2017 as the date we would like to have the public forum. The recommended time is 9 to 11 AM. Locations that were discussed including the middle school, the First Parish hall, and the Methodist Church.

Tracy will check Bob's availability for that day.

Robin will check the availability at the middle school.

Diane will write a invitation notification for inclusion in the Parks and Recreation department's spring brochure. She will send this out for review to everyone prior to the next meeting.

The committee would like to have a table at the Town voting day on May 20, 2017 so the people who are voting can find out more about the public forum.

Brian will check with the Town Clerk on the ability to have a table.

Brian will also check with Missy at the Town Hall to see if June 3 is a good day with regards to other conflicts that might be happening in town.

Brian will check with Missy on a list of groups in town that should be considered for focus groups.

The committee decided that communications and visits to other community centers would be discussed at our next meeting.

The meeting was adjourned at 7:25 PM.