



Lamoine Board of Selectmen

606 Douglas Hwy
Lamoine, ME 04605
(207) 667-2242
town@lamoine-me.gov

Community Center Feasibility Study Committee February, 2019

Purpose - Following extensive work by the Comprehensive Planning Committee and preliminary meetings by the Lamoine Board of Selectmen, it is the goal of the Board of Selectmen to form a committee to study the feasibility of establishing a community center for the Town of Lamoine.

Size – Ideally the committee will consist of 5-to-7 members appointed by the Board of Selectmen.

Committee Operation – The Committee shall choose from amongst its membership a chair who shall be in charge of running the meeting and a Secretary to record the minutes of meetings. The chair shall coordinate with the Administrative Assistant to the Selectmen dates and times for meetings and develop the agenda. The committee shall meet at least monthly, or more often if needed. The Secretary shall transmit to the Administrative Assistant by electronic means the draft minutes of the meeting as soon as possible after the meeting.

Budget – There is no specific budget for this committee. Any expenses for the committee must receive prior approval by the Board of Selectmen. Proposed expenses in excess of \$50.00 shall be submitted to the Administrative Assistant to the Board of Selectmen who shall submit it for approval at the next scheduled Selectmen's meeting. Expenses of less than \$50.00 shall be for incidental items such as office supplies and mileage. All expenses shall be paid through the administration budget.

Scope – The Community Center Feasibility Study Committee shall attempt to accomplish the following:

- Inventory the current publicly owned land and buildings.
- Determine from municipal and school organizations what space needs exist, and what potential space needs there will be in the short and long term.
- Determine from private organizations what space needs exist, what programming is currently offered, and what potential space needs there will be in the short and long term.
- Develop a survey for the residents and property owners of Lamoine to gather information about the needs and desires for a community center. The survey development shall also include a plan to distribute, collect and capture data from the community.
- Explore community centers in other similar communities in the State of Maine or elsewhere and determine what process was used to establish such centers.
- Prepare a report with recommendations for the Board of Selectmen for possible inclusion in the municipal budget.
- Coordinate efforts with the Lamoine School Department/School Committee as it develops a needs assessment for that department.

Timeline – Appointment of the committee shall be done no later than February 7, 2019. The committee shall make all meeting minutes available to the town in a timely fashion and develop its final report no later than October 15, 2019. This timeline may be extended by the Board of Selectmen if so requested by the committee. Following submission of the final report, the committee may be disbanded or, depending on the outcome, may be repurposed with additional tasks by the Board of Selectmen

Staff Support – The town office staff shall

- Communicate with the committee members via e-mail with the meeting agendas and minutes and any other electronic information that shall be received prior to the meeting.
- Coordinate meeting times and post the printed agenda at the town office and the electronic agenda on the town's website.
- Print, at the chair's request, any material that might be needed prior to a meeting.
- Staff will create a web page and links on the Town of Lamoine website specific to the committee where the general public may see all generated electronic material.
- As time allows, may gather information at the request of the committee chair. All requests for such information shall come from the committee chair. Should an individual committee member need information, such request shall be communicated to the committee chair for approval.

All meetings are public proceedings and must be properly posted as to time and location prior to the meeting.

Any unexcused absence from three consecutive scheduled meetings shall be grounds for declaring a vacancy of the committee member's position and the Board of Selectmen shall seek to replace the person holding that appointment with another member.

The Board of Selectmen is not obligated to implement any recommendation from the committee.

The committee is not authorized to obligate the town or its municipal officers to any actions, contracts, or agreements; its function is information gathering and advisory only to the Board of Selectmen.

Approved this 7th day of February, 2019 by:

S. Josephine Cooper

Nathan Mason, Chair

Gary McFarland

Kathleen Rybarz

Robert Christie

The Lamoine Board of Selectmen