

**Community Center Feasibility Study Committee
Minutes - September 16, 2019**

Chair, Paul Howaniec called the meeting to order at 6:32 p.m.

Present: Paul Howaniec, Ginger Madore, Bob Pulver & Iris Simon, and Brett Jones, who arrived a little later

Approval of August Minutes: Motion made by Bob, second by Ginger. Unanimous approval. Ginger will take notes at this meeting.

Community Survey (Residents):

- **Establish date to send out survey;** We choose September 23, 2019. We will need Stu to share the Survey URL within the email.
- **Discussed avenues to reach residents for completion of survey;** Town website-Brett stated we should have a URL link on the Homepage and that Stu can do this, Ellsworth American, Newsletter of School, Star 97.7 Radio Community forum, and have a table at the Oct. 5th Scavenger Hunt/Race (but we must ask the 150 Celebration Committee if we can have a table at the event, Bob volunteered to ask Gordon Johnson or Joe Cooper
- **Get final survey put into Survey Monkey;** The Survey has been setup in Survey Monkey by Brett. We need to add closure date but it is otherwise ready to publish. Brett explained that the survey is setup to only allow one completion from each IP address.
- **Goal Dates for completion of survey;** We first choose Oct. 31st then decided we should wait for the Quarterly to go out with a reminder to complete the survey, so we choose Thanksgiving as our close the survey target (Nov. 28, 2019)
- **Survey Monkey/print copy;** Iris mentioned that we will need to have copies made of the survey to be kept at the town office for those who do not have computer access.
- **Plans for use of survey responses/how information will be documented;** Brett mentioned that once the survey is closed, we will have options on how the information will be printed.

Communication

- **Ideas for increased awareness for survey;** Iris suggested we use the Town Quarterly to publish our “blip” about the survey. Iris suggested we have a table at the Oct. 5th Scavenger Hunt/Race. It was suggested we have a poster made, Ginger said she would do that.
- **Public Mailing Date;** There isn’t one, we are not doing a public mailing.

Knowledge/Updates Gained from Other Community Centers

- **Updates from last meeting;** Ginger is continuing to seek more information but the smaller communities are not very present on the web
- **Visits to other community centers;** It was decided that we should wait until we have survey results to pursue other community centers
- **Possible points of contact for further information;** Ginger will work on this

All Other Considerations

- **Items up for consideration since last meeting;** None

Next Meeting Goals/Tasks

- Community Survey update
- Continue research of other Community Centers
- Next Meeting; October 28th, 2019 at 6:30 pm

Adjournment: Motion made by Iris, second by Bob. Meeting adjourned at 6:50 p.m.
Ginger, Secretary Pro Tem