

West Newbury Community Center Committee

Meeting Minutes

January 8, 2018

Meeting was called to order by Chairperson Vanessa Graham at 6:15 P.M. in the Senior Center.

Attendees: Vanessa Graham, Marge Peterson, Mary Harada, Joel Grossman, Dick Cushing, Susan Babb, Noah Elias-Guy, Theresa Woodbury, and Peggie Poore Administrative Assistant. Invited guests Ray Cook and Ann Bardeen were also present.

Packet was handed out to all present that included the following:

Agenda, Rough sketch of the Annex, Report of the Building Needs Subcommittee, Annex Usage by Space Needs, Working Document, Budget request, Open Meeting Law and Public Records Review, Public Body Checklist for Creating and Approving Meeting Minutes, Public Body Checklist for Posting a Meeting Notice.

Vanessa introduced Ray Cook, Engineer and Ann Bardeen, Architect. Vanessa explained the purpose of the committee and gave an overview of the packet that was distributed which contained information that has been gathered.

Asked about the feasibility of adding a second floor to the Annex. It would depend on a lot of factors, and could prove to be very costly. Ray mentioned the possibility of the Old Town Hall being used to accommodate some of the activities, i.e. town meeting, voting, etc.

Discussion of the need to prepare an RFP (Request for Proposals) for the initial work.

We will need an Architect to figure out the square footage that is necessary for the projected usage, analyze heating, plumbing and electrical needs and what needs to be done to bring things up to code. An engineering study would have to be completed as well (i.e., structure and condition of foundation). Also, need to calculate the cost per square foot.

It was suggested that we contact local Council on Aging that have recently built/updated their Community Centers to gather statistics on: The size of the center compared to size of city/town, how much is paid by outsiders using the facility vs. townspeople's use.

It was mentioned that the Merrimac Valley Planning Commission has done studies with the demographics of city and towns and might have information that will help in our planning.

Ray Cook emphasized the need to educate the community as to what the larger community needs are, including those that are not being fulfilled.

Next focus is to contact the groups from the list we were provided by the town, to see if they are still using the Annex and if so how often, when they use it, and how large of a group is using it. This will aid us in determining what type of space is needed. Also, see what the projected needs are for the next five years.

Theresa will work on gathering numbers on activities from the Senior Center. Also, a log of when activities can't be accommodated due to space.

Vanessa will research social service data for West Newbury because the Senior Center is unofficially asked to coordinate these services for both seniors and non-seniors (i.e., children).

Suggestion to contact Rep. Lenny Mirra to see if he can provide us with any assistance.

Meeting will be scheduled on the second Monday of the month at 6:15 P.M.

Motion to adjourned the meeting at 7:30 P.M.

Next meeting is February 12. 2018.