

## **Ad-Hoc Community Center Advisory Committee**

**BE IT RESOLVED**, by the Council of the Town of Scarborough, Maine, in Town Council assembled, that,

**WHEREAS**, interest in a multi-generational community center to meet the recreational and cultural needs of all demographics of the Town has been previously explored; and,

**WHEREAS**, most recently the notion of a community center was a - central theme of the community conversations related to the update to the Comprehensive Plan; Community Survey; and Parks and Facilities Master Plan; and,

**WHEREAS**, as the Town has expressed interest in advancing the Community Center concept, the Town Council has authorized funding to engage in a Community Center feasibility study and design process; and;

**WHEREAS**, in response to this request, the Town Council wishes to explore this opportunity drawing upon the human capital and expertise in the community to study, evaluate, and analyze relevant opportunities in full.

**NOW, THEREFORE, BE IT RESOLVED**, by the Scarborough Town Council in Town Council assembled and before the public in a Town Meeting, that there is hereby an Ad-Hoc Community Center Advisory Committee (hereinafter “the Committee”) created, and the membership, terms, duties and offices shall be as follows:

1. **Purpose.** The purpose of the Advisory Committee is to draw upon the Comprehensive Plan, the Community Survey; Parks and Facilities Master Plan, the needs and wishes of the residents of Scarborough, and to assemble a group of committee members with collective skills and expertise as committee members and to work with the Town staff, Town Council, consultants and other resources as required to advise and make recommendations to the Town Council during this feasibility study and design process for a community center.

The following is a general overview of the discussion points, expectations and deliverables the Advisory Committee should consider in arriving at its recommendations:

- **Review of Prior Efforts-**The Advisory Committee shall study in depth the prior efforts regarding a community center, pool, rink and related facilities. Although prior efforts may have considered different funding, ownership and operational arrangements it is essential to learn from this experience and to apply those learnings to any future efforts.
- **Deliverables-** The Committee’s work and final recommendations should include the following elements:
  1. **Space Needs Analysis-** Identification of desired programs and offerings and a complete evaluation of amenities to maximize community value that considers existing needs as well as some accommodation for future growth;
  2. **Site Selection-** In coordination with the Consultant and Staff, the Committee shall assist in a site selection process that considers all reasonable options for locating the facility, including public and private

property, with preference shown to properties eligible for use of TIF revenues;

3. **Schematic Design**- Prepare a conceptual design, including lot layout and building elevations, that will provide sufficient detail to describe the facility;
  4. **Probable Cost Statement** - Prepare a probable cost estimate of the proposed facility with sufficient detail to forward to the voters for consideration.
  5. **Operational Analysis**- Work with Town staff and consultants to conduct an Operational Analysis that will consider future staff needs to support the facility as well as User Fees to offset operational costs.
- **Consideration of Other Town Facility Needs** - Review the Comprehensive Plan, Long Range Facility Plan, and Town Surveys including the Parks and Facilities Master Plan, to determine if other identified Town needs may be able to be addressed in the facility, with particular consideration to the Library and School. Combined use is encouraged to maximize value and overall cost savings.
  - **Best Practices** - Research and review other similar projects to determine best practices that may be incorporated into the project. Research of similar facilities is encouraged.
  - **Public Involvement** - The Committee, Town Staff, Town Council and the Consultant shall work with public representative members who shall be appointed and serve as full and equal partners, to incorporate public input into the process throughout with reasonable notice and timeframes and in every case resulting in a public presentation of its findings and recommendations to the Town Council for evaluation and potential actions.
  - **Expectations:**
    - **Participate** in educational opportunities presented by the selected consultant to aid in review and decision making throughout the community center development process and act as a sounding board for the consultant team, weighing in with the best interests of the community in mind.
    - **Willingness** to view the project holistically to ensure the final product is something for the entire community now and in the future.
    - **Ensure** the process considers all opportunities to support recreation within the community as well as potential partnerships to enhance Town services as a whole.

The Committee's powers and duties shall not exceed those prescribed, herein otherwise restricted by Town Council Rules, Policies and Charter.

2. **Membership.** The membership will include a full and fair representation of key stakeholders and where possible have unique expertise. In all cases, membership should include individuals who possess specific expertise and prior experience to the task at hand, if possible representing professions in recreation/community services, business/financial analysis, community engagement and design/construction. Appointees to the Committee shall be recommended by the Appointments and

Negotiations Committee and appointed by the Town Council. It shall be comprised of nine (9) Voting members as follows:

- Three (3) Members from 2018 Ad-Hoc Community Center Comm.
- Two (2) Members from the Community Services Advisory Board
- Four (4) Residents At-Large

In addition, there shall be four (4) Non-Voting members of the Advisory Committee who shall participate in aspects of the Committee's work, with the exception of formal voting. The composition of Non-voting Members shall be as follows:

- Two (2) Members of the Town Council
- One (1) Member representing the Scarborough Public Library
- One (1) Member of the Board of Education

Although official membership is limited to nine (9) members, the Committee are encouraged to draw upon other resources and invite other key stakeholders to participate in their proceedings as they feel appropriate.

3. **Timeframe.** It is the tentative expectation of the Town Council to submit a referendum question to the voters in November 2024. To do so, deliverables should be supplied as follows: Probable Cost Estimates by February 2024 for inclusion in the FY25 Capital Improvement Plan and Budget and all other deliverables by July 2024 to ensure the Town Council has sufficient information to make an informed decision whether to place a referendum questions on the November 2024 ballot.
4. **Staff Resources Available.** The Director of Community Services will serve as support to this Committee and other Town and School resources will be made available as may be necessary for the Committee to complete its task. In particular, it is anticipated that the Committee will involve the Town Manager, Town Engineer, Planning Director, Sustainability Coordinator, School Facilities Director and Athletic Director to supplement their efforts.
5. **Vacancies and Removal.** Any vacancies shall be recommended by the Appointments Committee and appointed by the Town Council. The Town Council may remove any member of the Committee by vote of a majority of its members for misconduct or non-performance.
6. **Officers.** The Committee shall elect a Chair and Vice Chair as well as a Recording Secretary from among its members. The Chair shall be counted to determine a quorum and shall have the same rights as other members of the Committee, including the right to vote.
7. **Quorum and Voting.** A quorum shall consist of five (5) members. The concurrence of a majority of the members present and voting shall be necessary to decide any question before the Committee.
8. **Meeting and Records.** The Committee shall meet often enough to complete its responsibilities within the timeline set and shall strive to meet on a date, time and frequency specified by a vote of the majority of the Committee at its first organization meeting. Other meetings may be called by the Chair, provided that the Chair shall call a meeting of the Committee upon the request of at least five (5) members. The Committee shall keep minutes of its meetings and submit them to the Town Clerk's Office.