

# **WRAP MEETING with COA, COACC, LIBRARY, RECREATION**

## **Charrette Questions**

### **Programs**

What is your overall mission? What is the scope of your programs?

Hours of operation? Days of week? Peak hours? Seasonal changes?

Which demographic do you serve? (e.g., early childhood / youth / teens / adults / seniors)

What are the specific types of programs currently offered? Anticipated in the future?

How are programs priced? (e.g., fee-based, open, sponsored by third parties)

### **Space Needs**

What types of spaces do you need for: day to day general operation; scheduled special programs; office administration; storage; other?

What overall square footage do you need? Is the space required to be configured in a specific way for daily use and special programs? (e.g., large group / small group and open space /space for furniture / equipment)

What is the anticipated frequency of use per types of programs? (e.g., large group of 60+ once a week / small group of < 20 ten times a week /other)

Do you plan to host or make spaces available to other organizations? If so, what criteria will you use and will there be a rental charge?

### **Location and Parking**

Do you have a preferred type of location and why? (central / neighborhood / main route /disparate)

What is the anticipated number of parking spaces required? (based on zoning, other regulations and any special considerations)

### **Personnel**

What are your current number of staff (administrative? Other?)

What are your projected staff needs for project under consideration?

### **Funding**

How much funding for capital improvement will you be requesting at 2016 Annual Town Meeting?

How much funding do you anticipate requesting at future Town Meetings for project?