



**LEBANON COMMUNITY CENTER LEADERSHIP TEAM
DECEMBER 16, 2020 - 6:00 PM
REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE**

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- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. September 1, 2020
 - 3. New Business**
 - A. Highlight Results from the Public Forum
 - B. Final Report Slides
 - C. Establish Next Steps
 - 4. Other Business**
 - 5. Adjournment**

Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Microsoft Teams. Members of the public are encouraged to attend by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the Microsoft Teams software or by phone. Please visit LebanonNH.gov/Live for full details.

THE AGENDA, IN ITS ENTIRETY IS AVAILABLE ON THE CITY'S WEBSITE AT [LEBANONNH.GOV](https://LebanonNH.gov)

**COMMUNITY CENTER LEADERSHIP TEAM
MINUTES
TUESDAY, SEPTEMBER 1, 2020 – 6:00 PM
Remote via Zoom: LebanonNH.gov/Live**

MEMBERS PRESENT: Paul Coats, Rick Desharnais, Laura Dykstra, Meagan Henry, Deb Herndon, Angie Leduc, Mary Rainey, Jared Rhoads, Jill Vahey

OTHERS PRESENT: Jim Gruber, John MacLean (at 6:22 pm)

MEMBERS ABSENT: Liz Swanton, Laura Perez, Wendy Hall

1. **CALL TO ORDER:** The September 1, 2020 Community Center Leadership Team Meeting is hereby called to order at 6:05 PM.
2. **ACCEPTANCE OF MINUTES:**
July 29, 2020
Angie Leduc made a motion to accept the minutes as written. Jared Rhoads seconded the motion.
Roll Call: Jill Vahey – Yes, Angie Leduc – Yes, Deb Herndon – Yes, Mary Rainey – Yes, Laura Dykstra – Yes, Jared Rhoads – Yes, Meagan Henry – Yes, Rick Desharnais – Yes, Paul Coats - yes
3. **DISCUSSION ITEMS**
 - a. **Welcome & Introduce Paul Coats**
 - b. **Survey Update**
 - i. Meagan updated the team on the survey: To date, we have received 1,135 responses. Of those responses, 921 of the surveys are completed. Some people drop off the survey after the first question but SurveyMonkey will keep their initial responses. 712 of the completed survey respondents were residents of Lebanon/West Lebanon. 61.27% of survey takers fully support the vision, 32.17% need more information, 6.56% have significant reservations.
 - ii. Rick mentioned while this is a great start, our goal is to reach 2,000 respondents and we are hoping to make that come to fruition. Angie asked if we could talk about the efforts in sending out the survey. Rick talked about our progress to date regarding how the survey has been sent out thus far: Mary has promoted the survey with the soccer players at LHS and Mr. Smith put it out to the student body, Jill is handing out paper copies to the senior citizens, Laura D. has put it out to the CCBA a few times, Deb has sent it out to Hypertherm, Jared has sent it to the floor hockey players. Rick and Meagan are seeking a Valley News contact to help push the survey. If anyone has a contact there and could send it over to us, that would be helpful. We hope to get the information out at the Farmers' Market over the next few weeks. The library has sent out the survey in their newsletter, unfortunately they are still not open. Angie sent out the survey to the ALL Together database. She plans to send it to the PUSH database and ask them to share broadly. Meagan mentioned the AVA Gallery sent it out, Lebanon Opera House, Upper Valley Music Center. She has contacted the contact at Live Well, Work Well at DHMC. Angie plans to send it directly to the DHMC Communications contact. Leb Rec has a paid Facebook ad going through

Monday. We have sent out to the Lebanon ListServ and the Upper Valley ListServ.

- iii. Jared suggested contacting Daybreak and will send a contact to Meagan to push the survey. Deb suggested adding it to the City's main website, although it is on the Recreation Department's website and the Community Center landing page. She said she also is part of the Next Door Neighbor social media group for West Lebanon/Maple Street. The HOPE Foundation has some social media that Deb could push the survey out to as well.
- iv. Rick added that the next steps for this group is to send out the survey again with a very specific message and deadline to take the survey by September 15th. We have also sent the message to our Recreation database of about 3,000 people. He said that the Rec Dept. plans to target specific groups like camp participants and what this could do for camp, etc. It's important to frame it to people that you know personally and add a personal note along with your request.
- v. Angie said to share the Facebook post as much as possible. She's also impressed with the response so far. Paul talked about pursuing the postcard idea and he is willing to show up at the Landfill for a few hours to hand out postcards with information for the survey and also at the Farmers' Market. Angie will send over a sample post card to Meagan and Rick.
- vi. Deb suggested to add directions to answer every question of the survey because some people are not completing the survey. Jim said to add that there is the "Do Not Know" option. Jared was wondering about an ad in the Lebanon Times but Rick thinks we may have missed the deadline.

c. Review Schedule for Community Forum

- i. Meagan shared her screen of the draft schedule for the Community Forum on October 15th. Rick briefly gave an overview of the schedule. Rick shared that Jacques and Jim will be providing analytics for our survey and present at the forum. Breakout rooms will be done randomly other than the moderator and notetaker for each breakout room. When returning to the main meeting, the notetaker will present what the discussion was for each breakout room.
- ii. Jim questioned if the timing of 6 pm to 7 pm is an okay time with people having dinner around that time. Rick mentioned that families eat at all different times and he is not sure that shifting the time would be more beneficial than others. Meagan said that we have already advertised the time as 6 pm at the end of the survey.

d. Review Discussion Questions for Breakout Rooms

- i. Angie talked about the script for the Facilitators/Moderators for each breakout room and Meagan shared her screen with the script. We would like to try to condense the introductory paragraph a bit with the limited time of 30 minutes. We can get as detailed as possible with whatever people are comfortable with. What do you need to be prepared as a facilitator? We have the three questions to ask and we would pose the questions to the group and then a visual grid of the responses to be typed in real time so that people would be able to see in their breakout room. Angie read the three questions to the group. She

mentioned if we have a large number of breakout groups we might have groups share some highlights when returning to the main meeting.

- ii. Rick clarified that we will be asking both questions 1 and 2 at the same time and allowing people to respond. It will be an open discussion about both questions. Jared suggested switched the order of questions 1 and 2 and to focus on the benefits first and then the concerns. Meagan made the change on the discussion questions document.
- iii. Paul liked the questions and how the conversation might flow from it and being able to see thoughts in real time. After seeing some of the concerns that have already been voiced with the survey, he is wondering if we can make a clear statement that we are not intending to build/create a community center that would in any way compete with or jeopardize the CCBA. His thought is that there won't be a lot of time in the breakout rooms of people bringing it up. Laura D. thinks that would be nice to address because she is hearing it more and more while being involved with the CCBA. She said it is true that both organizations are valuable to the community and there is a lot of crossover and could increase in the future. She thinks putting it out there would be beneficial. Rick mentioned that Jim and Jacques will see a lot of comments about the CCBA during their survey analysis. Jim suggested that members of the Recreation Department could have a few comments on the most serious concerns after the survey analysis. John would like the team to remove the word "compete" and say, "It is our intent that we are going to compliment what is available to us, like the CCBA." Angie agreed with Jim and suggested limiting it to the top 3 concerns. Jim said they will present the findings with no interpretation and then Leb Rec will recognize the concerns in some manner. Paul suggested having the message regarding the CCBA coming from Leb Rec and Laura D., as a member of the board.
- iv. Jim had another proposal to allow everyone to share one benefit and one concern before sharing another. Angie said that can be part of the directions for the facilitator.
- v. Jared asked who would be facilitating the breakout rooms. Rick said we would like to ask everyone on the CCLT to be a moderator/facilitator, if they are comfortable. If they are not comfortable, that is fine. Everyone on the CCLT should recruit at least 1-2 volunteers to be a notetaker/moderator. The goal is to have more volunteers than needed to be prepared. Everyone should e-mail Rick and Meagan to share which role they are most comfortable with and also if they recruit someone who is willing to volunteer, please pass along their contact information. This information needs to be e-mailed by Wednesday, September 9th. We hope to have enough time to practice and to make sure everyone is comfortable. Meagan mentioned there were a few people who were not able to attend the community forum on October 15th and to please remind her if you are not able to attend. Rick said the goal is to have 20 breakout rooms ready, which would be 40 volunteers. Laura D. mentioned asking the Friends of Lebanon Recreation to be volunteers.

- vi. Angie plans to ask her co-workers if they would be willing to volunteer. She will also ask Alice Ely of the Public Health Council.
- vii. Meagan will send a reminder e-mail on Tuesday to send over volunteer contact information. A Doodle Poll will be sent out to all volunteers and the Community Center Leadership Team for a training the week of the 21st or 28th. The smaller group can finetune the protocols. If anyone has questions about volunteering, CCLT members should compile the questions so we can have answers ready.

e. Closing Thoughts

- i. Jim suggested getting the Valley News to learn about the concept of the survey and forum, etc. which might get them to write an article with the survey link at the end. Jared liked that idea too and thought it would be good publicity.

4. OTHER BUSINESS

5. ADJOURNMENT – 7:06 pm

Recorder: Meagan Henry



COMMUNITY CENTER LEADERSHIP TEAM

(CCLT)

City of Lebanon
New Hampshire

December, 2020

CCLT CHARGE

- Determine the need and community interest.
- Determine the types of programming and functions that a community center would provide.
- Determine the size and associated costs.
- Determine what other community partners would be interested in working with the City.
- Report back the team's findings.

CCLT ROSTER

Angie Leduc, Chairperson, Community Member

Rick Desharnais, Recreation Staff Member

Meagan Henry, Recreation Staff Member

Mary Rainey, Lebanon High School Student

Laura Dykstra, CCBA Board of Directors Rep.

Jill Vahey, Grafton Senior Citizen Council Rep.

Wendy Hall, School Board Rep.

Jared Rhoads, Community Member

Deb Herndon, Business Community Member

Liz Swanton, Public Health Representative

Laura Perez, Special Needs Community Rep

John Maclane, Consultant, Municipal Resources Inc

Jacques Kenjio & James Gruber, Consultants, Municipal Resources Inc

Leadership Team's Initial Amenities Preferences



A word cloud visualization showing the Leadership Team's initial amenities preferences. The words are arranged in a cluster, with size and color indicating their relative importance or frequency. The most prominent words are 'Walking/Running Track' (large green), 'Multi-Sport Court' (large red), 'Indoor Turf Field' (large blue), and 'Teen Area' (large teal). Other visible amenities include 'Commercial Kitchen', 'Movie Screenings', 'Batting Cage', 'Farmers' Market', 'Multi-Generational Space', 'Non-Profit Office Space', 'Out of School Program Space', 'Versatile Conference Rooms', and 'Rec Dept Offices'.

Commercial Kitchen

Teen Area

Movie Screenings

Batting Cage

Farmers' Market

Indoor Turf Field

Walking/Running Track

Multi-Generational Space

Non-Profit Office Space

Out of School Program Space

Multi-Sport Court

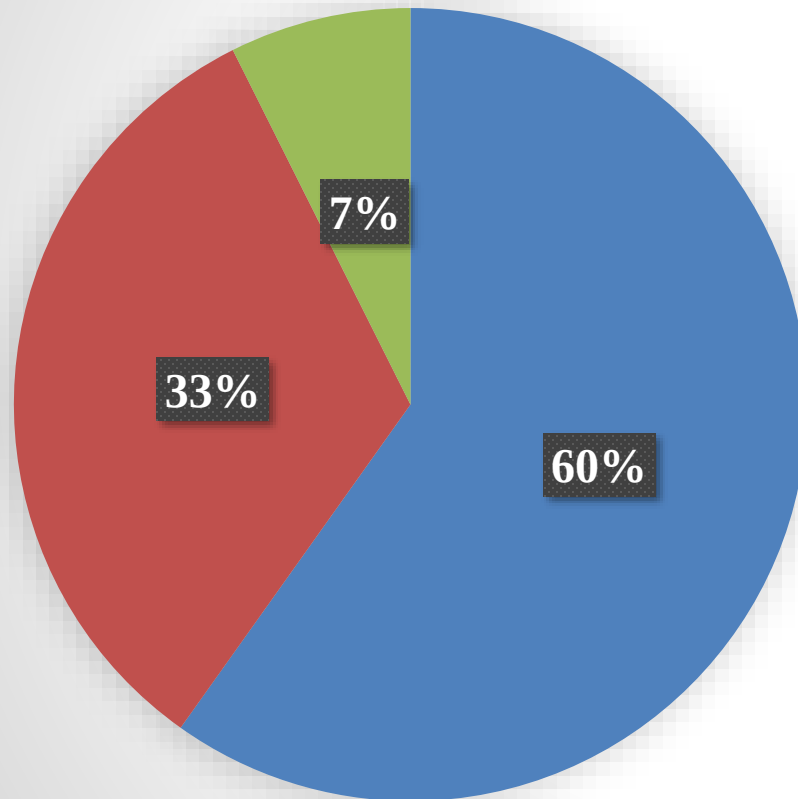
Versatile Conference Rooms

Rec Dept Offices

Survey Results

1655 Total Responses; 1006 Residents

Opinion from ONLY residents of the City of Lebanon in investing in the Community Center (%)

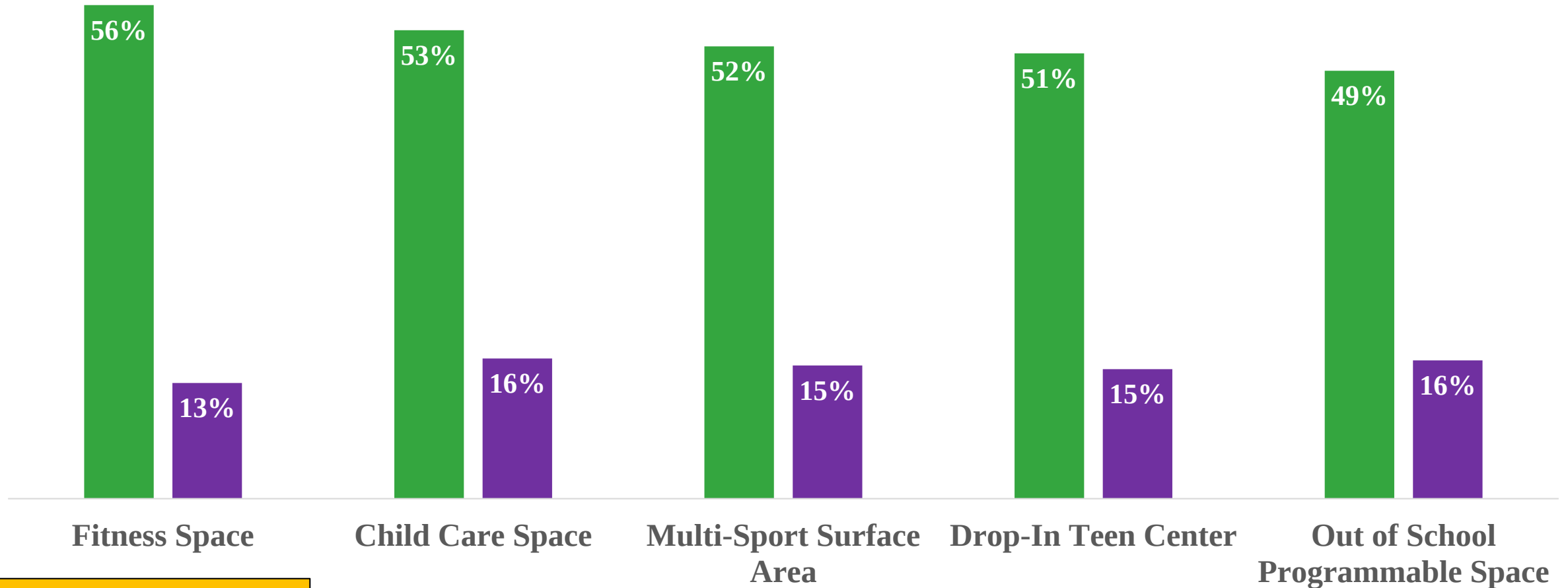


- I fully support investing in the development of a community center.
- Overall, the idea has merit, but I need more information before supporting the development of a community center. Please clarify in the space below.
- I have significant reservations. Please clarify in the space below.

Survey Participants Rating of Potential Amenities

Top 5 Community Center Amenities (%)

- Sum of Essential (Highest Priority) and Important (Significant Priority)
- Sum of Limited Value (Low Priority) and Do Not Include (Lowest Priority)



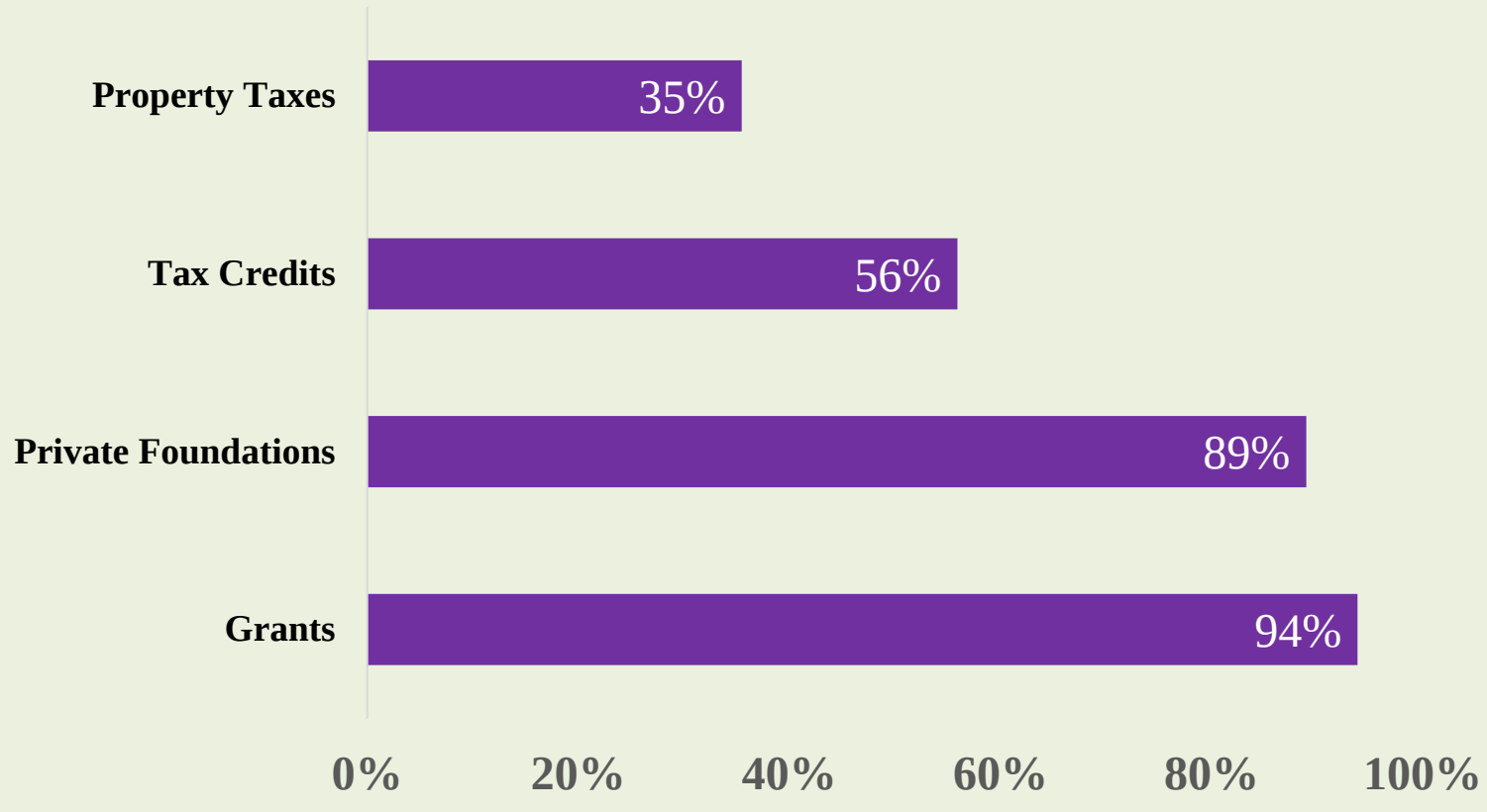
Answered = 1655
Skipped = 0

Survey Participants Comments on Potential Amenities

Categories	Description	Frequency (%)
Suggested Amenities	Multi-purpose spaces, turf field, compost space, game room, floor hockey, gymnastics, bowling, rock climbing, fitness space, meeting spaces	45%
Existing Centers	Connections to existing service centers (CCB, CCBA, & AVA)	20%
Other	Not related to question	35%

Survey Participants' Opinion on All Potential Funding Mechanisms

Funding Mechanisms for Community Center (%)



Other Suggested Funding Mechanisms:

- Fundraising Opportunities
 - Local fundraisers (bake sales, car washes, etc.)
 - Community fundraisers
- Corporate Sponsorship

Answered = 1359
Skipped = 296

General Overview of Survey Results



Number of respondents on the survey 1,655 that includes 1,006 from the City of Lebanon.



Significant positive support (93%) for the proposed community center from the City of Lebanon residents.



Important for significant funding to come from sources other than property taxes.



Important to minimize duplication of services and to work with existing community centers

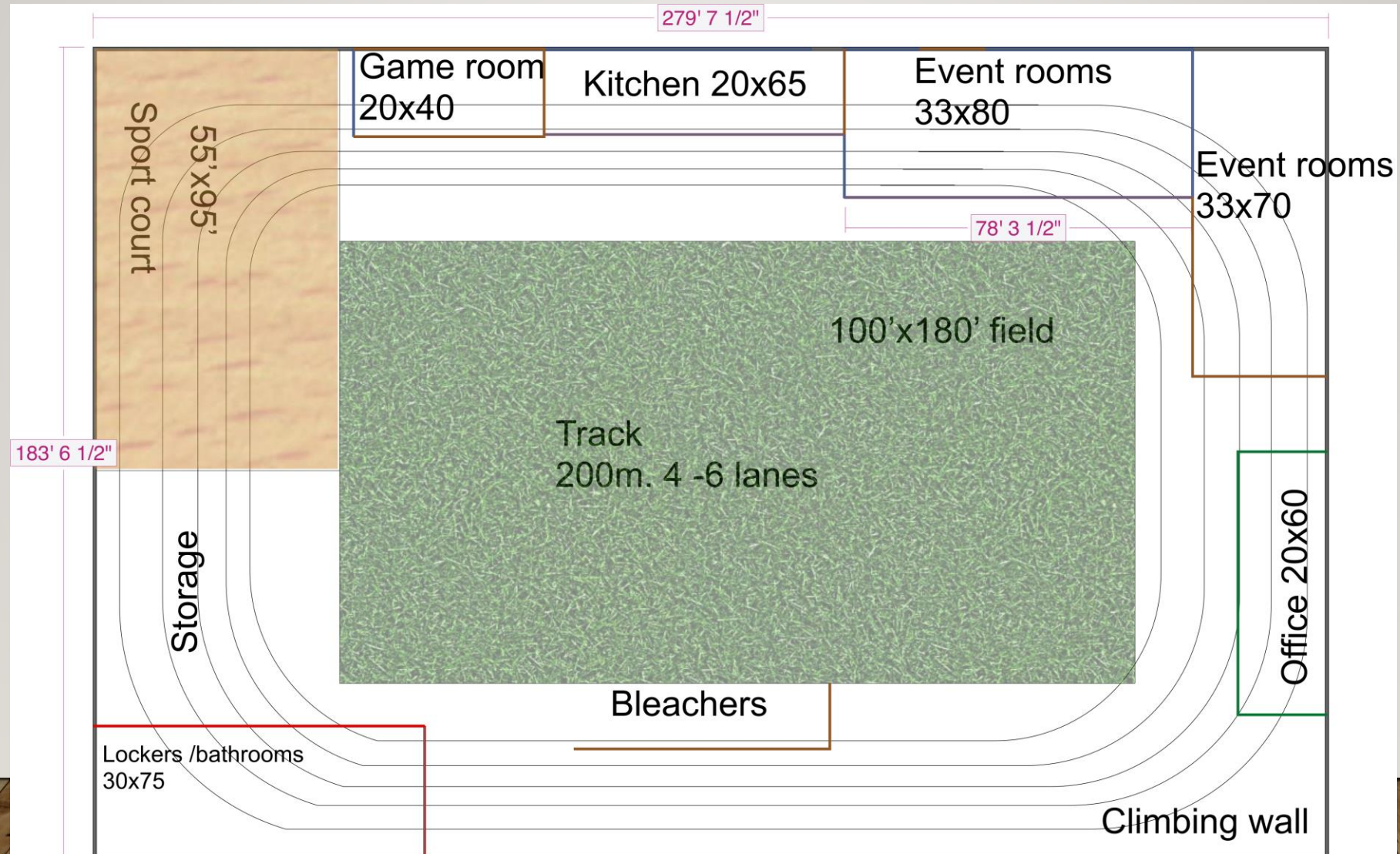
Forum Results

Benefits	Concerns
• Leb Rec needs office space • Safe gathering space • Expands after-school options • Provides needed year-round activities • Fosters community connections • Indoor field space doubles as large community space • Cooking classes • Multi-generational • Indoor Track and Climbing Wall • Collaborative opportunity with CCBA • Public Health Resource • Draws people into Lebanon • Spaces offer multiple purposes	• Duplicating existing services • Funding • Accessibility via public transit • Operating costs • Will it be affordable for users? • Where? • Parking • Environmental impact • Will it address need for adult programming? • Separation between Leb and West Leb

CCLT Conclusions

Amenities	Benefits
❖ Turf Field ❖ Track for walking / running ❖ Multi-purpose court with durable floor ❖ Multi-purpose meeting / conference space ❖ Offices ❖ Commercial kitchen with concession stand ❖ Teen center ❖ Senior Center? ❖ Storage ❖ Batting cage nets ❖ Climbing wall ❖ Locker rooms ❖ Front desk and lobby	❖ Built in revenue source ➤ Sports Leagues ➤ Tournaments ➤ Large event rentals ➤ Small event rentals ➤ Track meets ➤ Conferences ➤ Kitchen rentals ❖ Each space provides options for multiple activities ❖ Provides services that cannot be met by existing facilities ❖ Home for Leb Rec ❖ Non-profit agencies use ❖ Multi-generational

Design



Next Steps

- ❖ Thank you Community Center Leadership Team
- ❖ Establish Design and Location Team
- ❖ Develop Business Plan
- ❖ Establish Capital Campaign fundraising goal and Capital Campaign Team

