

**The Orleans Community Center Feasibility Study Task Force**

**Orleans Community Facility and Programming Organization  
Questionnaire Compilation – 5/2/2022**

**Summary and Original Input**

## Orleans Community Center Feasibility Task Force: Survey Summary

The Task Force has surveyed facilities in town that offer programming offerings similar to that of a community center. The team sought to identify existing facilities and programming and where shortcomings exist that could be addressed by a community center.

Six locations were studied in depth with both a five page paper survey and guided site visits: The Council on Aging, the Old Fire House Community Center, the Snow Library, the Recreation Department, the Nauset Regional Middle School, and the Orleans Elementary School.

The survey results were impressive: a 73-page document that examines everything from the basics of what each property has (square footage, room types) to the types of programs and even parking spaces. This summary seeks to highlight key existing conditions and should prove useful as a community center design is envisioned.

### 1. Council on Aging:

An estimated 1,856 seniors used the COA (amassing a total of 33,433 experiences) in 2019 in the 5,732 square foot facility built in 2000. The COA has 15 rooms. There are 5 full time, 4 permanent part time (with benefits) and 11 part time (no benefits) employees and a total budget of \$771,669 (FY22). The parking lot has 85 spaces.

Facility use is very high. Estimates range between 80% and 100% based on timing. A full spectrum of classes is offered but the deed for the donated land upon which the COA is built limits activities for senior citizens only. Thus, the multi-purpose room cannot be used for other age evening activities despite being empty. The same applies to the gardens and surrounding walkway. Much of the COA's most popular and space consuming programming are its spectrum of exercise classes that take place in a configurable multi-purpose room that is shared with most other programming.

**KEY FINDINGS:** Including a dedicated fitness facility and multipurpose room(s) suitable for exercise and educational classes in a community center would allow some of this COA programming to move from the senior center, relieving current space pressure and making room for expanded senior programming of other types.

### 2. Snow Library:

The library, built in 1954 and added onto in 1977 and 1992, is the most heavily used building in town (up to 500 visits a day) and has 139,453 items and 6,798 card-holders (3,596 are Orleans residents). An estimated 15,400 individuals attended library events in 2019 at the 16,568 square foot facility. The library has a total of 11 public rooms. There are 4 full time and 13 part time (no benefits) employees and a total budget of \$673,992 (FY22). Library use is very high (85 to 100% capacity) and demand for spaces outstrips availability, resulting in many groups seeking meeting space being turned away. The popular large Craine Room (100 person capacity) is booked out for months. The parking lot is very small with only 45 spaces after a lot renovation is finished in 2022.

**KEY FINDINGS:** The library conducted a needs assessment in 2019 and found numerous physical plant deficiencies and space shortcomings (not enough rooms or general use results in too much noise). It also found numerous code violations, including no fire suppression system. The report concluded that the library was near the end of its useful life and that a 32,000 square facility is needed to accommodate the current town needs. The select board recently endorsed a feasibility study for a new library to be completed in FY2024. While creating a layout with wall separation to reduce sound travel is a main goal, the library is in need of several more meeting rooms, ranging from tutoring rooms to medium/large sized ones. The footprint of the current library is limited and the new facility is expected to be located on the same lot so a community center could provide several rooms that the library is in need of.

3. Old Firehouse Community Center:

Built in 1925 as a town fire station, this small property (2,660 square feet) has 7 rooms and houses the Orleans Chamber of Commerce, Orleans Community Partnership, Nauset Together We Can, numerous public events as well as public bathrooms and an alternative middle school afterschool program. Rental fees and donations pay for the majority of the costs to maintain this property. There are no paid employees. Programming includes a range of nonprofit meetings, dog training classes, blood drives, art installations, girl scouts, Chamber events, and Recreation Dept programming. The Orleans Community Partnership has played a central role in overseeing the facility as well as an effort to seek town funds to heavily renovate the property.

**KEY FINDINGS:** This is a popular facility in the heart of town and Parish Park but the Old Fire House is severely limited due to space constraints. Its largest 23' x 34' meeting/multipurpose room is a modest facility that has provided a surprising amount of programming punch. For example, Nauset Together We Can (all volunteer staff) has helped middle school kids with several programming efforts with an aim to prevent drug and alcohol exposure/abuse. In planning a community center, the list of activities hosted at the Fire House should be closely reviewed. Some would most likely move to a new community center but there are other activities that might best remain in the heart of town.

4. Recreation Department:

The town Recreation Department currently has one year round employee (three quarter time) and numerous seasonal positions who run a spectrum of a few dozen seasonal programs for all ages, including soccer clinics, fitness classes, ice skating, pickle ball games, yoga classes, and summer day camp. While the department does have an office at the new Public Works building, its perennial challenge is a lack of town space for programming, requiring it to use the Orleans Elementary School, Nauset Regional Middle School, and other properties for most of its offerings. This requires staff to set up and take down all events in other facilities and carry equipment to and from the DPW property on a daily basis.

**KEY FINDINGS:** The DPW has been working to increase the Recreation director position to full time and add a part time assistant to offer more programming. During a site visit at the DPW, staff discussed their challenges and indicated a considerable need for a community center building that could host a variety of indoor recreational spaces including a full sized gymnasium, locker room/bathroom spaces, multiple meeting rooms capable of supporting a diversity of classes/events, significant storage for equipment, a dedicated weight/fitness room, a welcoming lobby/social area, and outdoor space (basketball court and other amenities) to support some additional programming. As of now, the department does not have priority scheduling privileges (because it relies on other organizations facilities) and this is considered a major impediment.

5. The Orleans Elementary School:

OES currently serves 162 students between Kindergarten and 5<sup>th</sup> grade in a 52,984 square foot building built in 1956 but modernized to its current footprint in 1988. The 32-room facility has 7 rooms used by the community, including a 5,184 square foot gymnasium (with a capacity of 600). OES has 46 full time and 5 part time employees with a budget of \$4.3 million for FY 22. The Orleans After School Activities Program (OASAP) is a major user in the afternoons/vacations/during the summer and the Orleans Recreation Program also runs evening/vacation/weekend/summer programs here.

**KEY FINDINGS:** OES plays a critical role as a space provider for after school, vacation, and summer programming needs. But all the spaces used by OASAP and Orleans Recreation need to be set up and taken down daily and storage space is severely limited or not available.

6. Nauset Regional Middle School:

Built in 1937 as the town's high/middle school, this 120,000 square foot building was substantially renovated into a regional middle school in 1991. Serving 580 students in grades 6 through 8, it has 97 rooms, 7 of which are used for regular community events. The 7,800 square foot auditorium can host 723 people and a large gymnasium with 8,450 square feet and bleachers can support events up to 1,065 people. Town meetings are often held here. The parking lots around the middle school provide 290 spaces. Users of the school property include the Orleans Firebirds Baseball Team, Orleans Recreation Department, the Town of Orleans, and multiple smaller organizations. Small fees are charged to some users of the school.

**KEY FINDINGS:** While the NRMS gym is the largest in town, limits in use to afterschool or the recreational department doesn't allow for sufficient family free play, preschool use, or adult sports like soccer or indoor pickle ball. Broader public use of the property is a challenge due to safety concerns. Adding a community center gym (and adequate storage) would open a host of additional and welcome recreational opportunities that aren't available now.

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## Other Key Organizations

### **The Orleans After School Activities Program (OASAP) <http://orleansafterschool.com/>**

Established to offer working families high quality after school care for Orleans Elementary School students (K-5<sup>th</sup> grade), OASAP currently hosts up to 52 kids per day, with a total of 100 registered students. This daily number represents almost twenty percent of the total OES enrollment. A waiting list of ten families exists due to staffing limits. OASAP also provides both summer and vacation programming.

### **Nauset Together We Can <https://nausettogetherwecan.org/>**

Founded more than 20 years ago as a nonprofit to help youth through a range of afterschool and recreational programming, this all volunteer corps has played an essential role engaging middle schoolers (grades 6-8), especially on the topic of drug/alcohol exposure/abuse. They also run the Finch Skate Park on the Middle School property fields.

### **Friends of Snow Library <https://friendsofsnowlibrary.org/>**

This nonprofit organization provides a critical service for the library, providing fundraising for library purchases such as books and supplies as well as a range of events such a children's programming and the very popular Lifetime Learning Series. Designed to help the library where town funding falls short, this model has also proven very successful with community centers nationwide.

### **Centers for Culture and History of Orleans <https://www.orleanshistoricalsociety.org/>**

This non-profit organization preserves and displays objects of historical significance to the Town of Orleans. It has a small campus of two adjacent historic buildings that have recently been finely renovated and are available for public rental at reasonable rates; The Meeting House with a 850 sq. ft. event hall with a stage (capacity of 65) and the Hurd Chapel with 560 sq. ft. (capacity of 20).

## Existing Conditions Survey Results Summary

| Facility                                | Room Description      | Size (sq. ft)                          | Capacity (seated) | Comments   |
|---|-----------------------|--|-------------------|--|
| <b>COA<br/>(5,732 sq. ft)</b>           | Multi-purpose #1      | 1,575                                  | 70 (with tables)  | These rooms are connected via moveable walls that allow multiple configurations. |
|   | Multi-purpose #2      | 370                                    | 25                |  |
|   | Multi-purpose #3      | 339                                    | 25                |  |
| <b>Old Firehouse<br/>(2,660 sq. ft)</b> | Main room             | 782                                    | --                | Multi-purpose  |
|   | Kid's hangout room    | 350 (estimated)                        | 10                | Currently light usage but heavier before Covid.                                  |
| <b>Library<br/>(16,568 sq. ft)</b>      | Craine Gallery        | 960 + 350 balcony                      | 100 + 24 balcony  |  |
|   | Cape Cod Room         | 252                                    | 10                |  |
|   | Trustees Room         | 234                                    | 11                |  |
|   | Mezzanine             | 1,588                                  | 25 at tables      | Hangout for kids   |
| <b>OES</b>                              | Gym (5,184 sf)        | ¾ sized gym                            | --                | No bleachers.  |
| <b>NRHS</b>                             | Gym (8,450 sf)        | Full sized gym                         | --                | With bleachers.  |
| <b>Recreation Dept.</b>                 | No dedicated facility | Uses OES, NRMS, and outdoor locations. |                   | OES gym: After 5:30 PM M-F, ½ day Sat.<br>NRMS gym: 6-8 PM M-F, all day Sat.     |

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## Questionnaire Preamble

The Community Center Feasibility Task Force is charged by the Orleans Select Board to develop recommendations on the needs, scale, design concepts, and possible locations for a community center in Orleans.

The first step in meeting our charge is to consider existing facilities; what programming they provide and want to provide, and what space they have available to meet current and future needs. Toward this end, members of the task force are meeting with leaders of the various facilities and organizations to obtain their input. Abacus Architects + Planners has recently begun work with us and will participate in the process. They may tour your facility and take photographs and measure if you are unsure on the size of spaces.

We are interested in a historical perspective, recent developments, and current status of each facility. The impact of Covid 19 should be considered. We are also interested in input that may not fit into the format provided by this form so that we can develop a comprehensive understanding of the space for community use that now exists, and how we can expand what is available to the town as effectively as possible.

**Council on Aging**

**ORLEANS FACILITY CURRENT USAGE QUESTIONNAIRE**

**Facility:** Council on Aging

**Date:** 3/1/2022

**Interviewer:** Keith with Fritz

**Interviewee:** Judi Wilson

**Title:** COA Director

**Is your facility public or privately owned?** Public  Private

**How many people does your facility serve?** In 2019, 1,856 unduplicated individuals.

**Orleans COA Summary Statistics from 01/01/2019 to 12/31/2019**

| <b>Activity Type</b>       | <b>Duplicated</b> | <b>Unduplicated</b> |
|----------------------------|-------------------|---------------------|
| <b>Events</b>              | 22547             | 1633                |
| <b>Rides</b>               | 7513              | 206                 |
| <b>Services</b>            | 1636              | 412                 |
| <b>Volunteers</b>          | 1737              | 121                 |
| <b>Total People Served</b> | 33433             | 1856                |

**What organizations use your space?**

COA programs – mostly.

Plus:

Orleans Citizen’s Forum (monthly before Covid)

Town of Orleans elections (1 or 2x per year)

Town Planning Dept. occasionally

League of Women’s Voters - very occasionally

Community Exchange - In the past, now defunct

Open to non-profit organizations based on the building use policy: Must serve seniors and be open to the public.

**How is use of the facility managed and scheduling coordinated?**

Do you have a building coordinator?                      Yes **X**                      No \_\_\_\_\_

*COA staff provides building coord.*                      Paid **X**                      Volunteer \_\_\_\_\_

*Copy of Building Use Policy attached*

**What is the age of your facility and when was it most recently renovated?**

Year built: **2000 (renovation & bldg. project)**                      Year most recently renovated? **N/A**

Comments:

No significant renovations performed but minor updates/maintenance projects have been completed including public bathrooms, floors, flat roof section replacement, rotted trim replacement, garden maintenance, etc. There is significant maintenance and repair of aging mechanical systems that will be needed.

**Do you have current or original plans you can pass on?**

*Copy of Senior Center building plan attached*

**Does the facility have any code issues (accessibility, building code . . etc)? or ongoing maintenance issues or significant design flaws that interfere with use?**

- 50% of the building is in the flood plain. The road occasionally floods during storms.
- Very limited storage. None in the main programming room(s).
- Handicap parking is far from the main entrance.
- Lack of dedicated exercise/fitness space which necessitates multiple room layout changes during the day and no space for program supplies (i.e. medical equipment, weights, etc.)

**What is your square footage (building and/or physical lot) and how many rooms do you have?**

Total building SqFt: *See below*                      SqFt used for community activities: *See below*

Total number of rooms: *See below*                      Number of rooms for community: *See below*

Total lot size: *See below*                      Active outdoor programming SqFt. *See below*

**List all rooms and spaces used for community activities:**

| <u>Room Description/Function</u>  | <u>Square Footage</u>                          | <u>Capacity</u> |
|---|--|-----------------|
| <u>Section 1 of multipurpose room - Mixed use</u>                         | 1,575  | 70              |
| <u>Section 2 of multipurpose room - Mixed use</u>                         | 370  | 25              |
| <u>Section 3 of multipurpose room - Mixed use</u>                         | 339  | 25              |
| Note that multipurpose rooms can be combined in different configurations. |  |                 |
| Front desk area and associated lobby lounge                               | 737  | 15-20           |
| Offices   | <i>See COA Program &amp; Admin Space Chart</i> |                 |
| Counselling rooms (Resource Room)   | 158  | 4               |

**How many parking spaces do you have on site? 85**

Is on site parking adequate? Yes

Are there spaces nearby that facility users use – on the street or public parking lots?

No but it's not an issue with the large parking lot.

What percentage of building users walk, bike, Uber – i.e. don't bring their own car?

Approx. 2 out of 1,500 (0.13%) bike

Approx. 50 rely on COA transportation services to attend programs/activities

**What percentage of available programming time is being used 95%**

**What percentage of your available building space is used?**

Overall: 80%

At peak times: 100%

**What is your annual budget and how many employees do you have?**

Annual budget: FY22 Town Appropriated Budget = \$771,669

Part time paid employees: 4 perm. PT (w/ benefits) Full time paid employees: 5  
11 PT (no benefits)

**Do you have volunteers provide professional service?**    Yes     No

**Do the organizations that use the space pay to use it?**    Yes     No

If so, what is the fee structure? N/A

How much do you collect annually?    \$100,000 in fees collected from adult supportive day & turned over to Town's General Fund and additional prog. Fees collected for Revolving Fund which pays for programs and activities

**Do you require town subsidies to operate?**    Yes     No

Annual subsidy: FY22 Town Appropriated Budget = \$771,669

**In the last five years, has your budget and staff to support community activities grown or shrunk? Explain.**

The Covid pandemic reduced COA attendance and necessitated momentary (hopefully) cutbacks. Prior to that, 5 years ago, staff was expanded when a Program Coordinator was hired.

**Do you have space to add programming – from within your organization or from a new organization - within your current facility?**

No.

Currently need to limit the number of exercise classes offered to maintain space for other activities. There is demand for more exercise classes.

**If you could add on, what would you add to your facility?**

- Dedicated exercise space with storage for exercise gear
- Handicap parking closer to the main entrance
- Increased general storage
- Increased kitchen storage to allow more cost effective food purchases.
- Space for pickleball.

**Are there similar facilities in other towns that have features that you like?**

Yes.

- Falmouth – Dedicated fitness room in Senior Center
- Harwich Community Center – large multi-purpose room, gym, adequate storage (for tables, chairs, easels, medical equipment, etc.)
- Barnstable – Large meeting room at Barnstable Adult Community Center

**Additional Comments:**



*Town of Orleans*  
**ORLEANS SENIOR CENTER & COUNCIL ON AGING**  
150 Rock Harbor Road, Orleans, MA 02653  
T: 508-255-6333 F: 508-240-6936  
[www.town.orleans.ma.us/council-on-aging](http://www.town.orleans.ma.us/council-on-aging)

## **POLICY FOR BUILDING USE**

The Orleans Senior Center is a municipal facility built on land donated to the Town of Orleans for the explicit purpose of benefitting Orleans' seniors. The facility is utilized to provide meaningful experiences, programs, activities and supportive services to enhance the quality of life for older adults and caregivers in our community.

All meetings and events to be held at the Orleans Senior Center must ensure adherence to the following criteria:

- Must be approved by the Director of the Council on Aging.
- Will be scheduled based on the following priorities:
  - Senior Center sponsored events
  - Groups and organizations affiliated with the Senior Center
  - Community based educational, civic, charitable and cultural group programs which provide benefit to Orleans seniors
  - Town of Orleans departments and committees
  - Other events intended to celebrate or recognize older adults and caregivers.
- Will be scheduled during regular hours of the Senior Center, unless at the discretion of the Director, a departmental staff member is available to supervise the facility for the event without considerable cost to the department.
- Must be open to the public.
- Must not involve commercial solicitations. If the Senior Center requests representatives of a private business to conduct a seminar or supply items for an event, the business will be recognized for its contribution but will not be allowed to solicit business. Vendors and speakers may distribute informational handouts, at the discretion of the Director, if they provide benefit to Orleans seniors. Participation by such groups does not imply Senior Center endorsement of the group's aims, policies or activities.
- Must not involve political solicitation for any candidate, ballot question or political party, except when an open public forum is held at the Senior Center, with equal access given to all candidates and viewpoints.
- Must not interfere with the normal operation of the Senior Center.

**ORLEANS COA POLICY FOR BUILDING USE (cont.)**

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- Agree to indemnify and hold harmless the Town of Orleans, Orleans Council on Aging and all of their officers, employees and agents from any claims asserted by any person for damages for personal injuries including loss of life and/or loss of property and arising from or related to an event or incident occurring on or about the Senior Center Building and/or grounds, in use during the event.

*Approved by the OCOA Board of Directors on 6/22/16*



*Town of Orleans*  
ORLEANS SENIOR CENTER & COUNCIL ON AGING  
150 Rock Harbor Road, Orleans, MA 02653  
T: 508-255-6333 F: 508-240-6936  
[www.town.orleans.ma.us/council-on-aging](http://www.town.orleans.ma.us/council-on-aging)

## TERMS OF USE FOR SENIOR CENTER BUILDING USE

All groups and organizations holding meetings or events in the Senior Center will:

- Designate a person responsible for the event and the conduct of the group, and provide their contact information to the Director of the Council on Aging prior to the event.
- Contact the Senior Center at least two days prior to the event to arrange for room set-up and the equipment needed. No furnishings or equipment may be moved without the express permission of COA staff. Items may not be taped or fastened to building surfaces.
- Check in either at the Reception desk or with designated department staff, upon arrival for the event and at the completion.
- Ensure that the group size does not exceed room capacity.
- Abide by the Senior Center Participant Behavior Policy.
- Begin and end meetings/events at scheduled times.
- Obtain approval of the Director of the Council on Aging prior to serving refreshments or utilizing the commercial kitchen.
- Not allow smoking or consumption of alcoholic beverages in the building or on the grounds. Also do not permit candles and open flames.
- Remove all materials brought into the Senior Center. There is no storage space available.
- Assume responsibility for any damages to the facility or equipment utilized during the event.

*Approved by the OCOA Board of Directors on 6/22/16*



Town of Orleans  
ORLEANS SENIOR CENTER & COUNCIL ON AGING  
150 Rock Harbor Road, Orleans, MA 02653  
T: 508-255-6333 F: 508-240-6936  
www.town.orleans.ma.us/council-on-aging

## APPLICATION FOR SENIOR CENTER BUILDING USE

PLEASE PRINT

Date: \_\_\_\_\_

Organization/Group Affiliation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Time Requested: Start: \_\_\_\_\_ End: \_\_\_\_\_

Please state purpose for use of Senior Center space:

\_\_\_\_\_  
\_\_\_\_\_

*"The undersigned states that he/she has the authority to make this application for the Applicant and agrees that the Applicant has received, reviewed, understands and will observe the "Policy for Building Use: and the "Terms of Use" for use of the Orleans Senior Center.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

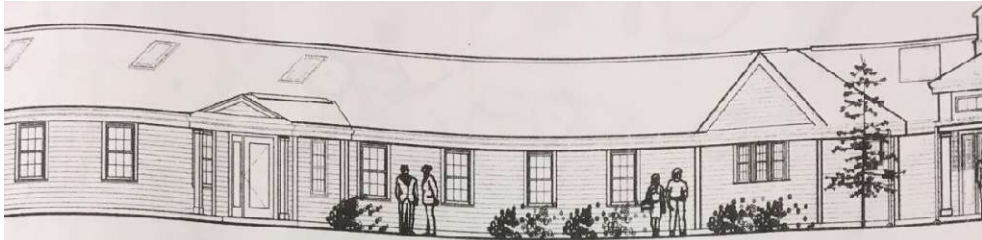
FOR OFFICE USE ONLY:

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied REASON: \_\_\_\_\_

\_\_\_\_\_ Written on Master Calendar

\_\_\_\_\_ Contact Person Notified



**EAST E**

**BUILDING DATA**

**LIST OF**

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|                   |          |
|-------------------|----------|
| AREA              |          |
| EXISTING          | 3,115 SF |
| ADDITIONS         |          |
| BASE BID          | 3,736 SF |
| ALTERNATES        | 1,501 SF |
| <hr/>             | <hr/>    |
| TOTAL             | 8,352 SF |
| USE GROUP         | " A3 "   |
| CONSTRUCTION TYPE | " 5A "   |
| FIRE PROTECTION   | YES      |
| ADA COMPLIANT     | YES      |
| PARKING SPACES    |          |
| ACCESSIBLE        | 6        |
| STANDARD          | 87       |
| <hr/>             | <hr/>    |
| TOTAL             | 93       |

- T-1
- L-1
- CE-1
- CE-2
- CE-3
- D-1
- ~~A-1~~
- A-1-A
- A-2
- A-3
- ~~A-4~~
- A-4-A
- A-5
- A-6
- A-7
- A-8
- A-9
- A-10
- A-11
- A-12
- A-13
- K-1

## Orleans Senior Center

### COA PROGRAM & ADMIN. SPACE

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| Space                               | Dimensions  | Square Feet    |
|-------------------------------------|---|----------------|
| Lobby                               | 23' x 34'<br><i>(less closets)</i>                      | 737.0 Sq. Ft.  |
| Sunroom                             | 18'4" x 16"<br><i>(less corners)</i>                    | 267.7 Sq. Ft.  |
| Resource Room <i>(NEW)</i>          | 15'3" x 10'5"   | 158.8 Sq. Ft.  |
| Room A                              | 47'11" x 33'3"<br><i>(less kitchen bump out)</i>        | 1577.4 Sq. Ft. |
| Room B                              | 15'11" x 23.3"  | 370.0 Sq. Ft.  |
| Room C                              | 14'7" x 23'3"   | 339.0 Sq. Ft.  |
| Kitchen                             | 34' x 13'<br><i>(less cabinets, elec. Closet, etc.)</i> | 400.0 Sq. Ft.  |
| Reception Office Area               | 15' x 13'   | 195.0 Sq. Ft.  |
| Outreach Worker's Office            | 9'7" x 10'5"  | 99.8 Sq. Ft.   |
| Program Coordinator's Office        | 9'7" x 12'10"   | 122.9 Sq. Ft.  |
| Office Manager's Office             | 15'8" x 12'10"  | 201.0 Sq. Ft.  |
| Social Service Coordinator's Office | 9'7" x 10'5"  | 99.8 Sq. Ft.   |
| Director's Office <i>(NEW)</i>      | 13'9" x 10'5"   | 143.2 Sq. Ft.  |
| Day Center                          | 31' x 23'<br><i>(plus bump outs)</i>                    | 891.0 Sq. Ft.  |
| Day Center Office                   | 13" x 10"   | 130.0 Sq. Ft.  |
|                                     |   |                |

**TOTAL SQ. FEET**

**5732.6 Sq. Ft.**

## MEETING ROOM INFORMATION

*Updated 4/10/12*

### Building Occupancy:

- Area 1/Ground Level, Standing Only      344      (*Inspection 5/5/2011*)
- Area 2/Office      6
- Area 2/Reception      5

### Building Code:

- Concentrated Chairs...require 7 square feet/person
- Standing...requires 5 square feet/person
- Concentrated Tables and Chairs...require 15 square feet/person

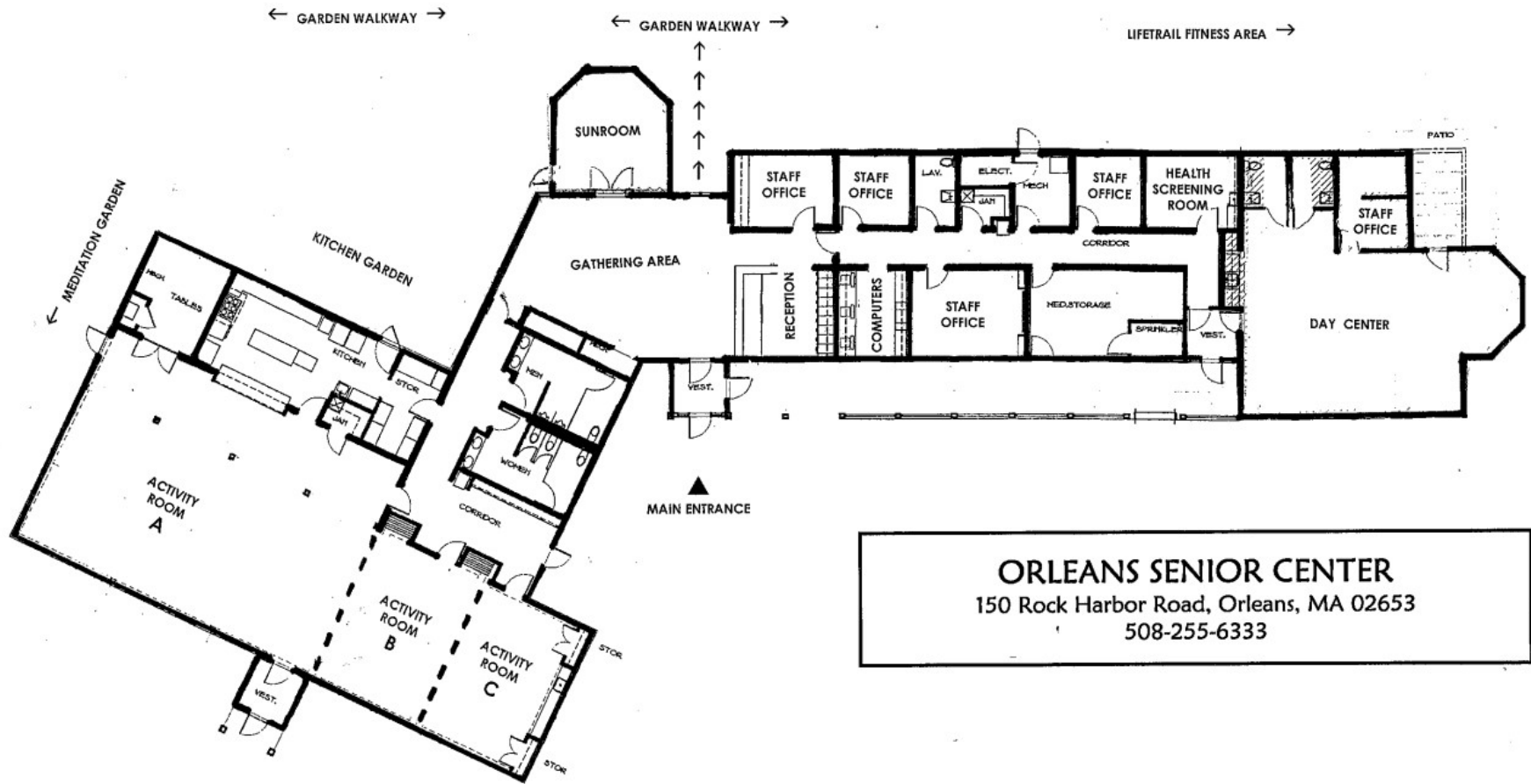
### Seating:

- Blue Cloth Chairs, No Arms      44
- Blue Cloth Chairs, Arms      43
- Blue Plastic Chairs, No Arms      28
- Blue Plastic Chairs, Arms      43

Total Chairs Available      158

### Approximate Room Dimensions:

- Multipurpose Meeting Rooms A, B, C Combined: 22.5' x 78'



**ORLEANS SENIOR CENTER**  
 150 Rock Harbor Road, Orleans, MA 02653  
 508-255-6333

## ORLEANS COMMUNITY ORGANIZATION AND PROGRAM QUESTIONNAIRE

**Organization:** Council on Aging

**Date:** 3/1/2022

**Interviewer:** Keith with Fritz

**Interviewee:** Judi Wilson

**Title:** COA Director

**What, in general terms, is the mission / purpose of your organization and what demographic do you serve?**

**What programs do you offer, and for each program, who is the target audience and how many people do you serve?**

- 60 years old and up
- Exercise classes including yoga, chair exercise, Tai Chi, Zumba, line dancing, general fitness.
- Various clubs and classes
- Weekly meals
- Medical insurance counselling
- Monthly movies and other special events
- Supportive adult day care – in a separate area.
- *See attached master calendar.*

**What building(s) does your organization use?**

Senior Center

**What spaces within those buildings, approximately how big are they, and what activities do you conduct? And approximately how many hours per day, week or month?**

*See attachments to Facility questionnaire.*

If you have a detailed activity table or schedule of activities, please pass on to us with as much information as you have available.

*See attached master calendar.*

**For each program, could attendance be expanded if you had additional space or a different location? Do you have plans to grow – and what is limiting that growth?**

Yes. Especially exercise classes.

**Do the facilities you use meet your needs, and if not, how would you improved them? This might mean improving the spaces you use, or having a different site in a different kind of building.**

Already covered in facility questionnaire plus other questions.

**Have you seen buildings or facilities in other towns that have features that you like?**

Yes.

- Falmouth – Exercise room
- Harwich Community Center – Multi-purpose room with storage (for tables, easels . . . .)
- Barnstable – Big meeting room
- 

**Would an Orleans Community Center, with spaces that you share with other organizations, and with support spaces like a front office, lobby, lounge, café, etc. be better for you and your mission?**

- Shared reception desk with sitting area. Would include shared staffing.
- Shared multi-purpose rooms.
- Some separate areas for different age groups plus mostly shared spaces including some that promote inter-generational interaction.
  - From time working at the Harwich Community Center, Judi has seen some great inter-generational mingling. Promotes a real community feel!

**If so, would you need dedicated space – storage, offices etc. – or would it be enough to have a space that you utilize on a scheduled basis? What kind of spaces would you need for what programs?**

Yes.

- All of the offices.
- Storage.
- Supportive day care.

**What are the key things you would like to see in a Community Center?**

- Lots of comfortable gathering spaces
  - All generations with much mixing but also dedicate kids play rooms
  - Careful that they not feel too institutional
- Gym for: Pickleball, basketball, volleyball, family play time, thread mills, stationary bikes .. )

**Other Observations or Comments?**

Although the town is much larger, the COA in Falmouth is worth seeing. It's near other buildings in a campus like setting.

## ORLEANS SENIOR CENTER MASTER CALENDAR

**OCTOBER 2019**

| MONDAY   | TUESDAY  | WEDNESDAY  | THURSDAY  | FRIDAY  |
|--|--|--|---|---|
|  | <b>1</b>   | <b>2</b>   | <b>3</b>  | <b>4</b>  |
|  | 8:30-9:30 Morning Fitness (A/B)<br><br>9:45-10:45 Yoga (A/B/C)<br><b>10:00- 11:30 Spousal Brvmt (S)</b><br>11:00-11:45 Sit Fitness (A/B)<br>12:00-1:00 Day Center Lunch (A)<br>12:45-4:00 SHINE Appts ( R )<br>3:00-4:00 Ukulele Class (B/C)   | 9:00 - 10:00 Tai Chi (A) first class<br><br><br>10:30-12:00 Sight Loss Support (S)<br>11:00-11:45 Chair Yoga(A/B)<br>12:00-1:00 Day Center Lunch (A/B)<br><br><b>1:00-3:00 LEGAL-Thayer (S)</b><br><del>2:00-3:00 Corn Hole (A/B)</del>  | 8:30-9:30 Morning Fitness (A/B)(SUB to Cil to c<br>9:45-10:45 Yoga (A/B/C)<br>10:00 - 11:30 Friends Board Meeting (S)<br>11:00-11:45 Sit Fitness (A/B)<br>12:00-1:00 Day Center Lunch (A)<br>12:00-4:00 Chess ( C )<br>1:00-3:00 Bayberry Quilters (A)<br>?? 1:30-2:30 Classical Piano w/Mary (A)<br><del>?? 3:30-5:00 OCF- Tent- Forum on Spec-Tw...</del><br>5:00-6:30 Dementia Caregivers (S)<br><i>Set up for Brown Bag</i> | <b>8:00-10:00 Brown Bag Program (B/C)</b><br><b>8:30-9:30 Men's Fitness (A)</b><br><del>9:45-10:45 Slow Flow Yoga (A/B)</del><br>10:00-11:30 Male Caregivers (S)<br>11:00-11:45 Chair Yoga(A )<br>12:00-1:00 Comfort Kitchen (B/C)<br>1:15-4:00 Friday Painters (B/C)<br><br>1:30-4:00 Mah Jongg Players (A)  |
| <b>7</b>   | <b>8</b>   | <b>9</b>   | <b>10</b>   | <b>11</b>   |
| 9:00-4:00 Footcare Appts ( R )<br>9:45-10:45 Chair + Yoga (A)<br><br>11:00-11:45 Sit Fitness (A)<br>12:00-1:00 Soup & Sandwich (A/B/C)<br><br>1:00-3:00 Knitters (S)<br><b>1:15-4:00 Painting w/ Karen (A)</b><br>1:30-3:30 Cribbage Players ( B ) | 8:30-9:30 Morning Fitness (A/B)<br><br>9:45-10:45 Yoga (A/B/C)<br>11:00-11:45 Sit Fitness (A/B)<br>12:00-1:00 Day Center Lunch (A)<br>12:45-4:00 SHINE Appts ( R )<br><br><del>1:30-3:00 OSCAR - BOXING-HYANNIS</del><br>3:00-4:00 Ukulele Class (B/C)<br><b>5:30-7 LGBT Legal Prog. (A, B, C)</b><br><i>(set-up to begin @ 4pm)</i> | 9:00-10:00 Tai Chi (A)<br><br><del>9:45-11:15 Parkinson's Support (C)</del><br>11:00-11:45 Chair Yoga (A)<br>12:00-1:00 Day Center Lunch (A/B)<br>1:00-2:15 Day Center Program ( C )<br><br><del>1:30-3:30 ADSC Mtg (F)</del><br><b>2:00-4:00 CDPD Support Group (A)</b><br><del>2:00-3:00 Corn Hole (A/B)</del>   | 8:30-9:30 Morning Fitness (A/B)<br><br>9:45-10:45 Yoga (A/B/C)<br><br>11:00-11:45 Sit Fitness (A/B)<br>12:00-1:00 Day Center Lunch (A/B)<br>12:00-4:00 Chess ( C )<br><br><del>1:30-2:30 Classical Piano w/Mary (A)</del><br><b>2:00-4:30 Movie Showing (A)</b>   | <del>8:30-9:30 Men's Fitness (A) Class cancelled</del><br>9:45-10:45 Slow Flow Yoga (A/B)<br><b>10-11:30 Aging Solo Group (DC) 1 of 6</b><br>10:00-11:30 Book Club (S)<br>11:00-11:45 Chair Yoga(A)<br>12:00-1:00 Comfort Kitchen (B/C)<br><br>1:15-4:00 Friday Painters (B/C)<br>1:30-4:00 Mah Jongg Players (A)   |
| <b>14</b>  | <b>15</b>  | <b>16</b>  | <b>17</b>   | <b>18</b>   |
| SENIOR CENTER CLOSED<br><br>Columbus Day   | 8:30-9:30 Morning Fitness (A/B)<br><br>9:45-10:45 Yoga (A/B/C)<br><b>10:00-11:30 Spousal Brvmt (S)</b><br>11:00-11:45 Sit Fitness (A)<br>12:00-1:00 Day Center Lunch (B)<br>12:45-4:00 SHINE Appts ( R )<br>3:00-4:00 Ukulele Class (B/C)  | Tai chi 9:00-10:00 (A)<br><b>10:30-11:30 Ask A Nurse (S)</b><br><b>11:00 Orleans Comm Exch (B/C)</b><br><i>(will be here from 10:30-2)</i><br>11:00-11:45 Chair Yoga(A )<br>12:00-1:00 Day Center Lunch (A)<br>1:00-2:15 Day Center Program ( R )<br><del>2:00-3:00 Corn Hole (A/B)</del><br><b>1:00-3:00 LEGAL-Coccoro (S)</b><br>2:00-3:30 Mac Users Group (A)<br><b>3:00 Leadership Meeting (S)</b> | 8:30-9:30 Morning Fitness (A/B)<br><b>9:00-4:00 SHINE Appts w/ Liz (R)</b><br>9:45-10:45 Yoga (A/B/C)<br><br>11:00-11:45 Sit Fitness (A/B)<br>12:00-1:00 Day Center Lunch (A/B)<br>12:00-4:00 Chess ( C )<br>1:00-3:00 Women's Issues Group (S)<br><del>?? 1:30-2:30 Classical Piano w/Mary (A)</del><br><b>3:30-5:00 OCF Forum: Frauds &amp;</b><br><b>Scams (A/B) - JW CANCELLED DUE TO POWER</b>                             | 8:30-9:30 Men's Fitness (A)<br><b>9:00 FOCOA Membership input (R )</b><br>9:45-10:45 Slow Flow Yoga (A/B)<br>10-11:30 Aging Solo Group (DC) 2 of 6<br>10:00-11:30 Male Caregivers ( S )<br>11:00-11:45 Chair Yoga(A)<br>12:00-1:00 Comfort Kitchen (B/C)<br><del>1:15-4:00 Friday Painters (B/C)</del><br>1:30-4:00 Mah Jongg Players (DC)<br><b>2-4 Hlth Care Proxy Drop In ( R )</b><br><b>2-4 FLU CLINIC (A/B/C)</b> |

**ORLEANS SENIOR CENTER MASTER CALENDAR**

**OCTOBER 2019**

| MONDAY   | TUESDAY   | WEDNESDAY   | THURSDAY  | FRIDAY  |
|--|---|---|---|---|
| <b>21</b><br>9:00-4:00 Footcare Appts ( R )<br>9:45-10:45 Chair + Yoga (A)<br><b>10:30-12 Caregivers Circle (S) 1 of 3 NEW</b><br>11:00-11:45 Sit Fitness (A)<br>12:00-1:00 Soup & Sandwich (A/B/C)<br>1:00-3:00 Knitters (S)<br><b>1:15-4:00 Painting w/ Karen (A)</b><br>1:30-3:30 Cribbage Players( B ) | <b>22</b><br>8:30-9:30 Morning Fitness (A/B)<br>9:45-10:45 Yoga (A/B/C)<br>11:00-11:45 Sit Fitness (A)<br>12:00-1:00 Day Center Lunch (B)<br>12:45-4:00 SHINE Appts ( R )<br>3:00-4:00 Ukulele Class (B/C)<br><b>2:30-4:00 LEGAL Appts. Wibby</b>   | <b>23</b><br>9:00-10:00 Tai Chi (A)<br>10:00 - 12:00 Nauset Neighbors (C)<br>11:00-11:45 Chair Yoga(A )<br>12:00-1:00 Day Center Lunch (A)<br>12:00-3:00 Friends Input ( R )<br>1:00-2:30 COA Board Meeting (S)<br><b>2:00 - 3:30 Rock Painting (B/C)</b><br><del>2:00-3:00 Corn Hole (A/B)</del><br>7:00 Neuropathy Support Group (C)    | <b>24</b><br>8:30-9:30 Morning Fitness (A/B)<br><b>9:00-4:00 SHINE Appts w/ Liz (R)</b><br>9:45-10:45 Yoga (A/B/C)<br>11:00-11:45 Sit Fitness (A/B)<br>12:00-1:00 Day Center Lunch (A/B)<br>12:00-4:00 Chess ( C )<br>1:30-2:30 Classical Piano w/Mary (A)<br><b>3:30-5:00 OCF Forum: Frauds &amp; Scams (A/B) - JW</b> | <b>25</b><br>8:30-9:30 Men's Fitness (A)<br><b>9:00-10:00 Tidings Mailing (B/C)</b><br>9:45-10:45 Slow Flow Yoga (A)<br>10-11:30 Aging Solo Group (DC) 3 of 6<br>10:00-11:00 Tidings Volunteer (S)<br>11:00-11:45 Chair Yoga (A )<br>12:00-1:00 Comfort Kitchen (B/C)<br>1:15-4:00 Friday Painters (B/C)<br>1:30-4:00 Mah Jongg Players(D/C)<br><b>5:00 LGBT Meditation Group (S)</b><br><b>6:00 LGBT Seniors Event (A/B)</b> |
| <b>28</b><br>9:45-10:45 Chair + Yoga (A)<br><b>10:30-12 Caregivers Circle (S) 2 of 3</b><br>11:00-11:45 Sit Fitness (A)<br>12:00-1:00 Soup & Sandwich (A/B/C)<br>1:00-3:00 Knitters (S)<br><b>1:15-4:00 Painting w/ Karen (A)</b><br>1:30-3:30 Cribbage Players( B )                                       | <b>29</b><br>8:30-9:30 Morning Fitness (A/B)<br>9:45-10:45 Yoga (A/B/C)<br>11:00-11:45 Sit Fitness (A)<br>12:00-1:00 Day Center Lunch (B)<br>12:45-4:00 SHINE Appts ( R )<br>3:00-4:00 Ukulele Class (B/C)<br><b>9:30 - VAN TRIP TO WAREHAM XING</b><br><b>1:00 Irrigation Turn Off (use of Room A)</b> | <b>30</b><br>9:00-10:00 Tai Chi (A)<br><b>10-11:30 Medicare 2020 Op. Enrollmt. Prog. (B/C)</b><br><del>11:00-11:45 Chair Yoga (A) no sub</del><br><b>11:30-2:30 Spec. Open Enrollment SHINE Appts. w/ Tracey ( R )</b><br>12:00-1:00 Day Center Lunch (A/B)<br>1:00-3:30 Amateur Radio ( C )<br><del>2:00-3:00 Corn Hole (A/B) last</del> | <b>31</b><br>8:30-9:30 Morning Fitness (A/B)<br><b>9:00-4:00 SHINE Appts w/ Liz (R)</b><br>9:45-10:45 Yoga (A/B/C)<br>11:00-11:45 Sit Fitness (A/B)<br>12:00-1:00 Day Center Lunch (A/B)<br>12:00-4:00 Chess ( C )<br>1:30-2:30 Classical Piano w/Mary (A)  | <b>A = Function Room A</b><br><b>B = Function Room B</b><br><b>C = Function Room C</b><br><b>S = Sun Room</b><br><b>R = Resource Room</b><br><b>G = Garden</b><br>Blue=Tentative Program<br>Red=Monthly New or One Time Prog<br>Black Bold=Ongoing once a month<br>Use when event should stand out<br>Building Maintenance  |

# Old Fire House – Existing Community Center

## ORLEANS FACILITY CURRENT USAGE QUESTIONNAIRE

**Facility:** Old Firehouse Community Center

**Date:** March 7, 2022

**Interviewer:** Bonny Campbell-Runyon

**Interviewee:** Joanna Keeley

**Title:** Chairperson: Orleans Cultural Dist. Committee

**Is your facility public or privately owned?** Public  Private

### **How many people does your facility serve?**

Hard to say. It houses the Chamber of Commerce, public bathrooms (every day) and an after school program (weekdays).

COVID severely limited the building's use but new activities are being added weekly now that COVID is abating.

### **What organizations use your space?**

See attached document

### **How is use of the facility managed and scheduling coordinated?**

Do you have a building coordinator? Yes  No

Paid  Volunteer

### **What is the age of your facility and when was it most recently renovated?**

Year built: 1925

Year most recently renovated?

Comments: Land was donated to the town for a new fire station to be built on the site with a restriction that the property can't be sold. The land was part of the Cummings and Howe Company Pants Factory. Later, Police and a Rescue Squad also used the space. In the past, the building was also used by the Recreation Dept., as the original site of Nauset Workshop

and now 2 parts of the building are under lease agreements with the town of Orleans (Chamber of Commerce & the Orleans Community Partnership. Nauset Together We Can (afterschool program) reserves a room for their sole use. OCP manages and coordinates the spaces not used by the Chamber and public bathrooms. A “common area” with sink, cupboards, counters and storage area is shared by all users.

Plans to renovate the building using CPC money are in the works. (Alan McClennen can provide a complete history with dates of renovations). The building has received CPC funding in 2014, '15 and '19 for various improvements. In 2014, the Historic Commission determined the property to be part of Orleans’ history and thus eligible for CPC funding. Donation fees received from users allow the building to operate at no direct cost to the town. The town pays utilities and users provide their own liability insurance.

Architect’s report on proposed renovation available separately.

**Do you have current or original plans you can pass on?**

Attached.

**Does the facility have any code issues (accessibility, building code . . etc)? or ongoing maintenance issues or significant design flaws that interfere with use?**

The building is not up to code but is accessible to those physically challenged. It has steep narrow staircases to an upper floor and the basement which are not open to public use. Ron Collins, the facilities manager, can provide thorough documentation of Code issues.

**What is your square footage (building and/or physical lot) and how many rooms do you have?**

Total building SqFt: **Over 2,660**

SqFt used for community activities: **2,660**

Total number of rooms: **7**

Number of rooms for community: **7**

Total lot size: **?**

Active outdoor programming SqFt. **Parish Park in front of OF.**

**List all rooms and spaces used for community activities:**

Room Description/Function

Square Footage

Capacity

See separate floor plan

**How many parking spaces do you have on site?**

**Is on-site parking adequate?**

**Are there spaces nearby that facility users use – on the street or public parking lots?**

Yes. Public lots in back, across the street and on street parking in front all along Main St.

**What percentage of building users walk, bike, Uber – i.e. don't bring their own car? A small %**

**What percentage of available programming time is being used? (May be a hard question to answer)**

Public bathrooms: daily 8am to 8 pm

Chamber: 10-4, 6 days a week; seasonal, 7 days a week

NTWC: 3-5:30 weekdays, Oct.- June.

Gallery meeting space and small meeting room: 6 days a week by 29 local and regional groups, orgs., businesses, or individuals. Extended programs would include more evenings and Sundays.

Parish Park is used continuously.

**What percentage of your available building space is used? (May be a hard question to answer)**

**Overall: All of it**

**At peak times: Simultaneous meetings**

**What is your annual budget and how many employees do you have?**

Annual budget: **None. All \$ paid through lease or donation goes towards running the building.**

Part time paid employees: **0** Full time paid employees: **0**

**Do you have volunteers provide professional service? Yes X No \_\_\_\_\_**

**Do the organizations that use the space pay to use it? Yes X No \_\_\_\_\_**

**If so, what is the fee structure?**

Monthly fee paid by the Chamber and OCP to the town under individual license agreements. Nauset Tog. We Can pays a monthly fee to OCP. All other users are asked to donate a fee of \$15/hour.

**How much do you collect annually?** \$ \_\_\_\_\_

**Do you require town subsidies to operate? The town pays utilities.** Yes  No

**Annual subsidy:** The Cultural Dist. Comm. (OCD) relies on grant \$ to pay for programming.

**In the last five years, has your budget and staff to support community activities grown or shrunk? Explain**

There was always a volunteer who coordinated scheduling, but no oversight to speak of, with less than optimal results. 3 years ago, the interior was painted, new hallway carpeting installed, portable tables purchased and old furniture and detritus were removed. A cleaning person was hired for the main areas. A minimal user donation fee provided basic costs of running the building with a volunteer coordinator. The activities have now grown to the point where a part time coordinator is necessary to maintain the current usage and to build additional programs and events.

Before COVID, the OCD committee was formed to oversee the town's Cultural District (as designated by the MA Cultural Council). Members write grants, organize and promote cultural events. It is completely volunteer based. Much more could happen with a paid employee to coordinate/promote town cultural events and manage activities at the OF. A decade ago, the building was dark and unused. Today, the building is active and serves the community as best it can with current resources. The proposed renovations will bring the building into the 21<sup>st</sup> century, meet the green community guidelines, meet current code standards and provide varied, diverse, flexible spaces that would offer extensive classes, workshops, and activities to all groups, with an emphasis on cultural and educational activities. The OF is a central hub for community gathering on Main St. and Parish Park.

**Do you have space to add programming – from within your organization or from a new organization - within your current facility?**

Absolutely. The OF provides space for smaller group activities. It has been described as a "hidden gem" and 1 group uses it because it is a private and safe space to meet. More organizations find the building meets their needs for meeting spaces and small events. The most current, the Farmers Winter Market meets every Sat. With the permit in place for Parish Park, a Saturday Live Music series was added in the Fall, to be repeated this spring. Definitely more activities than in the past with room to grow.

**If you could add on, what would you add to your facility?**

The interior space will be renovated if approved at town meeting. There is no room to add onto the building.

**Are there similar facilities in other towns that have features that you like?**

Most community centers in other towns are larger. There is one in Sandwich that is similar: Sandwich Arts Alliance

**Additional Comments:**

The OF Community Center has served the Orleans Community for almost a century. With the proposed renovations the building will step into the 21<sup>st</sup> century, up to code, all green and tech savvy, still serving Main St. with doors wide open. After sewerage in town goes online, new development in the downtown is likely, making this historic gem of a building even more vital as a central community gathering space. More people in the downtown brings more business to the downtown which in these times of online shopping will help to boost the Orleans economy.

No matter what else gets decided in terms of a new Community Center, the OF should retain it's use as a small community center.

**Exhibits**

**Past (Pre-covid) Old Fire House Usage and Programming Documents**

Exhibits 2 and 3 present overlapping information presented in different ways.

**EXHIBIT 1: OLD FIREHOUSE Scheduled Meeting Usage by Month**

Gallery and Meeting Rooms

**2017**

January 73

**2016**

December 75

November 61

October 67

September 53

August 52

July 67

June 61

May 67

April 56

March 66

February 58

January 58

**NUMBER OF ORGANIZATIONS WITH SCHEDULED MEETINGS - 30**

Gradual increase of 15 *scheduled meetings* from January 2016 to Jan.20'17

Average of scheduled meetings per month- 67.8

Tuesday and Wednesday average 3 to 4 meetings per day.

Does not reflect impromptu meetings or #'s attending an Event or Exhibit.

Exhibits change monthly with public receptions and daily or weekend hours.

Does not include informal meetings by Chamber

**For Scheduling:**

Calendar is accessible on 3 websites, inquiries and postings are managed by volunteer, Andrea Shaw Reed. Guidelines and Regulations for building use are posted in the building and on the website. Coordinating exhibits, and questions requiring personal attention, are managed by volunteer, JoAnna Keeley. Cleaning of the public spaces is paid for by OCP. Susan Brady is employed for an average of \$200 a month, dependent upon usage.

**EXHIBIT 2: LIST OF ORGANIZATIONS WITH SCHEDULED MEETINGS AT THE OLD  
FIREHOUSE**

**JANUARY- 2016 - JANUARY 2017**

**DAILY:**

**NTWC:** *Nauset Together We Can: After School program, 5 days a week. 3-5p.m.*

**WEEKLY:**

**Basic Dog Training** *(non-profit)*

**CC Sports ambassadors** - *Regional schools supporters of sports program*

**English as a 2nd language**-*May through Sept.*

**Envisioning Orleans**, *original branch of OCP, architects, streetscape design*

**NTWC:** *Board Meetings*

**POCCA:** *Protect Our Cape Cod Aquifer- prevent chemical spraying under power lines*

**SLIPKNOTS:** *AA*

**Therapy Dog Class** *(non-profit?)*

**TAI CHI:** *(Donations)*

**ALTERNATE WEEKS:**

**Orleans Community Partnership:** *Executive meetings, Board and public meetings*

**WOMR:** *Outermost Radio: 92.1 Independent radio station, Orleans/P-town*

**MONTHLY:**

**Homeless Preventions Council Board**

**Oceana Soccer Board**

**Orleans Pond Coalition**

**Orleans Chamber/ Rock Harbor Sports Group**

**Orleans Community Exchange-Board Meeting** *(Cons. Shop Main St.-for Scholarships)*

**Orleans 5D Committee Meeting**

**Gallery Exhibits:** *Change Monthly, Public Receptions, Summer: Open 4 days or Weekend*

**QUARTERLY:**

**Red Cross Blood Drives**

**OCCASIONAL:**

**Family To Family- 10 Week class-** Orleans Elementary School

**Habitat For Humanity - Regional Meeting**

**Meccaback - 6 Week exercise program**

**Orleans Improvement Association**

**Orleans Chamber Of Commerce**, *as needed*

**Orleans Cultural Council**, *as needed*

**Orleans Cultural District, as needed**  
**WE CAN Regional Presentations**

**ANNUAL:**

**JUNE** - Public Art Installation, NRMS, OCC, OCD, CC Chamber Of Commerce,  
**SEPTEMBER** -Orleans Cultural Council Regional Meeting Of 6 Lower Cape Cultural Councils.  
**OCT/NOV**- Holly Berry Fair Organizational Group

**EXHIBIT 3: Old Firehouse- User Groups. 2017-2018 Revised 11-14-18**

**41 Scheduled Meetings per Month**

**Basic Dog:** Weekly, 5:30-6:30, every Wed.

**Therapy Dog Training:** Weekly, 6:30 -7:30 every Wed.

Gina Hayes, 508 274 0610 [ghayes7299@verizon.net](mailto:ghayes7299@verizon.net)

**Cape Cod Sports Ambassadors:** Weekly 9 a.m. every Saturday

Chet Fuller, John & Bev Fuller 508 221 5489( C) 508 255 6108(H)

**Envisioning Orleans:** Weekly, 11 a.m. Friday, as scheduled

[andreasreed@gmail.com](mailto:andreasreed@gmail.com) 508 737 4669

**Girl Scouts:** Sept-June 2<sup>nd</sup> and 4<sup>th</sup> Thurs. 5:30-6:30 pm (starting Sept. 13 2018

Brianna Romne 508 237 6859 [brianna1091@hotmail.com](mailto:brianna1091@hotmail.com),

105 State St., Brewster, 02631

**Nauset Educational Foundation Board:** 3rd and 4<sup>th</sup> Mondays, 5-30 p.m. **Unscheduled**

[andreasreed@gmail.com](mailto:andreasreed@gmail.com) 508 737 4669 Teresa Martin,[teresa@capeeyes.com](mailto:teresa@capeeyes.com)

**Nauset Together We Can Board:** Monthly, Wednesday, 7-9 p.m.

Pres.Kyle Wibby [kyle.wibby@gmail.com](mailto:kyle.wibby@gmail.com) 202 487 8869

Daphne Irwin, Treas., [aroseylight@yahoo.com](mailto:aroseylight@yahoo.com), Alan Chase, [acchasecapecod.edu](http://acchasecapecod.edu)

Jamie Forester, [jameth25@gmail.com](mailto:jameth25@gmail.com), Renata Wasserman

Paint Night, Movie Night Monthly as scheduled during school year

Contact: Amy Goland, 774 722 3005, [agoland@comcast.net](mailto:agoland@comcast.net)

**Nauset Together We Can:** 5 days a week, on school schedule 2:30- 5:30 p.m. (Back Rooms)

Jean Pettengill: [pettengill.jean@comcast.net](mailto:pettengill.jean@comcast.net), Coordinator, Asst: Julia Ryan 508 896 5844

**Orleans Chamber:** Monthly, 1<sup>st</sup> Tuesday, Exec. Board. 8:30 am, 3<sup>rd</sup> Fri: 7:30am, Chamber Board.

Other: Chamber Roundtable, Chamber Retail,

Noelle Pina 508 255 7203 [npina@orleanscapecod.org](mailto:npina@orleanscapecod.org)

**Orleans Chamber Foundation:** Monthly, Noelle Pina, 508 255 7203 scheduled as needed

**Orleans Community Exchange:** Monthly, 4<sup>th</sup> Wednesday, 9:30 a.m. -12:00.

Diane Marino, 508 240 4377, Volunteer Monthly/Annual Meeting-

Alt. Margo Cathie, 508 237 4794 [margo1941@gmail.com](mailto:margo1941@gmail.com)

**Orleans Pond Coalition Board:** Monthly, 4 – 6 p.m. First Monday

**Oceana Soccer:** Monthly, 1<sup>st</sup> Monday, 7 -9 p.m.

Keith Clark, 508 930 5980 [president@oceanasoccer.org](mailto:president@oceanasoccer.org) Inactive

Box 2643 Orleans 02653

**OCP/OF/OCD Discussion Groups:** Monthly, Tuesday or Thurs. 10 – 11 a.m. Inactive

JoAnna Keeley 508 367 0114 [joanna@meganet.net](mailto:joanna@meganet.net) Pat Perry 508 237 6648

[patricia.perry14@verizon.net](mailto:patricia.perry14@verizon.net), Sherry Rhyno 508 208 6703 [sherry.rhyno@comcast.net](mailto:sherry.rhyno@comcast.net)

**Orleans Recreation Dept. Tai Chi, Burdenko Fitness Training,**

Alan Harrison 774 301 1918 [aharrison@town.orleans.ma.us](mailto:aharrison@town.orleans.ma.us)

Tuesday-Friday Oct 23 to Nov 30, 11am-12pm. Friday Nov 30 to 12/21, 12:30-1:30 pm

**Tai Chi:** Weekly, Sun. 12-1 pm.

Michael Decker: [mdecker333@aol.com](mailto:mdecker333@aol.com) 508 241-0945

**Scheduled Group meetings during year**

**NAMI:** National Alliance on Mental Illness: 10 wk. course, Mondays 6-8 p.m.

Kim Lemmon 774 230 3832 [klemmon@namicapecod.org](mailto:klemmon@namicapecod.org) As scheduled

Scotti Finnegan [scottifinnegan@gmail.com](mailto:scottifinnegan@gmail.com)

**Cape Cod Community College:** Workplace Training, 5 week Course, Thurs. 8-30-4:30

Tammi Jacobsen W 508 208 0799 508 375 5011 H As scheduled

Mary Conklin: 508 375 5010 [mconklin@capecod.edu/ccpe](mailto:mconklin@capecod.edu/ccpe)

**Art Gallery Space:** On-going Cultural, (Art, Photography), and Community Educational Projects and Exhibits.  
Orleans Cultural Council and Orleans Cultural District.

**Occasional Meetings: POCCA** Preservation of Cape Cod Aquifers

**WOMR** Outermost Radio

**CCS** Center for Coastal Studies

**B. Korn** Digital Photography Seminar

508 737 6398 [bob@bobkornimaging.com](mailto:bob@bobkornimaging.com)

**KINLIN GROVER** Real Estate

**Chamber Meetings, not on calendar:** 2-12, 3-27, 9-10, 10-01 Retail Roundtable

Chamber 101, 3-22, 5-24, 9-13

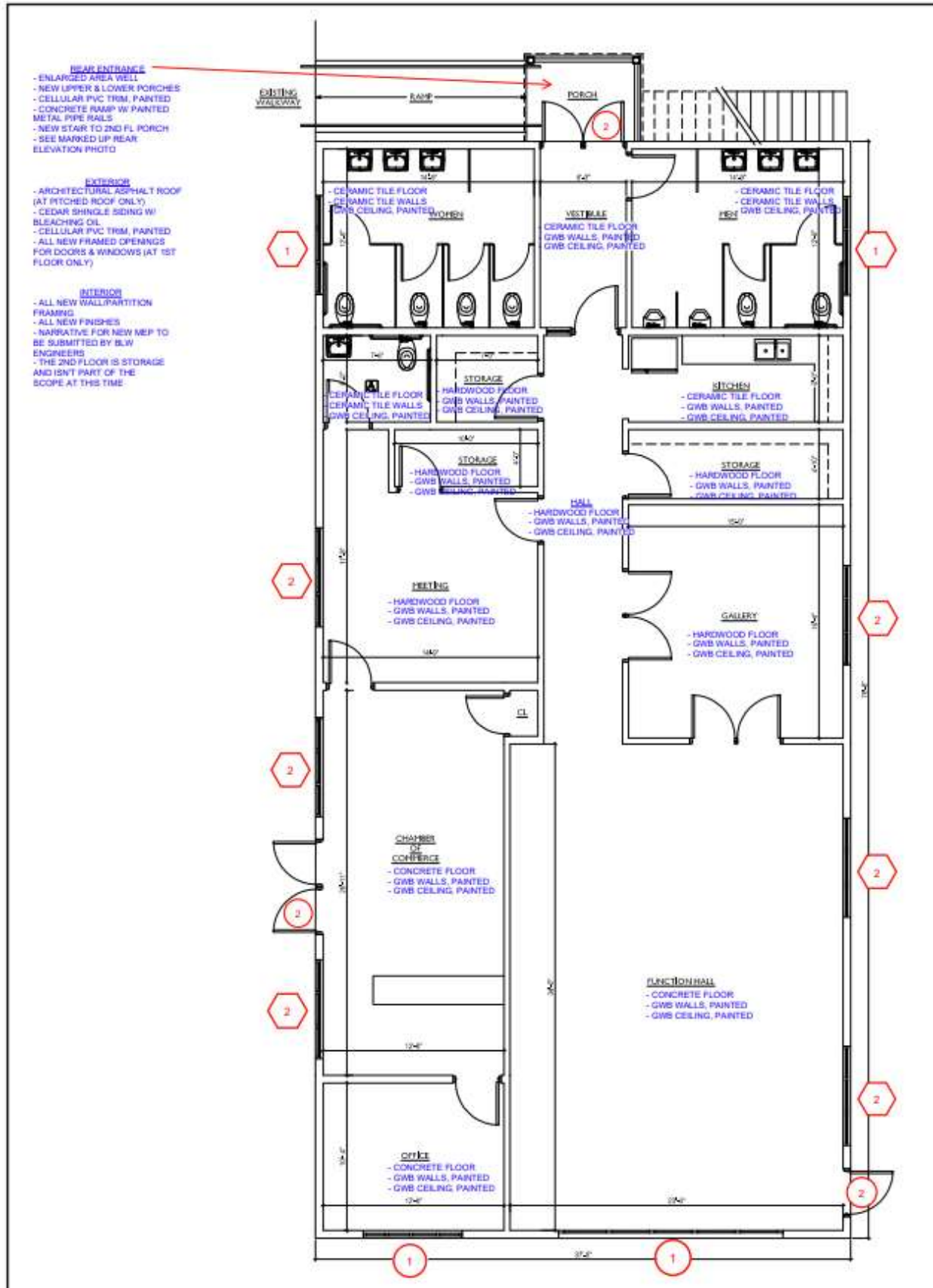
**Community Exchange, not on calendar** Volunteer meetings, i.e. July 10<sup>th</sup>, 15<sup>th</sup>,

Annual Meeting 7-02

**Sports Ambassadors Exec.** Bev Fuller 10-02,10-16



# Exhibit 5 - Old Fire House Most Recently Proposed Renovation



**Snow Library**

**ORLEANS FACILITY CURRENT USAGE QUESTIONNAIRE**

**Facility:** Snow Library

**Date:** 2/28/22

**Interviewer:** Jamie Balliett

**Interviewee:** Tavi Prugno

**Title:** Library Director

**Is your facility public or privately owned?** Public  Private

**How many people does your facility serve?**

Snow Library serves anywhere between 100 and 500 people per day depending on the time of year and the events going on at the time. In 2019, the library checked out 74,814 items. Currently the library has 125,610 items. There are 9,295 library card borrowers (4,671 are Orleans residents).

**What organizations use your space?**

Orleans residents of all ages.

Public from every town, state, country, Orleans Town departments and Committees

There are no restrictions whatsoever as to who can enter or use the building.

In 2019, 15,400 people attended events at the library.

**How is use of the facility coordinated?**

The Snow Library Board of Trustees meets regularly to oversee general library issues. The Library Director, Assistant Director, Youth Services Librarian, Friends of Snow Library Lifetime Learning volunteers and other library staff oversee the meeting room space and book programs.

Do you have a building coordinator? Yes  No   
Paid  Volunteer

**What is the age of your facility and when was it most recently renovated?**

Year built: **1954, extensive addition 1977** Year most recently renovated? **1992**

Comments: The current library has a portion from the original built in 1954. Most of the library building is from an addition in 1977. The newest portion of the building consisting of the mezzanine, elevator, Marion Craine Room, and Cape Cod Room is from a 1992 renovation. There was structural reinforcement work done in 2001, but that would not be considered a renovation.

**Does the facility have any code issues or constraints (accessibility, building code . . etc)?**

The current facility has numerous code and accessibility issues some of which cannot easily be resolved. For example, the lower level has no egress to the outside. If the elevator is disabled, exiting via stairs is the only option which is not ADA compliant. The delivery entrance ramp used by individuals who enter the library during hours closed is not graded to the current accessibility code. There is currently no sprinkler system (fire suppression system). The Marion Craine Room does not meet the code for make up (fresh) air requirements. The current HVAC units meet the original building code specifications, but not Orleans Stretch Code requirements. All of the adult non-fiction stacks, the staff breakroom, and the Marion Craine Gallery egresses are non-ADA compliant.

**What is your square footage (building and/or physical lot) and how many rooms do you have?**

Total building SqFt: **16,568** SqFt used for community activities: **1,441**

Total number of rooms: **11 (some are not considered rooms, but discrete areas)**

Number of rooms for community: **3**

Total lot size: **82,160 sq. ft.** Active outdoor programming SqFt. **Several areas.**

**List all rooms and spaces used for community activities:**

| <u>Room Description/Function</u> | <u>Square Footage</u> | <u>Capacity</u> |
|----------------------------------|-----------------------|-----------------|
| <b>Marion Craine Gallery</b>     | <b>960</b>            | <b>100</b>      |
| <b>Cape Cod Room</b>             | <b>252</b>            | <b>10</b>       |
| <b>Children's Room</b>           | <b>1,152</b>          | <b>40</b>       |
| <b>Snow Studio</b>               | <b>361</b>            | <b>25</b>       |
| <b>Mezzanine</b>                 | <b>1,588</b>          | <b>25</b>       |

|                                |              |            |
|--------------------------------|--------------|------------|
| <b>Main Level</b>              | <b>8,372</b> | <b>150</b> |
| <b>Lower Level</b>             | <b>3,625</b> | <b>75</b>  |
| <b>Balcony</b>                 | <b>350</b>   | <b>24</b>  |
| <b>Trustees Room</b>           | <b>234</b>   | <b>11</b>  |
| <b>Harry Snow Reading Room</b> | <b>896</b>   | <b>30</b>  |
| <b>Quiet Study Room</b>        | <b>120</b>   | <b>5</b>   |

**How many parking spaces do you have?**

Currently 37. There will be 45 with the addition of eight new spaces when the sewer pump station work is finished in late 2022.

**Any others nearby? Street parking . . . etc.**

Patrons may park at Post Office Square. Parking was allowed at the Nauset Regional Middle School parking lot in the past, but is currently prohibited due to new traffic patterns instituted because of COVID-19.

**What percentage of available programming time is being used?**

It depends on the time of year. In the autumn and spring when lifetime learning sessions occur, 90% of available programming time is being used. Other times it is 50 to 65%.

**What percentage of your available space is used?**

Overall: 85%

At peak times: 100 %

**What is your annual budget and how many employees do you have?**

**Annual budget:** FY22 Town budget is \$673,992

**Part time paid employees:** 13      **Full time paid employees:** 4

**Do you have volunteers provide professional service?**    Yes \_\_\_    No    X

**Do the organizations that use the space pay to use it?**    Yes\_\_\_\_    No    X

If so, what is the fee structure?

How much do you collect annually?    \$\_\_\_\_\_

**Do you require town subsidies to operate?**    Yes    X    No\_\_\_\_

**Annual subsidy:** FY22 Town budget is \$673,992

Note: The library receives generous contributions from a nonprofit Friends of Snow Library.

**In the last five years, has your budget and staff to support community activities grown or shrunk? Explain.**

The library's budget has increased every year by two and a half percent to meet the Massachusetts Board of Library Commissioners Municipal Appropriations Requirement necessary for the library to be certified. A general reduction in the budget for all Town departments was implemented for FY22. Staff has been maintained at the current staffing levels.

**Are you looking to add programming from any new organizations?**

The library tries to accommodate any organization that contacts us to hold meetings or programs provided they meet the guidelines set forth in the Meeting Room Policy approved by the Board of Trustees.

**Are there specific parts of your facility that are currently or have previously been overloaded with community activities? Explain.**

The Marion Craine Room was, prior to the pandemic, filled to capacity with programs. Many organizations had to be turned away because there was no room for them.

**Are there similar facilities in other towns that have features that you like?**

Nauset Regional Middle School has an auditorium which would be beneficial for programs at the library.

**Additional Comments:**

The Snow Library Trustees completed a Building Program and Current Facility Conditions Report in 2019. This report concluded that the aging library suffers from a number of physical and design deficiencies, mostly that it is showing many signs of its age and is not big enough to meet the needs of its users. In order to meet current and projected needs, the library would need to be nearly doubled to 32,000 square feet in size. While the town capital plan contains a financial place-marker for the design of a replacement library a few years from now, funding and size issues have not been addressed. Electronic copies of the 75-page report can be provided upon request.

## ORLEANS COMMUNITY ORGANIZATION AND PROGRAM QUESTIONNAIRE

**Organization:** Orleans Recreation Dept.

**Date:** 4-15-2022

**Interviewer:** Fritz Luft\*

**Interviewee:** Alan Harrison

**Title:** Recreation Director

\* Based on David Eisen notes from conversation with Alan Harrison on March 16.

**What, in general terms, is the mission / purpose of your organization and what demographic do you serve?**

The Orleans Rec. Depart is tasked with providing healthy recreational and social activities to the residents of Orleans. The primary focus is on physical afterschool/evening/weekend and summer activities for youth with an emphasis on adult and senior fitness programming

**What programs do you offer, and for each program, who is the target audience and how many people do you serve?**

See attached 2/10/2022 memo from Tom Daly and Alan Harrison to John Kelly.

Also, attached list of programs put in place since the revolving fund was established.

Firm numbers on people served are not readily available.

**What building(s) does your organization use?**

- The NRMS full sized gym with bleachers on weekday evening from 6-8 PM and all day on Saturdays. There is very little storage available on this site.
- The elementary school physical education gym is available on Saturdays but has no storage space or seating area.
- Outdoor facilities around town include tennis courts, ballfields and school playground areas when not in use by school sponsored activities.
- Full use of OES gym facility in summer for a youth recreational playground program.
- A Director's office in the DPW building along with equipment storage room on a mezzanine above the DPW vehicle storage garage. Sports equipment must be carried down the stairs and moved to recreational venues by van.

**What spaces within those buildings, approximately how big are they, and what activities do you conduct? And approximately how many hours per day, week or month?**

- 1) Full gym with bleachers at the NRMS. Mid-week 6-8 PM, all day Saturday; ie. 65 hr/mo. Mostly a variety of youth physical games and practices.
- 2) ¾ sized gym at the OES. Mid-week after 5:30 PM, mornings Saturday. 65 hr/mo. Mostly a variety of youth physical games but some family play time on Saturdays.
- 3) Various outdoor spaces off of Eldridge Parkway; tennis courts, ball fields.

**If you have a detailed activity table or schedule of activities, please pass on to us with as much information as you have available.**

Don't have a comprehensive schedule of all activities and events but the attached 2/10/2022 memo from Tom Daly and Alan Harrison to John Kelly provides a valuable overview.

It is the goal of the recreation department to offer a variety of activities during each of the four seasons utilizing either indoor space or outdoor fields.

**For each program, could attendance be expanded if you had additional space or a different location? Do you have plans to grow – and what is limiting that growth?**

Growth is limited by both insufficient staffing (only a single ¾ time Rec. Director) and space.

- The previously mentioned 2/10/2020 letter to John Kelly describes some specific expansions that would be possible with a modest increase in staffing.

Access to both the elementary school and gym is limited to certain evening and weekend hours. Many more adult athletic programs could be put in place with a dedicated Recreation Dept. gym.

Also, a large shared multi-purpose room could be used for expanded exercise classes including some currently taking place at the Senior Center, reducing the overcrowding there.

**Do the facilities you use meet your needs, and if not, how would you improved them? This might mean improving the spaces you use, or having a different site in a different kind of building.**

There are no dedicated facilities. This topic covered in answered to previous questions.

**Have you seen buildings or facilities in other towns that have features that you like?**

The town of Harwich and the town of Chatham.

**Would a new Orleans Community Center, with spaces that you share with other organizations, and with support spaces like a front office, lobby, lounge, café, etc. be better for you and your mission?**

If the community center had a gym, sharing of a building with other groups and activities would be feasible and welcome.

- A shared front desk would allow efficiency in keeping the building open for long hours.
- A shared multipurpose room would allow for expanded exercise classes while maximizing utilization rates.
- A shared lounge or café for relaxation and mingling after athletic activities would be welcome as well. Sharing allows the utilization rates to be high enough for critical mass and a sense of excitement and social engagement.

**If so, would you need dedicated space – storage, offices etc. – or would it be enough to have a space that you utilize on a scheduled basis? What kind of spaces would you need for what programs?**

Dedicated storage space is essential and local office space a significant benefit as well.

The gym should be under Rec. Dept control although certain open gym sessions wouldn't need Rec. Dept. programming.

**What are the key things you would like to see in a Community Center?**

The recreation department having scheduling privileges during various hours.

Adequate staffing to allow programming weekdays, weekends and weeknights.

A welcoming environment/lobby area.

**Other Observations or Comments?**



# Town of Orleans

## Department of Public Works & Natural Resources

40 Giddiah Hill Road - Orleans, MA 02653  
Office (508) 240-3790 ~ Fax (508) 240-3711

Thomas E. Daley, P.E.,  
Director

Nathan Sears  
Natural Resources Mgr

To: John Kelly / Town Administrator  
Fr: Tom Daley / Dir. of DPW&NR  
Alan Harrison / Rec. Director  
Re: Response to RAC recommendations  
Date: 2/10/22

For years now we have been endorsing the ideas of making our Rec. Director full-time and adding an Assistant Rec. Director position similar to our neighboring communities, in order to increase Recreation Dept. programs, etc. Alan and I have reviewed the RAC recommendations and offer the following information. I have copied the RAC memo below and our comments are in "red" and "green". "Red" comments will be accomplished with an extra 5 hrs per week for the Rec. Dir. "Green" comments will be accomplished with a full-time assistant.

To: Orleans Select Board, John Kelly, Tom Daley, Nathan Sears, Alan Harrison  
From: Orleans Recreation Advisory Committee  
Re: Orleans Recreation Advisory Committee (RAC) recommendations to Orleans Recreation Department

1. RAC recommends that Orleans Recreation pursue new and/or extended recreation programming for Orleans residents. We'd like Orleans Recreation to consider:

### Summer

pickleball lessons – **scheduled lessons will be added during summer rec. timeframe.**

tennis lessons for all age groups

additional two weeks of summer programming when traditional summer program ends in early August; consideration of full/extended day program

lifeguard feeder program, beach safety day, swim safety clinic

bike safety clinic - **will be added during summer rec. timeframe.**

OPD August Block Party – **up to the PD. Happy to work with them any way we can.**

softball/baseball/wiffleball teams/games, clinics (**Saturday morning summer youth soccer clinics between the 2<sup>nd</sup> week of July and the second week of August**), batting cage, pitching machine

skateboard clinic (Knucklebones)

kayak clinic

basketball clinic – **will provide a summer clinic.**

### School year

after school enrichment programs (ultimate frisbee, street hockey, arts & crafts, magic/stem, bike rides, etc.) (afterschool recreational activities at OES and NRMS pending facility approval from OES (maximum of two days per week))

half-day programming

six weeks (up from four) of tennis lessons for elementary, middle/high school students, adults

open gym for all age groups

Year round

pickleball, including indoor pickle ball during the winter Will do. Sunday only when indoors at OES with approval.

collaborations with OPD, Snow Library, OCT, OES, etc. Already are but will expand.  
intergenerational activities

2. RAC recommends that Orleans Recreation announce (through Recreation email blast, Facebook, COA newsletter, Channel 18, and school blasts) programming for the upcoming season well in advance of programs commencing. Use recreation email lists (from MYREC), Recreation Facebook, school email blasts, Channel 18, Town of Orleans website and other social media outlets to promote activities and upcoming events.

Orleans Recreation should also create a master calendar of all offerings. Will work with other town employees (Peter Van Dyke, Sarah Eaton) to implement a google calendar to outline upcoming recreation events.

Summer programs should be announced the first week of May; fall programming the third week of August; winter programming the second week of November; spring programming the last week of February. Will do.

RAC also recommends that registration be open to "residents only" for 10 days before being opened to non-residents. Will do.

3. RAC recommends that all participants in Recreation Department programs are sent a brief survey at the end of the season, to provide input on future programming and offer suggestions. Survey results should be used to plan future programming and spending. Will do.

4. RAC recommends the department preserves a public record of all metrics concerning program participation and waitlist numbers. Will do.

In addition to the above RAC requests we commit to the following additional:

Add two days per week to after school activities (mid Sept. – mid Nov., mid-April – mid June)  
(pending school approvals)

One day at OES 2:00 pm - 3:00pm

One day at NRMS 3:00 pm - 4:00 pm

Develop special seasonal events:

family days

road race/XC races

tournaments

Assist with the development and implementation of a recreational 5 year plan to address growth and facility needs.

## List of programs started since the revolving fund was established

1. Field Hockey Instructional Program (Saturday mornings, started fall 2021)
2. Improve Your Running 101 (December and January 2021-2022)
3. Soccer Tots (Saturday mornings, currently running until 3/5/2022)
4. Skills Drills and Spills Sports Camp grades 3-4 (February vacation 2022)
5. Skills Drills and Spills grade 5-6 Sports Camp (February vacation 2022)
6. Sunrise Yoga (June- September) started summer 2021
7. Saturday Morning youth summer soccer grades 3 -4 (July- August) started 2021
8. Little Kickers Saturday morning summer soccer program (grades K-2) July- August 2021
9. Orleans recreation summer basketball camp (last week of June and first week of July) started summer 2021
10. Introduction to Tai Chi (winter and spring) started winter 2020
11. Burdenko Fitness for Adults (Fall/winter/spring) started winter 2019
12. Adult morning fitness program (year round M/W/F) started summer 2020
13. Child Care at town meeting started spring 2019/resumed fall 2021
14. Introduction to pickleball workshops (started fall 2019)
15. Advanced pickleball workshops (started fall 2019)
16. Holiday ice skating at Charles Moore Arena (started 2019)
17. February vacation ice skating (start February 2022)
18. Middle school afterschool cross country running (Fall 2020)
19. Middle school fall afterschool soccer (Fall 2020)
20. A Walk in the park (Fall 2020-winter 2021)
21. April vacation youth soccer program (started April 2021)
22. Friday morning senior men's adult fitness class (began 2019)
23. Grade 1 and 2 Ball skills afterschool program (started fall 2019)
24. Learn the Sport of Curling All ages (June 2021)
25. Learn to Row grades 6-7-8 (began in 2019)
26. Adult Learn to Row (began in 2019)
27. Monday night drop in soccer (July-August) all ages began summer 2021
28. Youth winter fun soccer tournament grades 3-6 (winter 2021)
29. Grade 4 and 5 afterschool soccer (winter 2019-2020)
30. Afterschool grade 1-2 fitness program (fall 2019-2020)
31. Afterschool indoor soccer grades 4-5) January – March 2020
32. Field trip to Water Slide at the Cape Codder/Hyannis Feb 2020
33. Friday morning walk-in basketball OES students (winter-spring 2020)
34. Futsol grades 5-8 (March- April 2020) cancelled after three sessions due to COVID
35. Friday afterschool elementary level fall soccer clinic (Fall 2019)
36. Friday afterschool middle school level soccer clinic (Fall 2019)
37. April vacation ice skating (April 2021 and 2022)
38. Open gym (scheduled sessions for grades k-5) March and April 2020 cancelled after two weeks due to COVID

# Orleans Elementary School

## ORLEANS FACILITY CURRENT USAGE QUESTIONNAIRE

The Community Center Feasibility Task Force is charged by the Orleans Select Board to develop recommendations on the needs, scale, design concepts, and possible locations for a community center in Orleans.

The first step in meeting our charge is to consider existing facilities; what programming they provide and want to provide, and what space they have available to meet current and future needs. Toward this end, members of the task force are meeting with leaders of the various facilities and organizations to obtain their input. Abacus Architects + Planners has recently begun work with us and will participate in the process. They may tour your facility and take photographs and measure if you are unsure on the size of spaces.

We are interested in a historical perspective, recent developments, and current status of each facility. The impact of Covid 19 should be considered. We are also interested in input that may not fit into the format provided by this form so that we can develop a comprehensive understanding of the space for community use that now exists, and how we can expand what is available to the town as effectively as possible.

**Facility:** Orleans Elementary School

**Date:** March 11, 2022

**Interviewer:** \_\_\_\_\_

**Interviewee:** Elaine Pender

**Title:** Principal

**Is your facility public or privately owned?**

**Public**  **Private** \_\_\_\_\_

**How many people does your facility serve?** Currently serving 162 students during the day. After hours up to 50 students/community members a day.

**What organizations use your space?**

- Orleans Recreation
- Orleans After School Activities Program (OASAP)
- Cape Cod Children's Place
- Nauset Adult Education Programs
- Orleans Parent Teacher Committee
- High School Sports
- NAMI
- Spirit of America
- Oceana Soccer
- Lower Cape Baseball League



|                     |        |        |
|---------------------|--------|--------|
| OASAP Room          | 357    | Unsure |
| Playground          | Unsure |        |
| Baseball fields (2) | Unsure |        |
| Soccer fields       | Unsure |        |
| Basketball Court    | Unsure |        |
| Tennis Courts       | Unsure |        |

**How many parking spaces do you have on site? 81**

Is on site parking adequate? Yes

Are there spaces nearby that facility users use – on the street or public parking lots? No

What percentage of building users walk, bike, Uber – i.e. don't bring their own car?

Approximately 5%

**What percentage of available programming time is being used? (May be a hard question to answer)**

Approximately 80-90% in non-COVID years.

**What percentage of your available building space is used? (May be a hard question to answer)**

Overall: Approximately 30%

At peak times: N/A

**What is your annual budget and how many employees do you have?**

Annual budget: Approximately \$4,300,000

Part time paid employees: 5 Full time paid employees: 46

**Do you have volunteers provide professional service? Yes\_\_\_\_\_ No X**

**Do the organizations that use the space pay to use it? Yes X No\_\_\_\_\_**

If so, what is the fee structure?

# NAUSET PUBLIC SCHOOLS

78 Eldredge Park Way, Orleans, MA 02653

Tel: 508-255-8800 Fax: 508-240-2351

## Application for the Use of School Facilities

Date of Application \_\_\_\_\_

Name of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone# \_\_\_\_\_ E-mail \_\_\_\_\_

The use of school buildings and other facilities by an organization operated for private gain or any purpose involving private gain shall be permitted only when such use is sponsored by some other local organization which is not operated for private gain, and a worthy, educational, civic, or charitable purpose will be served, and the people in the community will be benefited. A fee for building use or equipment rental will be charged to all non-school groups to defray the costs of cleaning, maintenance, utilities, supplies, and heating as applicable. Request use of the following facility:

| <u>School:</u>              | <u>Area:</u>   | <u>Pricing:</u> |                   |
|-----------------------------|--|-----------------|-------------------|
|                             |  | <u>Profit</u>   | <u>Non-Profit</u> |
| ____ Nauset High School     | ____ Athletic Field (up to 4 hrs.)   | \$100/day       | \$50/day          |
|                             | ____ Auditorium  | \$100/hr.       | \$50/hr.          |
| ____ Nauset Middle School   | ____ Classroom   | \$ 35/hr.       | \$15/hr.          |
|                             | ____ Cafeteria (Nauset employee req.)*   | \$75/hr.*       | \$50/hr.*         |
|                             | ____ Caf w/kitchen (Nauset emp. req.)*   | \$100/hr.*      | \$75/hr.*         |
| ____ Eddy Elementary        | ____ Front Lawn (NMS only)   | \$100/day       | \$50/day          |
|                             | ____ Grove (lawn right of NMS)   | \$100/day       | \$50/day          |
| ____ Stony Brook Elementary | ____ Parking Lot   | \$100/day       | \$50/day          |
|                             | ____ Technology Lab  | \$50/hr.        | \$25/hr.          |
| ____ Eastham Elementary     | ____ Gymnasium   | \$100/hr.       | \$50/hr.          |
| ____ Orleans Elementary     | (Custodial assistance / kitchen worker if required at est. overtime rate of \$35.00 / hr.) |                 |                   |
| ____ Wellfleet Elementary   |  |                 |                   |

The above fee schedule may be adjusted to accommodate extenuating circumstances via the authority of the School Committee.

\*See attached Food Requirements.

We require full payment ten (10) days in advance of required date of use.

**Note:** Nauset Public Schools' student groups, school-sanctioned organizations, official town groups and boards will not be charged.

No tobacco products or alcoholic beverages are allowed in or on any school property.

Purpose: \_\_\_\_\_  
 \_\_\_\_\_

Dates and Times Requested: \_\_\_\_\_  
 (Please include times that first person will arrive and last person will leave.)

Estimated attendance \_\_\_\_\_

Will the event require a police detail? \_\_\_\_ yes \_\_\_\_ no

Will admission be charged? \_\_\_\_ yes \_\_\_\_ no

Does your organization charge a fee to participants? \_\_\_\_ yes \_\_\_\_ no

Is your organization affiliated with the Nauset Public Schools?  yes  no  
If yes, how? \_\_\_\_\_

Any dance (profit or non-profit) must be supervised by a minimum of five responsible adults, at least one of whom belongs to the sponsoring organization. Names and addresses of said chaperones must be submitted to the Principal at least two days prior to the dance. Chaperones are required to have a Cori Check on file with the school.

The Police Chief of the town will be contacted by the person in charge of the sponsoring organization to determine the need for adequate police supervision. Needed supervision will be paid for by the organization using the facilities. The Nauset Schools reserves the right to require police supervision.

Insurance coverage may be required in the minimum amounts of \$1,000,000 per person and \$3,000,000 per occurrence for all private organizations. Proof of insurance must be submitted along with payment prior to use of facilities, and shall include a provision naming the "Nauset Public Schools" as an additional insured.

I/we agree to abide by all the rules and regulations of the Nauset Public Schools and to pay all custodial, cafeteria and facility fees that may be required for my/our use of the school facilities.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### HOLD HARMLESS AGREEMENT

It is agreed by \_\_\_\_\_, hereinafter referred to as the Organization, that the Nauset Public Schools and the Town of \_\_\_\_\_ be absolved of any and all liability brought about by the actions of the participants and/or patrons of the Organization while using the facilities of the Nauset Public Schools for the purpose originally stated. It is further agreed that the Organization accepts responsibility for any and all damages caused by the participants and/or patrons of the Organization that are determined to be above and beyond what is considered normal wear and tear of the facilities.

I attest that the above named organization is in compliance with the Town of \_\_\_\_\_ CORI Regulations and has successfully completed background CORI checks on all coaches and volunteers within the organization and that all volunteers and coaches have been approved in accordance with all appropriate state and local laws and policies. A copy of the organization's certification letter with Criminal History Systems Board as well as a list of all approved volunteers and coaches must accompany this request. Changes in the CORI must be updated and on file at the Nauset Public Schools Administration Office.

Signature of Organization \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name \_\_\_\_\_ Position/Title \_\_\_\_\_

### FOR SCHOOL DEPARTMENT USE ONLY

Building Availability: Available  Unavailable  Administrator Signature \_\_\_\_\_  
Estimated Costs: Custodian \$ \_\_\_\_\_ Kitchen worker \$ \_\_\_\_\_ Other \$ \_\_\_\_\_  
Estimated Facility Cost \$ \_\_\_\_\_

TOTAL COST TO BE INVOICED \$ \_\_\_\_\_

APPROVED  NOT APPROVED

Signed \_\_\_\_\_ Dated \_\_\_\_\_

*Approval is contingent upon your acceptance of the total cost as listed above.  
If for any reason you no longer wish to use our facilities, please contact us immediately.*

*Equal Opportunity Employer*

**Orleans After School Program – (Elementary School Age)**

**ORLEANS COMMUNITY ORGANIZATION AND PROGRAM QUESTIONNAIRE**

Organization: [Orleans After School Program](#)

Date: [3/9/2022](#)

Interviewer: \_\_\_\_\_

Interviewee: [Serena B. Kilawee](#)

Title: [Director](#)

What, in general terms, is the mission / purpose of your organization and what demographic do you serve?

[Orleans After School Program was established to offer working families quality after school care for students attending school at Orleans Elementary School in Kindergarten through 5th grade.](#)

[Our mission is to provide safe, nurturing care in a creative and fun environment for children of working parents afterschool. We believe in offering a variety of activities to respond to the varying ages and developmental levels, in order to correlate to the needs of our students.](#)

[We encourage children to work together, make new friendships and make appropriate choices. Teachers are always available to help provide children with the skills needed to deal with others and solve problems in a positive and appropriate manner.](#)

What programs do you offer, and for each program, who is the target audience and how many people do you serve?

[We offer an after school program for Orleans Elementary School students.](#)

[We also offer February & April vacation week programs as well as care on early dismissal days\( we were not able to run these past 2 years due to impact of Covid since the children were in cohorts and we did not have enough staff to cover the cohorts\). However, moving forward we are planning on providing care on these days for families.](#)

[We run a summer program after Orleans Rec for students enrolled at Orleans Elementary School.](#)

[We take up to 52 children per day. Approximately 100 children per year.](#)

What building(s) does your organization use? [Orleans Elementary School.](#)

**What spaces within those buildings, approximately how big are they, and what activities do you conduct? And approximately how many hours per day, week or month?**

- 1) We use the Cafeteria (approx 2455 sq ft)  
Monday- Friday (school year 1:30-5:30)  
Summer Monday-Friday 11:30-5:30
- 2) Library (approx 2954 sq ft)  
Monday- Friday(school year) 2:05-3:15. We use this for Kindergarten & 1st grade activities while older children are working on homework.
- 3) Gym (approx 4944 sq ft)  
Monday- Friday (3:00-5:30 as needed during inclement weather so children can play gym games)  
The past 2 years due to having cohorts we have had to use the gym Monday-Friday 1:50-5:30 & the cafeteria to separate cohorts
- 4) Use the outdoor field and basketball court when the weather is nice at different times throughout the afternoon. Monday-Friday
- 5) Storage closet & Office

If you have a detailed activity table or schedule of activities, please pass on to us with as much information as you have available.

**For each program, could attendance be expanded if you had additional space or a different location? Do you have plans to grow – and what is limiting that growth?**

**Do the facilities you use meet your needs, and if not, how would you improved them? This might mean improving the spaces you use, or having a different site in a different kind of building.**

We are thankful to have the spaces that we do. Of course, all of the child care areas are all shared spaces that we need to set up and take down each day; this limits the range of activities we can do. Having a permanent space that we could leave things set up for the children.

**Have you seen buildings or facilities in other towns that have features that you like?**

Harwich community center

Chatham Community Center

HYCC in Hyannis

**Would a new Orleans Community Center, with spaces that you share with other organizations, and with support spaces like a front office, lobby, lounge, café, etc. be better for you and your mission?**

**If so, would you need dedicated space – storage, offices etc. – or would it be enough to have a space that you utilize on a scheduled basis? What kind of spaces would you need for what programs?**

We would need dedicated storage, office and childcare space, however if we had a space that we could leave set up it would cut down on the amount of storage space that we need. We could share use of a gym space and on a scheduled basis possibly have additional space for music, drama activities outside of our child care space.

**What are the key things you would like to see in a Community Center?**

A large gym that could be sectioned off with more than 1 basketball court, that can be utilized for many different activities.

Multi purpose room with a stage/ projection screen/ auditorium

Rooms that could be used for multiple purposes to offer different types of activities and programming for everyone.

Outdoor basketball court, the one at OES is the only one in town. Children of all ages (elementary, middle and high school) use the court during the afternoon and weekends; there is not always enough space for them all to play.

**Other Observations or Comments?**

As stated above children of all ages come to utilize the basketball court outside at OES. On nice afternoons up to 30 middle school and high school students will come to the court because there are not many things for them to do in town. We need more spaces and different types of activities and programming for youth of all ages in our town. Though

due to my job I am more focused on the children, I do believe that a center would be beneficial to all the residents in the town.

Over the years there has been a lot of discussion about how to keep younger people and families in our town. I believe having a community center would be a key role in that along with the affordable housing that is being discussed and planned for.

**Nauset Regional Middle School**

**ORLEANS FACILITY CURRENT USAGE QUESTIONNAIRE**

Facility: NRMS

Date: \_\_\_\_\_

Interviewer: \_\_\_\_\_

Interviewee: \_\_\_\_\_

Title: \_\_\_\_\_

Is your facility public or privately owned? Public  Private

How many people does your facility serve? \_\_\_\_\_

What organizations use your space?

See attached \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How is use of the facility managed and scheduling coordinated?**

Do you have a building coordinator? Yes  No   
Paid  Volunteer

**What is the age of your facility and when was it most recently renovated?**

Year built: Main building 1937 Year most recently renovated? 1991

Comments:

Do you have current or original plans you can pass on? YES

Does the facility have any code issues (accessibility, building code . . etc)? or ongoing maintenance issues or significant design flaws that interfere with use? NO

**What is your square footage (building and/or physical lot) and how many rooms do you have?**

Total building SqFt: 120,000 SqFt used for community activities: 467,000  
 Total number of rooms: 97 ~~rooms~~ including 1 bathroom of storage Number of rooms for community: 7  
 Total lot size: 960,000 sq Active outdoor programming SqFt. 437,000

**List all rooms and spaces used for community activities:**

| <u>Room Description/Function</u>  | <u>Square Footage</u> | <u>Capacity</u> |
|---|-----------------------|-----------------|
| <u>Auditorium/concert, plays, Town meeting</u>  | <u>7,800</u>          | <u>723</u>      |
| <u>music Rm 106/changing Rm, child care for town meetings</u>   | <u>1,025</u>          | <u>58</u>       |
| <u>cafeteria/ Farmers market, craft fair</u>  | <u>3,420</u>          | <u>224</u>      |
| <u>Large gym/orleans Rec, craft fair, town meeting youth basketball</u>   | <u>6,450</u>          | <u>1065</u>     |
| <u>small gym/orleans Rec, craft fair youth basketball</u>   | <u>4,265</u>          | <u>320</u>      |
| <u>Weight Rm./Adult Education</u>   | <u>1,730</u>          | <u>?</u>        |
| <u>Rm 146/ Town meeting, craft fair</u>   | <u>745</u>            | <u>35?</u>      |
| <u>Track + Athletic Fields/orleans Rec, Firebirds Baseball, General Public Orleans Soccer, Blue Fish Football</u> | <u>437,000</u>        | <u>?</u>        |

**How many parking spaces do you have on site?** 290

Is on site parking adequate? — depends on usage — Firebirds, Town mtg, some other events, no

Are there spaces nearby that facility users use – on the street or public parking lots?

What percentage of building users walk, bike, Uber – i.e. don't bring their own car?

Unknown

**What percentage of available programming time is being used?** ? (May be a hard question to answer)

**What percentage of your available building space is used?** (May be a hard question to answer)

Overall: \_\_\_\_\_

At peak times: 100% → school day

**What is your annual budget and how many employees do you have?**

Annual budget: \_\_\_\_\_

Part time paid employees: \_\_\_\_\_ Full time paid employees: \_\_\_\_\_

**Do you have volunteers provide professional service?** Yes\_\_\_ No\_\_\_

**Do the organizations that use the space pay to use it?** Yes\_\_\_ No\_\_\_

If so, what is the fee structure?

see attached

How much do you collect annually? Varies  
\$ approx \$5500 00

**Do you require town subsidies to operate?** Yes\_\_\_ No\_\_\_

Annual subsidy: \_\_\_\_\_

**In the last five years, has your budget and staff to support community activities grown or shrunk? Explain.**

shrunk - Covid

**Do you have space to add programming – from within your organization or from a new organization - within your current facility?**

**If you could add on, what would you add to your facility?**

**Are there similar facilities in other towns that have features that you like?**

**Additional Comments:**





## ORLEANS COMMUNITY ORGANIZATION AND PROGRAM QUESTIONNAIRE

Organization: Nauset Together We Can

Date: April 20, 2022

Interviewer: Kyle Wibby

Interviewee: Kyle Wibby

Title: Chair

**What, in general terms, is the mission / purpose of your organization and what demographic do you serve?**

To serve the middle school youth of our region and beyond by providing supervised after school programming and other activities with the aim of preventing alcohol and drug abuse/exposure.

**What programs do you offer, and for each program, who is the target audience and how many people do you serve?**

We run an after school programming daily for middle schoolers. We also run occasional paint nights for middle and high school. We manage the Finch Skate Park for all ages.

**What building(s) does your organization use?**

Old Orleans Firehouse and NRMS fields for the skate park

**What spaces within those buildings, approximately how big are they, and what activities do you conduct? And approximately how many hours per day, week or month?**

- 1) Rear room at Old Firehouse. 25 x 12? Middle room 20 x 10? Main room 25 x 25? Every day of school for 3 hrs plus 3 hours extra a month or so
- 2) Finch Skate Park every day all day

**If you have a detailed activity table or schedule of activities, please pass on to us with as much information as you have available.**

**For each program, could attendance be expanded if you had additional space or a different location? Do you have plans to grow – and what is limiting that growth?**

In the past (pre-COVID) we frequently maxed out our capacity. If the kids find the program again, we could always use more space. More space would also allow us to offer different attractions for our service area.

**Do the facilities you use meet your needs, and if not, how would you improved them? This might mean improving the spaces you use, or having a different site in a different kind of building.**

The space meets our basic needs. They could be more open and larger. The space could be more well organized.

**Have you seen buildings or facilities in other towns that have features that you like?**

Harwich Community Center has a dedicated game room and a gym which would be useful to our program, plus outdoor sports fields. The proximity to school and town center are key.

**Would a new Orleans Community Center, with spaces that you share with other organizations, and with support spaces like a front office, lobby, lounge, café, etc. be better for you and your mission?**

Yes.

**If so, would you need dedicated space – storage, offices etc. – or would it be enough to have a space that you utilize on a scheduled basis? What kind of spaces would you need for what programs?**

If there was a dedicated hang out space that could be used for our program during our current operational hours that would be great. We can't set up and take down a drop in center on the daily. The kids need a constant for a drop in center to work. We can share space but would need exclusive access for the after school portion.

**What are the key things you would like to see in a Community Center?**

Dedicated space for MS and HS youth. A gym. A pool but that is wishful thinking. STEM and other types of space for the kids to experiment with. A place that the kids can take over for a brief 2-3 hours after school every day to blow off steam, make friends, and feel a part of the community.

**Other Observations or Comments?**

## ORLEANS FACILITY CURRENT USAGE QUESTIONNAIRE

Facility: **Centers for Culture and History in Orleans (CHO)**

Date: **March 16,2022**

Interviewer: \_\_\_\_\_

Interviewee: **Jay Stradal**

Title: **CHO Board Chair**

Is your facility public or privately owned? Public \_\_\_\_\_ Private **X**

How many people does your facility serve? **Up to 100 in two buildings + outdoor space**

What organizations use your space?

**Various area non-profits, musicians, speakers, artists, private citizens (for family events), etc.**

How is use of the building coordinated?

Do you have a building coordinator?

Yes **Events Mgr.**

No \_\_\_\_\_

Paid **X (Part-Time)**

Volunteer \_\_\_\_\_

What is the age of your facility and when was it most recently renovated?

Year built: **1834 and 1939**

Year most recently renovated? **2020-22**

Comments: **Both the Meetinghouse (MH) and Hurd Chapel are fully restored and up-to-date after \$1.2 million spent in past 3 years on improvements. Both are ADA-compliant and accessible; both have modern bathrooms (MH is ADA-compliant) and both have small kitchenettes (food preparation, clean-up must be done off-premises). Meetinghouse is on National Register of Historic Places and seats up to 80; Hurd Chapel seats up to 20.**

Plans? **The VISION of the CHO (Orleans Historical Society) is to bring history and culture to life, thus inspiring a shared sense of community and pride in the rich heritage of Orleans. Our MISSION is to serve as community gathering places for sharing history and culture of the area through education, events, exhibitions and programs that tell stories of its heritage and preservation for the enjoyment and discovery of residents and visitors.**

Does the facility have any code issues or constraints (accessibility, building code . . etc)?

**None other than adhering to wastewater regulations (sewers will serve property in ~5 years)**

What is your square footage (building and physical lot) and how many rooms do you have?

Total building SqFt: **MH 2,000sf, Hurd 700sf** SqFt used for community activities: **ALL**

Total number of rooms: **MH 1, Hurd 1** Number of rooms for community: **ALL**

Total lot size: **~20,000sf** Active outdoor programming SqFt. **~10,000sf**

List all rooms used for community activities:

| <u>Room Description/Function</u>                                 | <u>Square Footage</u>  | <u>Capacity</u>    |
|--|------------------------|--------------------|
| <b><u>Meetinghouse: center floor area + stage for events</u></b> | <b><u>~850sf</u></b>   | <b><u>65*</u></b>  |
| <b><u>Meetinghouse: side alcoves for seating or exhibits</u></b> | <b><u>~150sf</u></b>   | <b><u>15*</u></b>  |
| <b><u>Hurd Chapel:</u></b>                                       | <b><u>~560sf</u></b>   | <b><u>20*</u></b>  |
| <b><u>Outdoor, level grass plaza (can be tented)</u></b>         | <b><u>~1,750sf</u></b> | <b><u>100*</u></b> |

**\*Capacities according to current town wastewater/septic system regulations**

How many parking spaces do you have? **~80 in shared municipal lot adjacent to property**

Any others nearby? Street parking, etc. **Additional spaces on School Road and at Town Hall**

What percentage of available programming time is being used? **Less than 20% \***

**\* Past 4 years greatly affected by construction, COVID pandemic**

What percentage of your available space is used?

Overall: **Less than 20% \***

At peak times: **Less than 30% \***

**\* Past 4 years greatly affected by construction, COVID pandemic**

What is your annual budget and how many employees do you have?

Annual budget: **Approx. \$130,000 (from memberships, event admissions and space rentals, plus donations and grant funding)**

Part time paid employees: 3 Full time paid employees: 0

Do you have volunteers provide professional service? Yes X No     

Do the organizations that use the space pay to use it? Yes X No     

If so, what is the fee structure?

**WEDDING OR REHEARSAL DINNERS**

**Use of Meeting House, Hurd Chapel and Plaza**

**Peak season \$ 4,000 Off season \$ 2,000**

**CONCERT /COCKTAIL PARTY / MEMORIAL SERVICE**

**Meeting House \$1000 Hurd Chapel \$ 700**

**BASIC SPACE RENTAL FOR ALL OTHER EVENTS--MEETINGHOUSE OR HURD CHAPEL (Maximum 3 hours)**

**CHO Members and Nonprofit organizations \$ 100, Non-members \$150**

**Additional rental time for \$65 per hour.**

**Concurrent use of our second building \$50 per hour.**

How much do you collect annually? \$                     

Do you require town subsidies to operate? Yes      No X

Annual subsidy:                     

In the last five years, has your budget and staff to support community activities grown or shrunk? Explain.

**Budget was growing until construction, pandemic affected usage. Part-time staff fluctuates according to need and anticipated growth.**

**Are you looking to add programming from any new organizations?**

**Absolutely—this is key to our sustainability as a non-profit. Growth comes from new organizations and citizen use for private events, weddings, memorial services, etc.**

**Are there specific parts of your facility that are currently or have previously been overloaded with community activities? Explain.**

**NO.**

**Are there similar buildings in other towns that have features that you like?**

**Additional Comments:**

**Our two facilities and outdoor plaza on one campus are unique due to their historic significance and location. After recent improvements totaling \$1.2 million (from federal, state, local and private funding sources) they are fully functional year-round, air-conditioned, easily accessible and offer considerable flexibility to meet varying client needs. There is ample, paved parking adjacent to the property, plenty of outdoor space and we are licensed by the town for 7-day inside/outside entertainment.**

**There is concern that a taxpayer-supported community center with event space/meeting rooms (supported by town employees) would create unfair advantage that could affect our revenue and sustainability. All meeting space in town should compete on a level playing-field and perhaps be part of a community network of available spaces.**