



# Supplemental Program Evaluation Form

## Lee Municipal Facilities Needs Analysis

1 November 2016

We are requesting assistance from members of Boards, Commissions and Committees with completing the following questionnaire to help determine current and future space needs for the Town. Please complete this questionnaire with input from you and your colleagues and return to Julie Glover by Thursday, 12 February 2015. Thank you for your assistance.

1. Name of Board, Commission or Committee: \_\_\_\_\_
2. Phone Number of Contact: \_\_\_\_\_  
 Email for Contact: \_\_\_\_\_
3. Name of Person Completing Form: \_\_\_\_\_
4. Number of Members on Board, Commission or Committee: \_\_\_\_\_
- 5A. List current equipment, reference materials or storage needs for items kept at Town Hall or other location(s) (at home, business, etc.):  
 Currently at Town Hall: \_\_\_\_\_  
 Other Location: \_\_\_\_\_
- 5B. What storage space do you need at Town Hall?
  - a. Currently:
  - b. By the year 2020:
  - c. By the year 2035:
6. How often does your Board, Commission or Committee meet? \_\_\_\_\_
- 7A. List the functions/activities/duties that your Board, Commission or Committee performs:
- 7B. Identify functions/activities/duties that you would like to see your Board, Commission or Committee perform now and in the future that are not currently being done and for whom?

8A. List the functions/activities/duties that your Board, Commission or Committee perform that have direct interaction with the public.

8B. In order of priority (1 being the least contact, 5 being the most contact), rate the frequency of your contact with other Town Hall Departments, Boards, Commissions and/or Committees:

Assessing	1	2	3	4	5
Building Inspection/Code Enforcement	1	2	3	4	5
Selectmen's Office	1	2	3	4	5
Town Clerk/Tax Collector	1	2	3	4	5
Town Administrator	1	2	3	4	5
Welfare	1	2	3	4	5

Boards, Commissions, Committees, Other Contacts:

Advisory Budget Committee	1	2	3	4	5
Agricultural Commission	1	2	3	4	5
Board of Selectmen	1	2	3	4	5
Cemetery Trustees	1	2	3	4	5
Conservation Commission	1	2	3	4	5
Energy Committee	1	2	3	4	5
Facilities Committee	1	2	3	4	5
Heritage Commission	1	2	3	4	5
Historical Society	1	2	3	4	5
Lamprey Regional Solid Waste Coop (NA)	1	2	3	4	5
Lamprey River Advisory Committee	1	2	3	4	5
Library Community Center Building Committee	1	2	3	4	5
Municipal Records Committee	1	2	3	4	5
Planning Board	1	2	3	4	5
Race Track Committee	1	2	3	4	5
Recreation Commission	1	2	3	4	5
Safety Committee	1	2	3	4	5
Strafford Regional Planning Commission (NA)	1	2	3	4	5
Sustainability Committee	1	2	3	4	5
Trustees of the Trust Funds	1	2	3	4	5
Zoning Board of Adjustment	1	2	3	4	5
Other _____	1	2	3	4	5

Other Town Departments:

Fire	1	2	3	4	5
Library	1	2	3	4	5
Highway Department	1	2	3	4	5
Transfer Station	1	2	3	4	5
Police	1	2	3	4	5

8C. Where does your Board, Commission or Committee typically meet?

- 8D. Do you think there is a more convenient location for your Board, Commission or Committee to serve its customer(s)? Yes No If Yes, please list:
9. Describe activities and space needs (such as mail slots, work counter, etc.) that you think your Board, Commission or Committee needs to do it's job:
10. How much time (hours per week or month) does your Board, Commission or Committee spend at public meetings or meetings at Town Hall?
- 11A. How often do you hold meetings with staff or the public?
- 11B. What are your conference/meeting space needs for meeting with the public (a chair, table and chairs, etc.)?
12. In addition to your Board, Commission or Committee space needs, in what other areas of Town Hall do you think additional space is needed?
13. What support facilities do you think are necessary for a Town facility (ie. Lunch/Break Room, Employee Locker Area, Mail/Copy Room, Board/Commission/Committee Work Room, etc.):
14. List any other equipment/functions/activities or any other unique aspect of your Board, Commission or Committee that you feel is important to adequately address your current or future needs: