

**Auburn Senior Community Center Sub-Committee
Pettengill Park Rd.
Auburn, Maine 04210**

**City of Auburn Recreation Advisory Board
Pettengill Park Rd.
Auburn, Maine 04210**

To Fellow Recreation Advisory Board Members and Sabrina, Rec. Dept. Dir.:

The Auburn Senior Community Center Sub-Committee met yesterday (July 11th, 2017) at 1 p.m. in one of the side meeting rooms in the Hasty Community Center.

We discussed & covered many things including my comments and feelings expressed at the last Rec. Advisory board meeting. The sub-committee members present agreed that this represented their position at times as well.

As you requested and I guess directed this is the information & action we would like to request from City Staff for you to put forward and request for us.

In order for us to move forward with our charge from you, the Rec. Advisory Board, we respectfully request:

1. Update of what was covered by the monies the Auburn City Council kindly gave towards our Senior Community Center project.
2. Are there things/items not covered that we need to have to be up to city code for us to open.
3. Items that we can take from Hasty to put in our Senior Community Center for our use such as tables and things or equipment for the Senior Community Center Activities coordinators/specialists or other Rec. Department Staff that may occupy the Senior Community Center's main office. Originally tables were bought and paid for Senior use and then the city purchased newer and light weight ones for use for Senior and Hasty for their functions.
4. How functional will the kitchen be in our Center? Will we be able to have the 3 bay sink we have requested or a sink system that meets Auburn Health code so that we can prepare meals for our needs or if the Community or any concern that may use or rent the place?
5. Kitchen serving window... Could one be put in now and in the next phase a better window covering be put in?
6. Proof of a credibility – some form of identification from Sabrina, Auburn's Rec. Director, to show to prospective donators or give to a businesses to show proof we are not scamming them as well as to be used in an email or regular mail mailings... (We know whatever course we choose must be first run by Sabrina and her permission given before this type of activity is taken so she knows what is going on before she gets contacted by them as well as she knows what is allowed by the city as what rules we need to adhere to for fundraising.

7. Possible fund raising letter template to be used for a future mailing for money or individual item request for things needed for our Senior Community Center. (Again, we know it has to be run by her before we take action.)

We need answers to these question and the information so that we can plan fundraising endeavors and target prospective contributors and items to be donated.

Respectfully,
Belinda Gerry
Senior Community Center Sub-committee chair