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April 29, 2014

Andrew Nota, Town Administrator
Town of Jamestown
93 Narragansett Ave.
Jamestown, RI 02835

Re: Space Needs Survey

Dear Mr. Nota,

On behalf of the Edward J. Collins Center for Public Management at the University of Massachusetts Boston, I am pleased to submit to you the results of the Space Needs Survey for community organizations in Jamestown. As you are aware, I attempted to reach 24 different organizations and received responses from 21 of them. Of these, only the Striper Club indicated they did not use Town or School facilities at all.

The information received has been summarized in two different formats for your review. At the highest level of detail are a series of tables that catalogue the responses from each of the groups. You will see seven different tables totaling 12 pages of information. The mission, services, and facilities/parks used for all of the organizations are listed in the overview table. Following this are tables that break down the information by indoor versus outdoor and then by type of activity.

In addition to this, I have prepared a series of study findings in a list format. In this list, I identify similarities and differences in the different types of space needs. For example, this list lays out the storage and meeting spaces needs for all groups, regardless of the types of activities in which they engage. From this, you can see that meeting space, storage space, and performance/rehearsal space are greatly desired by many different organizations.

I want to express my thanks and appreciation for the many organizational contacts who completed the survey and responded to my follow up questions. Jamestown is certainly well-served by a large number of organizations and individuals who spend many hours improving the quality of life for local residents.

Please do not hesitate to contact me if you have any follow up questions.

Sincerely,

A handwritten signature in blue ink that reads 'Monica R. Lamboy'.

Monica R. Lamboy
Senior Associate

RESPONSES RECEIVED FROM:

Cal Ripken Baseball Association

Chamber of Commerce

Community Band

Community Chorus

Community Piano

Community Theater

Conanicut Island Art Association

Conanicut Island Sailing Foundation

Friends of Jamestown Library

Friends of Jamestown Youth

Historical Society

Jamestown Art Center

Jamestown Boy Scouts

Jamestown Cub Scouts

Lion's Club

Prevention Coalition

Quononoquott Garden Club

Rotary Club

Soccer Association

Striper Club

Women's Club

JAMESTOWN SPACE NEEDS STUDY FINDINGS

Indoor Space Needs - Performing Arts

1. The band, chorus, community piano, and community theater have very similar needs. They report their group's needs are not currently being met. With collaboration and flexibility, it appears they could successfully share the same space.
2. Collective performance space needs include:
 - Performance area - thrust stage (est. 27 ft wide x 25 ft deep), with 15 ft arch, wing and fly space (Note that the stage dimensions represent the greatest width and depth reported by the groups collectively. This could be refined with discussion.);
 - Lighting – permanent lighting is desired. The Community Theater owns lights that the group would like to have installed permanently;
 - Amplification – permanent sound system for choral and theatrical performance preferred. Need capacity for at least 24 instruments. The Community Theater currently has portable sound system;
 - Off stage area – space is needed for performers to gather before the performance to change and warm up;
 - Kitchen/Food area – refreshments are served at some of the performances;
 - Small temperature-controlled practice room for piano (approx. 9 ft x 12 ft) is needed with doors large enough that piano can be rolled into the performance area when in use; and,
 - Storage – see Indoor Space Needs – Storage below.
3. Participants (up to 135 performers and crew)
 - Band – 25-30 performers;
 - Chorus – 50-70 performers; 3-6 crew;
 - Piano – 1-8 performers; and,
 - Theater – 5-100 performers; 10-35 crew.
4. Audience (up to 210-300 audience members)
 - Band – 80-100;
 - Chorus – 250;
 - Piano – 100-200; and,
 - Theater – 75-210+.
5. Rehearsal Schedule
 - Band – every Tuesday, 6:45-8:30 pm;
 - Chorus – Every Monday evening year round (except for holiday break) plus daily rehearsal prior to August concert;
 - Piano – 2 rehearsals prior to performance; and,
 - Theater – Sept-Nov (Sunday pm plus 1-2 weeknights); Spring (1-2 times per week).
6. Performance Schedule
 - Band – 5 indoor concerts (3 at PACC, 1 at Yacht Club, 1 at Rec Center) plus multiple outdoor performances;
 - Chorus – 3 concerts plus reception (1st weekend in May, 3rd weekend in Aug, 2nd weekend in Dec);
 - Piano – 6+ concerts plus recitals (Oct, Nov, Feb, Mar, Apr, May); and,
 - Theater – 2 series (Nov – 2 weekends, Fri, Sat, Sun; April 1 or 2 weekends).

7. The Friends of Jamestown Philomenian Library hold films and concerts at the library. They report that their needs are currently being met.
8. The Jamestown Arts Center hosts various types of performances throughout the year, including music, dance, etc. They do not currently use any Town or School facilities. Instead, they offer space to community organizations as space is available. Due to the multiple demands on the Arts Center's space, they are best equipped for short duration performances that can be set up and broken down the day of the performance. As such, the space is not a good option for the Community Theater which may need to have sets in place for several days.

Total days of use per year: 107 days, including rehearsals and performances, based upon current schedules

Indoor Space Needs – Large Scale Special Events

1. Several large scale indoor events occur annually in town. Some are for one day or an evening, but others are multi-day. Response was mixed about the adequacy of the space.
2. The Conanicut Island Art Association (CIAA) reports that space available for its two largest events is not adequate.
 - Summer Crafts Fair and Members' Art Exhibit (2 events, 10 days total in July, at Recreation Center) and Holiday Craft Show (1st Saturday in December, previously at Melrose School, but moving to Lawn Avenue School in 2014). Needs include:
 - more flexible hours to receive works of art in evening or on weekend;
 - access to kitchen space; and,
 - in July, exhibitors want to display outdoors, but outdoor space is limited at Recreation Center.
 - Overall, need large hall and outdoor space (July only), with access to a kitchen and storage (see Indoor Space Needs – Storage below).
3. Chamber of Commerce holds Business Expo every other year for 75-100 attendees, including exhibitors. Event is held at the Recreation Center, a space that meets the organization's needs.
4. Rotary Club has an annual recognition dinner for 100 attendees and a May breakfast for 200+. The breakfast had been held at the Melrose School, but the cost has gotten too high so are now planning to hold it at the Fort Getty Pavilion. The recognition dinner had been held at the PAC/Jamestown Tavern, but is now looking for a new location.

Total days of use per year: 14 days

Indoor Space Needs – Meetings / Classes / Workshops

1. Nearly all groups commented on need for additional meeting space and times. Several indicated they have had to relocate their meetings for lack of space. Spaces used include:
 - Country Club (in past);
 - Grange;
 - Lawn School Gymnasium;
 - Library;
 - Lionel Champlin Guest House;
 - Melrose School Gymnasium;
 - Police Station; and,

- Town Hall.
2. Meeting frequency and schedule (unless otherwise specified, meetings are held year round):
 - Boy Scouts – weekly Pack meetings, mid-Sept to mid-June;
 - Chorus – monthly meetings, plus weekly social hours;
 - Community Theater – monthly board meetings, plus classes/workshops, other meetings;
 - CIAA – monthly meetings;
 - Cub Scouts – monthly Pack meetings;
 - Friends of Philomenian Library – monthly meetings, plus workshops/readings/presentations;
 - Friends of Jamestown Youth – monthly meetings, plus speaker series and workshops;
 - Historical Society – monthly meetings, plus talks and committee meetings;
 - Quononoquott Garden Club – 9 meetings per year;
 - Prevention Coalition – monthly meetings, plus presentations;
 - Rotary Club – weekly meetings ; and,
 - Women’s Club – monthly meetings.
 3. Number of attendees
 - Board meetings – typically, between 10 and 25;
 - Talks/Presentations – up to 100;
 - Boy Scouts – 25-30; and,
 - Cub Scouts - up to 60.
 4. With exception of Boy Scouts and Cub Scouts, which need active space, most groups needed standard conference room space with tables and chairs. Theater style seating is needed for larger lectures. Sometimes, tables need to be reconfigured into classroom style seating. (Note it appears that movable tables would offer more flexibility than a single boardroom-style table.)

Total days of use per year: 220+ meetings and activities per year based upon current schedules

Indoor Space Needs – Athletics

1. The Soccer Association reports that participants are not getting enough practice in the winter because the Recreation Center is too small for soccer practice and the Lawn School gymnasium was booked up.
2. According to U.S. indoor soccer rules, an indoor soccer field should be between 140 and 210 feet in length and 60 and 90 feet in width (standard dimensions are 180 feet by 75 feet). Perimeter wall should be between 4 and 12 feet high (standard height is 8 feet).

Indoor Space Needs – Storage

1. Storage – nearly every group indicated they needed storage. Unless otherwise specified below, the storage requirement is year round. Details include:
 - Band (est. 150 sf) – file cabinets, music stands (36 total), crates of music, percussion instruments;
 - Boy Scouts (est. 28 sf) - for tents and camping equipment;
 - Cal Ripken Baseball (est. 500 s. or less) - for uniforms, bats, balls, various equipment, tees, hit-aways, tractor, rakes, bases, etc., needed March to June;
 - Chorus (est. 80 sf) – music cabinet, choral risers, signs, refreshment materials;
 - Conanicut Island Art Association (est. 180 sf) - display boards, equip, records, serving items for receptions;

- Conanicut Island Sailing Foundation (est. 1,000+ sf) - outside for boats, dollies, plus equip to run camps from Jun 30 to Aug 15; also need winter storage for boats and equipment;
- Historical Society (part I)- Storage of flag poles and maintenance equip for Battery Park;
- Historical Society (part II) (est. 1,000 cubic ft, 12 ft x 12 ft x 7 ft high) - for artifacts and historical objects - some items are very large and odd shaped; should have consistent temperature to protect items;
- Prevention Society (est. 10 sf) - for files, only need access occasionally;
- Quononoquott Garden Club (est. 40 sf) - for tables, bins of items including hospitality supplies;
- Soccer Association (est. 250-500 sf) - for soccer balls, training equipment, goal nets, field painting equipment; and,
- Theater (est. 300 sf) – portable stage, lighting (unless permanently installed), backdrops, scaffolding, ladders, costumes.

Outdoor Space Needs – Team Sports

1. The baseball and soccer organizations report that fields are not well maintained and additional space is needed.
2. Schedule:
 - Baseball – 1-3 games per week, weeknights and Saturdays; plus 1-3 practices per week;
 - Soccer – 8 games per season, 2 seasons per year; Saturdays 9-12 noon and Sunday morning in fall, and Saturday morning in spring; may be weeknight depending on coach availability; plus two practices per week per team.
3. Participants
 - Baseball – approx. 70-100 youth;
 - Soccer – approx. 330 youth in fall and 120 in spring; plus six soccer camps in Jul-Aug.
4. Storage space is needed – see Indoor Space Needs – Storage above.

Outdoor Space Needs – Special Events

1. Multiple special events are held each year, including Jamestown Day, Battery Day, outdoor bicycle race, and various outdoor concerts and parades, among other activities. Other than the Crafts Fair, none of the groups expressed any concerns.
2. The Conanicut Island Sailing Foundation would like to host a regatta leaving from Fort Getty for 20 to 200 boats.
3. Jamestown Arts Center would like to begin outdoor art exhibits/activities, e.g. sculpture, film, dance, etc.

Outdoor Space Needs – Other

1. The group with the most significant outdoor space needs, beyond the organized sports teams, was the Conanicut Island Sailing Foundation (CISF). Each summer, CISF offers camps for 20-35 kids per week (age 6-16) plus 5 staff for 6 weeks, totaling approximately 200 youth per summer. Camps are either ½ day or full day depending upon the age of the children. CISF has two significant needs:
 - Indoor classrooms – Would be used for camps during inclement weather as group does not have access to any indoor space. They currently use the Fort Getty Pavilion, but it does not provide adequate protection especially during thunderstorms. In addition, CISF would like to offer year

round classes in science and marine education. Would be interested in privately funding a building at Fort Getty Park.;

- Storage of boats and equipment during the summer and winter. During the summer, they need to be stored near the camps, but in the winter can be located a distance away.