

To: Research Intern
From: Community Planning Director
Date: 9/27/17
RE: Community Asset Mapping

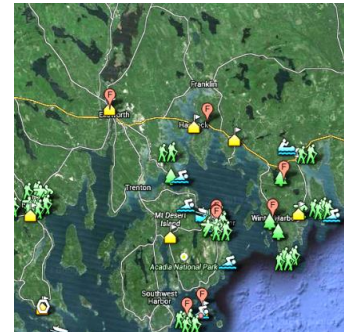
Recent satisfaction data indicate that many of our region's residents are living sedentary, isolated lives. We have been asked by the Bucksport Bay Futures committee to develop a map of community assets in the Bucksport Bay area **that support increased social interaction and physical activity.**

This is a relatively quick request and will not require a lengthy memo.

- 1) Please identify 5 locations in the Bucksport Bay Region that encourage community interaction, such as parks, playgrounds, schools, restaurants and community buildings. Each of the five towns should have one location.
- 2) Add these assets to the database:
https://docs.google.com/spreadsheets/d/1l3kz42Nxy9iRmY5bzhFnTMs0Xkd_Rgf0fL25GMGhctg/edit?usp=sharing

In the database you will be asked for the following information:

Date: The data you entered this information
Town: Town in which the asset is located
Research Assistant Name: Your name
Asset Name: Name of the asset
Asset Type: Type of asset from a drop down list
Latitude: Degree-decimal location
Longitude: Degree-decimal location
Icon: Choose the most appropriate icon from drop down list
Description: A very short description of the location



- 3) You will need to get the location of the asset in latitude/longitude. You can get this using Google Maps by using the right-mouse button and selecting "What's Here?" You can then copy these two numbers to the database.
- 4) Please send me a very brief memo that:
 - a) names each of the 5 assets that you have added to the database,
 - b) a source for additional information about the asset
 - c) [bonus] a photograph of the asset (aerial, street level, web page, or others)

Thank you!