

Senior Center Steering Committee Meeting
Thursday, March 19, 2014

Members present: Bill Grandone, Susan Grandone, Frank Dorigi, Gerald Suprenant, Ken White, Ann White

Members absent: Sandra Cole, Donald Suprenant

Observers: Judy Tryba, Marsha Loranger, Pauline Suprenant

Chairman Bill Grandone opened the meeting at 10:15 A.M. Bill stated that he will conduct all meetings using the Robert's Rules of Order. Nominations were taken for the following positions and the voting was unanimous in favor from the Committee members.

Vice Chairman – Susan Grandone

Secretary – Ken White

Treasurer – Sandra Cole

Bill distributed a document stating the "mission" of the committee. All present agreed to the purpose of the committee. Bill stated that he had spoken with Senator Ann Gobi about State funds to renovate or rebuild the Senior Center. Senator Gobi stated that there were funds available but those funds would be competitive with other towns. She would be willing to help secure funds. Bill stated that a portion of the proposed Plimpton property earmarked for active recreation could possibly be purchased for a new Senior Center, However, the Preservation Committee stated that scenario could not be done but could possibly find a way to make it happen. Frank suggested that the committee should start to explore the list of available town owned properties as soon as possible. All agreed. Ken asked that if monies is received for the steering committee, what account will the monies be deposited into. Bill stated that any money received would go to the COA, earmarked for the steering committee. Bill will check with Melissa. The Steering Committee will give periodic updates on progress achieved.

Open Discussion

Judy Tryba advised that we will need a grant writer and also suggested that the Committee approach the Chamber of Commerce for donations.

Marsha Loranger stated that a member of the B.O.S. said that the Senior Center was deemed an historic building but could be newly renovated.

Meeting was adjourned at 11:15 A.M.

Respectfully submitted, Ken White, Secretary

KEN

Sturbridge COA Steering Committee

Minutes of March 27, 2015

COMMITTEE MEETING

Call to order at 10:15 am by President Bill Grandone

*Roll Call:

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Bill Grandone, Sue Grandone, Sandy Cole, Donald Suprenant, Gerry Suprenant, Frank Dorigi, and advisor Pricilla Gimas

*The minutes of the previous meeting were read and approved with one correction. Pauline Suprenant was not listed as an observer.

*Pricilla Gimas told us that her phone number is incorrect. The number is 774 230-5572

*It was made clear that we have to put a notice up in the Town Hall 48 hours prior to our meetings. *50 min*

*The steering committee does not have to have others in attendance or meet on the Senior Center premises but it must be open to all when we report at the monthly meeting in the Senior Center.

OPEN ISSUES

*Pricilla Gimas spoke on the Historical status of the building. The CPA does not list it. It does have historical meaning therefor if it were renovated, with no changes to the design, there may be available money from them. There could also be state funds available depending on what we end up doing.

Pricilla said we must be all on one page before we approach anyone on this matter.

*The status of the town owned property is still being investigated by some on the committee. Bill suggested we not look at anything under 3 acres and not really much over.

*The lack of parking was discussed by many. Parking across the street in the business lot of our neighbor was not a good situation.

*Bill asked Melissa to establish a sub account for the steering committee for banking purposes. Checks will be written to COA with steering committee or building fund in the memo area.

*Donald Suprenant invited Reed Hillman to speak. Mr. Hillman said that he was willing to be our unofficial advisor. He said to call him and he would be willing to help with any particular connections to committees in the State House that he has dealt with.

*Ann Gobi has also contacted Bill and will be willing to do anything to assist us. She is going to give information regarding a "block grant".

NEW BUSINESS

*Bill Grandone informed us that he must resign due to health issues.

The election of a new chairman was tabled until the next meeting as any possible candidates were not in attendance. Bill agreed to stay in office for a short time until someone is elected. We hope to resolve this at the next meeting.

*Frank Dorigi turned in a letter of resignation. He also has a health issue.

*Officers of the committee cannot be husband and wife as it would be 2 people missing at the same time during vacations and illness.

*We increased our committee to 12

Sis Chapdelaine, Sharon Kostigen, Kelly Peck, Jacob Ryan, Gladys Santelli, and Judy Tryba were the candidates elected.

*It was voted to have Clarence Snyder as our grant writing advisor.

*Director Melissa, Sandy Cole, and Gladys Santelli will make an appointment to visit the Leicester Senior Center Director to discuss information concerning grants.

*Judy Tryba and Sandy Cole have an appointment to visit the Holland Community/Senior Center for information.

Adjourned at 11:15 am

Respectfully submitted,

Judy Tryba

STEERING COMMITTEE MEETING
Friday, April 17, 2015

Chairman Bill Grandone call the meeting to order at 1:00 PM. Members present were: Sandy Cole, Bill and Sue Grandone, Sis Chapdelaine, Gladys Santelli, Judy Tryba, Ken and Ann White. Absent were Kelly Peck, Jacob Ryan, Donald Suprenant, and Gerald Suprenant.

The Minutes from the March 27th meeting were read. Ann made the motion to accept the minutes as read, seconded by Sandy. All in favor.

Bill made a tour of the area behind Sturbridge Auto Body as a possible site for the new Senior Center.

The meeting with the Leicester Senior Center was rescheduled to May 26th. Judy and Sandy are to visit with the Holland Senior Center Director.

Ken was elected Chairman as Bill resigned as Chairman for health reasons. Judy Tryba was then elected Secretary to fill the vacancy left by Ken.

It was decided that Bill would remain the contact person for Senator Ann Gobi regarding block grants. Representative Todd Smola and Reed Hillman offered their support also.

It was also decided that the list of town owned properties be divided up among the members to research as possible sites for the new Senior Center.

The meeting was adjourned at 2:00 P>M> with the next meeting being scheduled for May 29th at 10:30 AM.

Respectfully Submitted
Ken White

Steering Committee Minutes

May 29, 2015

Chairman Ken White called the meeting to order at 10:30 a.m. Members present were:

Sis Chapdelaine, Bill and Sue Grandone,, Kelly Peck, Jacob Ryan, Gerald Suprenant, Judy Tryba, Ken White, and Ann White. Absent/excused were: Sandy Cole, Gladdys Santelli, and Donald Suprenant.

Bill made a motion to suspend the regular order of business for the purpose of our guest, State Representative Todd Smola, to speak. Seconded by Ryan.

Ken welcomed Rep. Smola and read the original list of issues/problems to him so he would get a sense of what we are looking for.

Rep. Smola: First of all there are no grants from the State. The best grants are federal Block Grants such as the one that Kelly Park received in 2013. The new round will be in February 2016. They are contingent upon funds available. These are very competitive so we would need to get all our ducks in a row and submit asap. We need to do it now as it could take 2 to 3 years for selection. We need the dollar amount to apply. There are no specific grants for Seniors. Chairman Ken stated that he doesn't think we are anywhere near ready for that time frame and others agreed.

The Town Administration started a study and an architectural firm went through all the information. That is a great help. We need a feasibility study. We could ask the Town to assist us with that expense. Ken said he spoke with the New Administrator and he is very interested in helping us.

Needs Assessment

We need to confirm with the Town Hall if we are eligible for the Block grants. Melissa stated that she has been told by Barbara Berry and Jean Bubon that we are not eligible but we will revisit that issue and check the current numbers to be sure.

There are grants for Specific needs such as renovations. Rep. Smola and Senator Ann Gobi will watch for any upcoming funds for us but they need to know if we are going to renovate or build new. Please keep them in the loop at all times.

Be aware if we apply and receive a block grant for refurbishing we will not be eligible for a grant later for building new.

Community Center or mixed use would be different as far as funds go. It was mentioned that we would be better off going new instead of a "bandaid fix. Sue talked about going Green and was told that if we refurbish or go new we could get reimbursement from the State.

The program challenges listed as: Parking, space, and many limitations.

Things to investigate: How much debt does the Town have now. How long until debts are paid.

Debt exclusion? Is it reasonable? It would only raise taxes temporarily.

We need an assessment of what people want for their Senior Center. Send a questionnaire. Do they attend, if not, why. What would make them want to attend. What specific programs would they want? More men's programs? Parking an issue?

Seek out the Town Administrator's help to appropriate money for the needs assessment. Reach out to the Selectmen to see who is pro or con and then find a way to speak to their issues. One idea, from Sis, was to say a new building could be used for an Emergency Shelter as it is too far to go to Tantasqua for most people. Offer ideas as to what could be done with the current building to raise some monies. Rent rooms after hours?

Rep. Smola thanked us for reaching out to him and gave us all his card to feel free to call him anytime. He left the information on the Block Grants with Ken and will send the information about going green.

Motion made by Bill and seconded by Ryan to return to regular business.

Judy read the April 17 meeting minutes and Bill motioned to accept with a second by Gerry. There were 3 abstentions - *names to be entered.*

The status of the town owned property. Judy and Sandy did not find one piece of land that was buildable. Ken and Bill checked out the Shepard land of 8 acres but need more information from the town as to why it was not used for the proposed ball fields.

Several members went for a tour of the Hebert Candy building and reported that it is very nice but there are issues that need to be looked into as far as paperwork. Kelly Peck did a study and gave a handout with tax figures etc. on it. Questions on the real value came up. We need to find out who the actual owners are (SMS Realty) and what they actually pay for taxes. Kelly feels something is missing. It was stated that it is considered overpriced. Melissa mentioned we should go to the Town Planner and find out why it has not sold yet. Ryan said one buyer backed out due to financial problem. We need a copy of the inspection.

The building does not have a sprinkler system or elevator. Sue said we could put solar system for help with the heating (State would reimburse the cost)

Kelly and Ryan will talk to the Town Planner, ZBA, and Finance Committee.

Ken stated that he had just received a report on the Hebert building that was given to someone a while ago. This is not acceptable behavior. We must share all information as soon as possible.

Ken also stated that he has been told that there is some "bad mouthing" going on about the Senior Center and that must stop. It will only harm us in the long run. He said Melissa is doing good job and if anyone has a problem bring it to Melissa or him to get it straightened out.

We need to check out local businesses for "free" printing for any flyers we may want to mail or hand out. Judy mentioned we could have had a great opportunity to hand out our questionnaire at the town meeting. Melissa offered to put any information we want into the monthly newsletter. The deadline for the newsletter is the 15th of the month. A separate insert can be given to her by the last week of the month when they fold and seal. We would need 1800 copies for that.

We voted to have a Special meeting on June 5th at 10:30 am to compose a questionnaire.

Motion to adjourn at 12:15 pm.

Respectfully submitted,

Judy Tryba

Steering Committee Minutes

June 5, 2015

Chairman Ken called the meeting to order at 10:30 am.

Roll call of members: Sis Chapdelaine, Sandra Cole, Bill and Sue Grandone, Kelly Peck, Jacob Ryan, Judy Tryba, Ann White, Ken White. Excused Gladys Santelli and Jerry Suprenant was late due to a previous engagement. Donald Suprenant was absent.

Ken welcomed Dr. Priscilla Gimas to the meeting.

Judy read the May 29 meeting minutes. They were accepted with 3 corrections.

1. Jacob motioned to have the names of any abstention votes be put in the minutes. Seconded by Kelly. So votes by all. Jacob, Kelly, and Jerry abstained from voting on the minutes last month.
2. Kelly and Jacob noted they had only volunteered to go to the Town Planner for information.
3. Jacob informed us of the omission of his question to Rep. Smola regarding whether we could make the current building historic and use CPA monies for renovations. Rep. Smola responded with yes but the renovations would be limited and couldn't change the historic image of the building once passed.

*Discussion on the survey we are planning to send to seniors.

Mailing: We could put it in the monthly Senior Center newsletter as a flyer. We could ask the Friends to help with the cost, if any, for a bulk mailing. We could ask for permission to put it on the Town web page. They could be returned or dropped off to the Senior Center to a specific person. All agreed Ken should be the contact person.

Sandy Cole said she had a sponsor that would cover the cost of this mailing.

It was mentioned that we could ask the COA to advertise the Steering Committee Survey. The COA will be on summer vacation from July to September.

Priscilla asked if we had thought about tracking the surveys so we would have a feel of where to concentrate our efforts. She gave several suggestions. She mentioned putting tracking numbers showing geographical area so we know more of where the returns come from.

Sue informed us that the first thing we have to put on the survey is the reason that we are having it. Also to make sure we put the address where to return it and especially a cutoff date.

Sue also brought in a copy of a survey done by another senior group that she took off the internet. It looks like a very detailed one and perhaps we could use it as a guide for ours. Ann made copies for all to take home to read.

Priscilla suggested we hold off sending the survey until we speak with the Selectmen. It would be better to inform them of our plans before we go public. A courtesy to them and we may get good feedback from a meeting with them. We would need their permission to put it on the Town web. She said we should try to get on the agenda for the 15th of June to speed things up. She offered to check with Mary Blanchard to see how full the agenda was for that night. She emailed meblanch@hotmail.com and was told it was too full. Ken will call himself and make an appointment for the next available meeting. Kelly offered to write a short note for Ken to send to the Selectmen with our request.

Priscilla said to let them know of our plans and ask for suggestions. Let them know that Melissa is aware of all activities. We should ask them for assistance with the feasibility study. Let them know that we don't have enough space for all the requests for activities seniors want. We understand we cannot have programs in the evening due to lack of staff to open for it. They have limited work hours.

We all agree the survey should be some type of multiple choice format. Yes or no or several choices using degrees of feelings about the current center and future desires. A question regarding age and sex will help with future ideas. Some of the ideas were. What do they think about the organized activities, men's programs, space for the activities, and of course, parking. The lunch program? Comfort level with heat or AC? The last question should be. Do you use the Senior Center? If not, Why? We would leave a large space for them to write in their specific thoughts.

Jacob offered to make a sample survey and email it to all of us to read and make suggestions on. We will use it at the next meeting to try to get to a final survey of what we think should be done. Motion by Ann and seconded by Judy for this. So voted by all. We should send Jacob our ideas.

Ken will show this to the Selectmen when we meet with them. Ken is our spokesman but we should all try to go to the meeting.

Jacob said he thinks we should be sending a copy of our minutes to the Town Hall to keep on file so we show transparency in what we are doing. Judy will check with the Town Clerk to see if this is what we should be doing and get the correct email to insure they go to the proper person.

Ken thanked Priscilla for all her wonderful input to set us on the right path.

The next meeting will be June 19th at 10:30 am.

C.O.A. Steering Committee Minutes

June 19, 2015

Chairman Ken opened the meeting at 10:30 am

Attendance: Sis Chapdelaine ,Sandra Cole, Bill and Sue Grandone, Gladys Santelli Judy Tryba, Ken and Ann White. Absent or excused were Kelly Peck, Jacob Ryan, Donald Suprenant, Gerald Suprenant. Also present was Dr. Priscilla Gimás.

Secretary Judy Tryba read the minutes of the previous meeting. Gladys motioned to accept, seconded by Sandy Cole. So voted.

Ken asked Judy to report on her visit to the Town Hall on a few questions Jacob wanted verified.

1. Open meeting does not mean you cannot close the door to the room when AC is in use. We just have to put a sign on the outside stating this so people know they can come in.
2. Regarding sending a copy of the minutes to the Town Clerk she was told it was not necessary. We do not have to post our meetings either.

The reason being that we are not considered a sanctioned committee and therefore we do not have to post out meetings or even take minutes. We need to go before the Selectmen and have them recognize us first. We then would have to be sworn in as members of said committee. Also she was told we shouldn't be meeting in a town building for a non-sanctioned meeting. Judy stated that she was under the assumption that we were recognized, just not formally.

Priscilla spoke to this issue and said that, yes, we need to go to the Selectmen first but that the committee/group could meet anywhere we choose. She will get answers as to why Judy was told these things.

Survey:

Ann said she thought 2C should be removed as most reading it have no idea about the space in the building. Discussion about should it be in for those who do attend. Voted 4 to 3 to keep.

Noted that the choices should be from a positive manner. Start with Strongly agree to Strongly disagree.

Do you go to Senior Center should be last not first so that people will read all of it and fill it out.

Sue thought there should be a question regarding utilization.

Priscilla agreed to read and edit as we all agreed it was not comprehensive enough. Bill motioned and Judy seconded. So voted. All agreed Jacob did the best he could with the information he had at the time.

Judy motioned and Ann seconded for Priscilla to do a draft survey and email it to all of us and we can bring our thoughts to the next meeting as she has seen many. So voted.

Ken informed us that we have a place on the July 6th Selectmen's meeting agenda. Time TBA

Some of the things we need to express are, Melissa received permission to start the steering committee and the COA agreed. COA spoke of the needs we have.

Request at the Town Meeting for money for the feasibility study to see if we can adapt or not.

We are planning a survey and the mailing will be paid for by a private party.

The building is not adequate enough and what can we do to make it better for our Seniors.

Once we get organized the article for our request will be presented by the Town Manager at the January Town Meeting. We need the Finance Committee to agree also. We already ^{Ken} have a liaison there.

We should look into finding a business person to aid us as an advisor. Ann will contact one man that she knows.

Publicity: (after July 6th meeting.)

TRHS students can put us on Facebook

Public access channel

Newspaper articles. Sandy has offered to contact all the local papers and Bruce for the town access. She will write an article and have Ken confirm it before it goes out.

Town Commons=Turley Publications, Stonebridge Press=Adam Minor, Sturbridge Times=Stephanie Richards who can write the article about us.

We need to meet and finalize the survey and be ready for the July 6th meeting.

The next meeting is scheduled for July 2 at 10:30 am

Gladys motioned to adjourn and seconded by Sandy Ken adjourned the meeting at 11:30am

Respectfully submitted

Judy Tryba

C. O. O. Steering Committee Minutes

July 2, 2015

Chairman Ken opened the meeting at 10:30 am

ATTENDANCE: Sandra Cole, Susan Grandone, Gladys Santelli, Gerald Suprenant, Judy Tryba, Ann White, Ken White. Dr. Priscilla Gimas. Excused: Sis Chapdelaine, Bill Grandone. Absent: Kelly Peck, Jacob Ryan, and Donald Suprenant

Secretary Judy read the minutes from June 19th. Gladys moved to accept, seconded by Sandra. So voted.

Priscilla brought us some exciting news. She explained that she heard of Massachusetts Development who would come and assess the building for free. They also give out "no pay back" loans. Town Planner, Jean and Town Administrator, Leon will approach them.

Sue read a list of ideas that Bill sent for addressing the BOS. We agreed to hold most of them until after the July Selectmen's meeting.

We discussed how to approach the BOS to ask them for guidance. We must stay away from negative topics. Try to control the way the information is received. It should be in a positive manner so that there will not be a "town chatter" with end results of "They want a new building!"

We should explain that we are looking for the future of the Senior Center not list all the deficiencies. Our ultimate goal is to have more seniors want to come to the center but we do not have the space for all the programs that are being asked for or even the ones that we have now. There is much juggling of time for room use now. Ken is going to inform them that some seniors no longer come for the lunches as the food is not acceptable.

Ken and Sue will put together some notes to use at the meeting to make sure they convey all the topics that need to be addressed. All committee members should try to attend to show a united front. Ken will be the only person speaking.

SURVEY

Priscilla met with some people that she knows that are familiar with surveys and have worked with senior issues. We all read the copy that she emailed and then made suggestions for editing purposes.

Add: Ideas re: larger dining area, conference rooms, rooms for privacy meetings such as SALT and medical programs. We spoke of a commercial kitchen so the meals could be cooked on the premises to make them better and also have the opportunity to have fundraiser dinners.

Also add additional lines that read "other" to the selection lists.

Priscilla will amend the survey and email it to us again for approval. When approved the survey will be copied into a 2 sided sheet. The COA will provide us with printed mailing labels and possibly envelopes with their return address on them. Ken and Ann will speak with Melissa.

Ann will speak to Carmine to ask her to print the labels. Where will the surveys be printed?

Public Relations:

We all decided not to use Facebook as it is too easy for people to fool around with.

Sandy made a letter to be used for Public Relations and called The Sturbridge Villager. Adam sent a reporter to this meeting to make notes for a press release after the BOS meeting. She was also invited to attend the BOS meeting Monday.

Mailing: We need to get a Precinct list of streets addresses as we will be putting a notation as to where the surveys are mailed. Ken will go to the Town Hall to get one.

They will state to return by dropping off at the Senior Center's physical street address or mail to the Center's P O Box 746 Sturbridge 01566. Attention Ken White. A box will be provided inside the Senior Center that only Ken will be emptying. This will ensure that all surveys will be in one person's care.

We decided that the surveys should be mailed no later than July 23, 2015. The return by date will be September 1, 2015

We will have a meeting July 8th at 1:00 pm to work on getting the survey ready for mailing.

Gladys motioned to adjourn. Seconded by Sandy. So voted

Ken adjourned the meeting at 12:00

Respectfully submitted,

Judy Tryba, Secretary

C.O.A. Steering Committee Minutes

October 6, 2015

Chairman Ken White opened the meeting at 10:10 am

ATTENDANCE: Sis Chapdelaine, Sandy Cole, Bill Granadone, Sue Grandone, Kelly Peck, Gladys Santelli, Gerry Suprenant, Judy Tryba, Ann White, Ken White. Guest: Pricilla Gimás

Absent: Donald Suprenant. Excused: Jacob Ryan

Secretary read the minutes. Motion by Gladys and 2nd by Kelly to accept as read, So moved.

Ken thanked everyone for their work on the surveys. Discussion followed

Bill told us 236 were returned which is 15% and that is a good figure. 104 use the center and 117 do not. This shows that the center is already full proving the need for a larger facility.

The reasons for not attending were not given on the survey sheet. Judy suggested some may be still working and therefore cannot be there during the day and there are no evening programs.

Swim exercise was a popular item wanted. Judy said even if we couldn't have a regular pool there is a chance we would have space for a small exercise pool in the future. That is not a priority.

Sue mentioned we should have asked for an age group. 60-65 etc. She has an excel spread sheet and should have all the data on it.

Pricilla said we should put all the common issues together highlighting the survey. Now is the time to go to the BOS to bring up the "negative" aspects of our Senior Center as we have the people's opinions in hand. Ken will make an appointment to go to the next meeting of the BOS.

Ken stated the main issues are parking, better steps, larger rooms, a 1 floor building, larger dining area, more trips, more events, holiday parties, a traffic light to get out of Arnold Rd., and offer a help program for veterans.

It was stated that some of the answers that came in prove that all seniors are not reading their free newsletter as they asked for programs that are already in place.

Carmen gave a report for events for 2014 showing of 250 days in the building, 15,658 seniors were in attendance.

Sue gave a lot of praise to Melissa and Leslie for all their hard work and dedication.

Pricilla spoke of the fact that Melissa should be invited to attend all the meetings as she is the most knowledgeable person regarding the building and the seniors' needs. She deals with all of this on a daily basis. Ken said he has asked her to attend and she gets a copy of the minutes. Pricilla suggested we try to coordinate our meetings so she can come and give her input. She would not have to stay for the whole meeting if she is busy.

Pricilla: Points to think about. Get people to understand to ignore the tax rate talk. Down the road, we have to get as many seniors as possible to realize how important it is for them to attend the Town Meeting. We will need at least 100 to be there. We should try to get a bus to transport them if necessary.

Pricilla will go to the Town Administrator with our information and he will look into the MA Development. He will reply with his advice and suggestions as to what we should do. He could ask about a special consultant. Could he get monies for that? He should get back to us by next week with recommendations.

Ken spoke about alternative properties. It was discussed how the Hebert's building has gone into disrepair and would be too expensive to fix. The Shepard property ?

Questions on where are the seniors going to go if it ends up we have to renovate. Where would they meet? Would all programs be suspended until the new place is ready? Pricilla did not have an answer. Something to be thinking about.

Thank you to Dan Truax for doing our survey mailing.

Ken will call us when the next meeting will be held.

Gladys motioned for us to adjourn and was seconded by Sandy at 11:30

Respectfully submitted

Judy Tryba

C. O. A. Steering Committee Minutes

October 15, 2015

ATTENDANCE: Sandy Cole, Sue Grandone, Jerry Suprenant, Judy Tryba, Ann White, Ken White, and Priscilla Gimas

Meeting opened at 10:10 am to discuss the strategy for the October 19th Board of Selectmen's meeting. We are scheduled for 8 pm.

Priscilla met with Town Administrator, Leon, and he is planning to help us.

Priscilla suggests we discuss only the facts that have been proven by our recent survey. All of the BOS will have a copy of this survey ahead of time to read. We should especially speak to the issue of parking, space, and food as they are the most problematic. If anyone on the board does not support our concerns then we should ask them what the reason is for not supporting. They must answer us.

The BOS may request a town sub- committee with a couple of selectmen, finance committee persons, Melissa, one or two at large residents. This would be good for us as things would move forward more quickly.

There is a strong possibility that Leon can get us on the warrant at the Special Town Meeting to ask for a feasibility study. **We should not discuss this at the Monday meeting.**

Things to point out are the fact that we cannot service the current seniors needs now and what will happen in a very few years when the still working early 60 year olds want to start coming?

Melissa has been offered 20 computers for our use but she does not have a space to put them.

We would like to meet the other requests from our seniors, such as water exercise, at off site locations, if possible.

We no longer are allowed to park across the street near the red building as it has been sold and the new owner needs the space for his business.

It was said that we need to make them aware that some seniors with health issues are being dropped off for the day. This is not only not allowed but is an issue as the staff is not trained to handle this situation. We certainly do not have the space to take care of this problem. There is not a senior day care in town anymore. We have had a couple of incidents regarding these visitors.

Ken and Ann informed us that The Sturbridge C. O. A. has recently voted to use the Standards for Independence for Senior Center Participation to try to handle some of these issues.

We should bear in mind this also could provoke a Community Center talk where we would all share time and space.

We will set the next meeting after we see how the BOS meeting goes. Ken, Sue and Melissa will be the only ones speaking. Committee members should try to attend to show strength but it is not necessary.

Respectively submitted,

Judy Tryba

C.O.A. Steering Committee November 3, 2015 10:00 am

Meeting called by Leon Gaumond to speak to the committee about issues in and around the building. He introduced Lynn Smith who will be helping us.

Attending: Leon, Mary Blanchard, Barbara Berry, Melissa, Ken, Sue, Judy, Ann

Special guest: Evelyn "Lynn" Smith, Director of Architecture, from CME Associates, Inc.

This is a preliminary discussion to get prepared for the Article that is to be put on the next Town meeting for a feasibility study.

Lynn brought the 8 Brookfield Rd. study with her to give us an idea of what we need to do. We gave her a copy of the survey results. We also gave her a list of what needs to be done as soon as possible to make the building safer and more comfortable for the seniors. Such as: New roof, new furnace, A/C upstairs, parking lot repair. Lynn and Leon asked Melissa to give her opinion on what is needed and why.

Melissa informed us that there was another senior that fell outside last week. The door to the building is not a safe way as it opens out. There is not a safe egress from the downstairs in case no one could use the elevator. She is working on some type of phone connection for seniors to use if they should need help. As of now, they set a timer and go down to check on people using the area. Lynn wrote down all these items.

We need our outdoor space for entertaining and fund raisers. Sixty people can eat on the main floor but without a kitchen we cannot have a meal fundraisers.

We cannot have evening programs as the Center only has 1 full time and 2 part time employees. Tri Valley is here from 9 to 2 daily so they take up the kitchen area and also it is very loud while they are preparing the lunches. This keeps us from having more programs to offer.

✓ Leon asked if there had been a hazardous waste study done the last time the building had work done to it. He wants that done. We don't want any surprises to be found in or around the building. There could be things underground that we are not aware of and would cost too much to remove. Lynn is going to talk to Pete Comeau to see if he remembers or she will look for files in the Town Hall.

Lynn said the feasibility study would determine the needs and the cost. Lynn and Melissa will set a program to define spaces and will determine the square footage required for each use program and this will show if the building can be made usable or not. Lynn said it looks pretty tight to expand the parking lot. Melissa reminded them that we have a need for more programs but not the space to hold them.

Ken asked if the study shows the building can be updated, where would the Seniors go while the work is being done. There is no available space in town right now. Lynn said that it is possible the work would be done in stages. It is too soon to consider this.

Lynn also said she would like a mechanical and electrical wish list as she knows we blow fuses often. The building code will help with how much space is needed.

The bathrooms are not ideally placed.

Lynn will initially contact Leon as soon as she has her proposal ready and then Leon will contact Melissa. Lynn thought that she could possibly have it ready by the end of the week.

We adjourned the meeting to go on a tour of the entire building so Lynn could actually see what and where things were. Every nook and cranny was seen including the water shut off in the wall, the boiler room, and the old storage area with the dirt floor.

The main room was set up for the pasta lunch so they saw how crowded it can be at any given time.

Respectfully submitted,

Judy Tryba, Secretary

COA STEERING COMMITTEE DECEMBER 11, ~~2014~~
2015

MEETING OPENED AT 10:15 AM

ATTENDING: Sue Grandone, Judy Tryba, Ann White, and Ken White.

Excused: Sandy Cole, Bill Grandone, Gladys Santelli.

Absent: Sis Chapdelaine, Kelly Peck, Jacob Ryan, Donald Suprenant, Jerry Suprenant

Judy read the minutes of the last meeting. Motion to accept by Sue and 2nd by Ann.

Ken needs to ask for a Warrant Article for the Special Town Meeting. Priscilla suggested to send a request for a sum of money for a feasibility study for the existing Senior Center.

Leon will put the amount for the CME.

The request will read, The COA Steering Committee is requesting a Warrant Article for the Special Town Meeting for a feasibility study for the existing Senior Center. We are requesting a sum of \$\$\$\$ for the feasibility study. Ken should email this to Leon as soon as possible.

We should be sure to notify all steering committee members.

A new furnace and a new roof are voted on.

Additional needs...Senior Day Care is much needed as soon as possible. Updating should be done with a growth possibility.

Mellissa noted that the seniors pay taxes and actually only get 1% in return. We had sent out 1637 surveys.

It is not the time to start asking for donations. We should make personal visits and leave a letter when we finally do start to make requests of local businesses.

Some of the ones mentioned were: Publick House, Arland Tool, Northern Tree, CPC Engineering, All Star, all the banks, Mr. John Argitis' family (he was CEO of G&F).

Melissa suggested we offer naming rights to the largest donor.

Priscilla said we should not reveal the names of donors until the very end. Keep it Quiet!

Melissa suggested putting a thermometer showing the level of donations received on the front lawn. Possibly constructed by the TRHS shop students.

Priscilla spoke about the now popular idea of a Calendar sale where persons can win prizes every day. We need to get sponsors for each day so that all the monies would be profit. There is a large amount of money that we can possibly raise.

We must offer to give rides etc. to the Special Town meeting so we can have at least 100 voters that are pro our request.

Meeting adjourned at 11:30 am

Respectfully submitted,

Judy Tryba, Secretary

C. O. A. STEERING COMMITTEE MEETING

JANUARY 22, 2016 2 pm

ATTENDING: Sis Chapdelaine, Bill Grandone, Sue Grandone, Gladys Santelli, Jerry Suprenant, Judy Tryba, Ann White, Ken White. EXCUSED: Sandy Cole. ABSENT: Kelly Peck, Jacob Ryan

The minutes of the December 11th meeting were read. Bill motioned to accept and 2nd by Sis. So voted
Members voted to speak to certain groups regarding the Special Town Meeting.

February 9th Ken will speak at the senior center @ 10 am

February 12th Sis will speak at the Senior Center @ 1pm.

February 16 Jerry will speak to the Cribbage club @1 pm.

February 18 Jerry will speak at the SALT meeting @ 1pm.

Sis will also give a talk at the Kelly Park meeting room or put it in the Park newsletter.

The talks will all be from the article on the front page of the Senior Center newsletter. Please do not mention if we are looking for a new or updated building. We are to speak only about the feasibility study. The article mentions the cost (\$32,000 from free cash) and that rides will be provided to the meeting.

Reminders will be put on the bulletin board.

Ann will notify the Town Cable Access

Ken will have Olivia put a press release out at least two times.

Ken and Judy will speak at the Town Meeting if asked questions.

It was said that the need for improvement was mentioned at the June 2015 Town meeting so it should not come as a shock that we are investing our time to see what can be done.

It was also mentioned that after the affirmative vote there will be a need for a new committee for fundraising. Question. Will the Steering committee's job be done? TBA

Gladys moved to adjourned at 3 pm. 2nd by Ann. So voted

Respectfully submitted,

Judy Tryba, Secretary

✓

1 hr 53 min

Senior Center Study Committee

October 14, 2016 1:30 p.m. @ Town Hall

Members Present: Ken White, Mary Blanchard, Anthony Celuzza, Ann White, Sue Grandone, Gerald Suprenant

Others present: Leon Gaumond, Lyn Smith, Melissa Beauchemin

Called meeting to order at 1:30 p.m. by L. Gaumond in the absence of a Chairman.

Motion by M. Blanchard to nominate A. Celuzza as Chairman of the committee. There were no other nominations. All in favor.

L. Gaumond accepted nomination for Vice-Chairman. There were no nominations.

L. Gaumond accepted nominations for Clerk. There were no nominations. L. Gaumond offered to serve as Clerk.

L. Gaumond introduced Lyn Smith from CME who is working with the Town on this project. L. Smith went through the proposal for services (attached). This gives us a vision for the facility and then compares that vision to the current building. The review also includes a code review of the building under its current use as well as a condition assessment of the building and the site. In the final report, it will include conceptual plans and drawings and cost estimates to meet that recommendation.

The timetable for completion will be determined.

L. Smith presented her comment from her walkthrough of the building (attached).

M. Beauchemin informed L. Smith that there have been some improvement to the lobby area of the Senior Center. She also mentioned the boiler. She continued by speaking to some additional concerns that the seniors may have

following qualities:

- It should be on one level
- Canopy to get in during bad weather
- Easy access and parking
- Garden spaces and outdoor recreational space
- Could serve as an emergency shelter
- Adequate meeting space with partitions
- Maybe a hobby room/craft room

There have been concerns raised about services during a renovation.

The next meeting is scheduled for October 28th at 1:30 p.m.

Motion to adjourn at 2:53 p.m. by M. Blanchard; seconded by K. White. All in favor.

Minutes prepared by L. Gaumond

✓

1 Mr. Ho...

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Senior Center Study Committee

October 28, 2016 1:30 p.m. @ Town Hall

Members Present: Ken White, Mary Blanchard, Anthony Celuzza, Ann White, Sue Grandone, Gerald Suprenant, Sis Chapdelaine, Gladys Santilli

Others present: Leon Gaumond, Lyn Smith

Called meeting to order at 1:30 p.m.

Motion by M. Blanchard to approve minutes of 10-14-16, seconded by K. White.
All in favor.

(

Lyn Smith from CME provided copies of the space program document to the committee as well as the square footage analysis (attached). The square footage analysis is somewhat of a 'wish-list'. It also takes into consideration of a growing senior population. There was a discussion about the commercial kitchen. The analysis currently takes into consideration a kitchen not up to a commercial kitchen standard however this can be revisited. It was decided to combine meals on wheels as well as the kitchen for the list to make it clearer what the needs are. There was discussion regarding the 1000 sq ft for yoga/tai chi and whether it was necessary to keep it. The committee also felt the game room needed some additional space than the proposal.

L. Smith presented two options for a 5000 sq ft addition to the current building (attached).

S. Suprenant mentioned the deplorable condition of the windows. He also mentioned that there have been several special events recently held in the Senior Center which have been extremely well attended.

L. Smith stated that the next step is to tighten the ideas and examine some costs moving forward.

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The next meeting is scheduled for November 18th at 1:30 p.m.

Senior Center Study Committee

December 5, 2017 2:00 p.m. @ Senior Center

Members Present: Gladys Santilli, Sue Grandone, Gerald Suprenant, K. White, A. White, M. Blanchard

Others present: M. Beauchemin, E. Neal, G. Morse

Called meeting to order at 2:00 p.m. by M. Blanchard in the absence of the Chairman A. Celuzza who had resigned prior to the meeting.

The minutes from the August 30, 2017 meeting was read and accepted.

M. Blanchard stated that the committee needs to fill the vacant chairman position and asked if anyone on the committee wanted the position. K. White agreed, a vote was taken and K. White was elected Chairman.

DPW Director Greg Morse stated that there is enough property at the Senior Center for a 5000 sq. ft addition. There was a discussion on what kind of soil or ledge might be encountered and if the building, built in 1874, would suffer any structural damage with an addition added on. Mr. Morse believed that the building would remain sound but the unexpected could happen. K. White stated that a 5000 sq. ft. addition would not meet the future needs of the Senior Center and therefore, in his mind, would be a waste of taxpayer money by not planning for the future. K. White stated that at the 11-3-15 Steering Committee meeting, L. Gaumond stated that he would like a hazardous waste study done as there could be things underground that would cost too much to remove. We do not know if that study was done.

L. Gaumond supplied the committee a list of town owned properties to review. K. White stated that the Steering Committee looked into a 015 properties list and came up with three properties with only one that seemed feasible, the Shepard parcel. Mr. Morse stated that this property could not be built upon. The Steering Committee also toured 1 River Rd as a possible site.

K. White spoke with Rep. Todd Smola about state funds. He stated that a

community center would be more conducive for state funds.

Meeting adjourned at 3:45 p.m.

Minutes prepared by K. White

J h.

Senior Center Study Committee

April 20, 2017 2:00 p.m. @ Town Hall

Members Present: Ken White, Mary Blanchard, Anthony Celuzza, Sue Grandone, Gerald Suprenant, Gladys Santilli, Sis Chapdelaine

Others present: Leon Gaumond, Lyn Smith, Melissa Beauchemin

Called meeting to order at 2:00 p.m. by A. Celuzza.

Motion by M. Blanchard to approve minutes of 10-14-16, second by K. White. All in favor.

The committee reviewed the study as presented by CME. It was noted that Fiskdale needs to be corrected on page 3. On page 6, the entry way needs to be completely redone and should also be the handicapped access for the building as well according to A. Celuzza. He also felt we may need the Fire Department to weigh in as well.

M. Beauchemin stated that the size of her office is sufficient and needs to be corrected on page 7. Questions were also raised about the need for alternative energy as well as the emergency shelter requirements.

G. Suprenant asked about the kitchen design on page 9 as well as the need for more storage. There was a discussion on the need for program space vs. kitchen space. M. Beauchemin felt program space is the priority.

A. Celuzza asked about the gift shop. S. Grandone said it brings in a good amount of money and we would like to expand it. A. Celuzza asked about the dining room capacity and there was much discussion about the use of the dining space.

L. Gaumond spoke about finding areas of compromise given the need to balance the needs of the senior population and the work necessary to sell the ultimate plan to the people of Cambridge.

There was discussion about space for functions and our ability to subdivide space. After discussion it was settled that the dining room space should accommodate 100 people.

After a review of the square footage needs for the rooms, there was a decision to make the names of the rooms more generic.

Lyn Smith agreed to modify the document with the feedback she received from the members of the committee and will send the revision to L. Gaumond for distribution.

L. Gaumond asked about receiving a quote for survey work and L. Smith responded she could send us a quote for the work.

Motion to adjourn at 3:58 p.m. by M. Blanchard; seconded by K. White. All in favor.

Minutes prepared by L. Gaumond

1 hr. 30 min

Senior Center Study Committee

June 28, 2017 2:00 p.m. @ Senior Center

Members Present: Mary Blanchard, Anthony Celuzza, Sue Grandone, Gerald Suprenant, Gladys Santilli, Sis Chapdelaine

Others present: Leon Gaumond, Melissa Beauchemin

Called meeting to order at 2:04 p.m. by A. Celuzza.

Motion by M. Blanchard to approve minutes of 4-20-17, second by S. Grandone. All in favor.

L. Gaumond presented the quote from CME for the survey work. Discussion on whether or not to also do the wetlands flagging. The committee felt it was important to do so. Motion by M. Blanchard to accept the Survey Proposal from CME including wetlands flagging, seconded by S. Chapdelaine. All in favor.

The committee began discussion on the space needs analysis. The goal is to finalize the space needs analysis for final presentation to the Selectmen.

Mr. Celuzza asked if there is accurate information regarding resident participation at the senior center vs. non-residents. M. Beauchemin will wrk on preparing a report including Sturbridge & Fiskdale vs. other communities.

Mr. Celuzza asked members to refer to page 9 in the space program. He asked about the gift shop. It is estimated that the gift shope brings in about \$2000/year which helps with the 'niceties' of the department/center. She also sees an increase in interest and revenues from the gift shop. The numbers are fine as stated.

Mr. Celuzza asked about the number of people needed in the dining room. There was lots of discussion about the number and it was decided to leave it at 100. M. Beauchemin stated that her ability to offer a variety of programs is limited due to the size of tne space.

There was a discussion as to the amount of unique individuals who utilize the Senior Center. They report that 2465 unique individuals have utilized the senior center last year.

After discussion it was requested that the name of the dining room be changed to 'multi-function room' to adequately describe the variety of uses for the room. The committee also requested that the Line referring 'puzzle room' be eliminated. They also asked to remove the #4 from the workout room category.

Under the kitchen category, there was a question about the capabilities of the kitchen. A. Celuzza asked for the percentage of households utilizing the senior center. The consensus was that we needed a bigger space than we currently have.

L. Gaumond offered to send the changes to Lyn Smith and to send the final report to the committee once updated.

Next meeting to be July 26, 2017 at 2:00 p.m. at the Senior Center.

Motion to adjourn at 3:30 p.m. by G. Santilli, seconded by M. Blanchard. All in favor.

Minutes prepared by L. Gaumond

Senior Center Study Committee

July 26, 2017 2:00 p.m. @ Senior Center

Members Present: Mary Blanchard, Anthony Celuzza, Sue Grandone, Gerald Suprenant, K. White

Others present: Leon Gaumond, Melissa Beauchemin

Called meeting to order at 2:07 p.m. by A. Celuzza.

Motion by M. Blanchard to approve minutes of 6-28-17, second by S. Grandone. In discussion it was pointed out that the section on unique individuals was incorrect and should be removed. All in favor to approve the minutes as amended. (1) *abstention - K*

The committee continued discussion on the space needs analysis.

There was discussion on the small classroom/meeting space. M. Beauchemin feels the numbers are appropriate and concurred with the findings. The offices can also stay as presented.

A. Celuzza asked if the SHINE coordinator can share an office with the Outreach Coordinator or other services. M. Beauchemin stated that would not work as the Outreach Coordinator should not be sharing office space with any other employee due to the amount of confidential information. L. Gaumond pointed out that the report calls for three offices (Director, Outreach Coordinator and Medical & Personal Services) which should easily accommodate the variety of needs of the department. After discussion, all were satisfied.

The committee agreed with the report regarding the increase in ADA accessible bathroom space. There was significant discussion on the amount of usable storage space. M. Beauchemin felt that 800 square feet was appropriate and the committee directed the Town Administrator to remove the 'Durable Medical Storage' category and merge all storage together as one category given that there

is no dedicated space for medical equipment storage now. L. Gaumond will amend the report.

L. Gaumond informed the group about the revised quote from CME for the survey work which includes the wetlands flagging. The quote was \$5425 and L. Gaumond intends to execute the agreement within the next day or so.

The committee discussed the presentation with the Board of Selectmen on the space needs analysis. They will request an appointment with the Selectmen on September 5th. After discussion the committee asked L. Gaumond to make the presentation on behalf of the committee. He agreed and offered to work with M. Beauchemin on a powerpoint presentation. The committee agreed to meet on August 30th at 2:00 p.m. to have a run-through of the presentation.

Motion to adjourn at 3:17 p.m. by M. Blanchard, seconded by S. Grandone. All in favor.

Minutes prepared by L. Gaumond

Senior Center Study Committee

June 28, 2017 2:00 p.m. @ Senior Center

Members Present: Mary Blanchard, Anthony Celuzza, Sue Grandone, Gerald Suprenant, Gladys Santilli, Sis Chapdelaine

Others present: Leon Gaumond, Melissa Beauchemin

Called meeting to order at 2:04 p.m. by A. Celuzza.

Motion by M. Blanchard to approve minutes of 4-20-17, second by S. Grandone. All in favor.

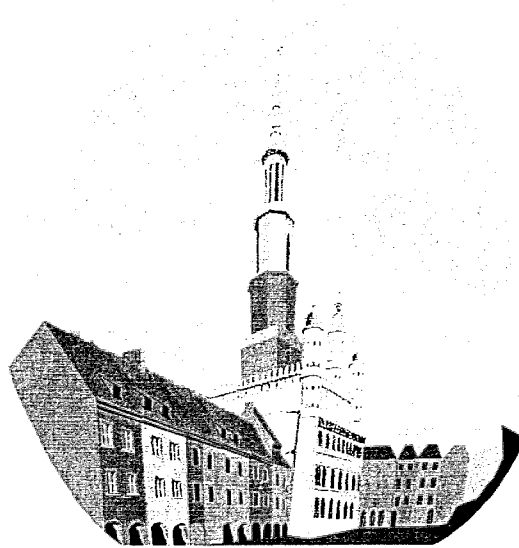
L. Gaumond presented the quote from CME for the survey work. Discussion on whether or not to also do the wetlands flagging. The committee felt it was important to do so. Motion by M. Blanchard to accept the Survey Proposal from CME including wetlands flagging, seconded by S. Chapdelaine. All in favor.

The committee began discussion on the space needs analysis. The goal is to finalize the space needs analysis for final presentation to the Selectmen.

Mr. Celuzza asked if there is accurate information regarding resident participation at the senior center vs. non-residents. M. Beauchemin will work on preparing a report including Sturbridge & Fiskdale vs. other communities.

Mr. Celuzza asked members to refer to page 9 in the space program. He asked about the gift shop. It is estimated that the gift shop brings in about \$2000/year which helps with the 'niceties' of the department/center. M. Beauchemin also sees an increase in interest and revenues from the gift shop. The numbers are fine as stated.

Mr. Celuzza asked about the number of people needed in the dining room. There was lots of discussion about the number and it was decided to leave it at 100. M. Beauchemin stated that her ability to offer a variety of programs is limited due to the size of the space.



Town of Sturbridge

SENIOR CENTER STUDY **COMMITTEE**

June 28, 2017

2:00 p.m.

Agenda

- 1) Welcome and roll call**
- 2) Approval of minutes from 4-20-17**
- 3) Review of Senior Center Program**
- 4) Review survey proposal**
- 5) Other business**
- 6) Adjournment**

Center study committee {a very important committee} consider utilizing formal rules of order to ensure smooth, effective and orderly debate and deliberation.

I have two issues to present:

1. The needs of the senior population programs and services, building facility, parking spaces and safety issues were referenced in the Annual Town Meeting June 1, 2015 Finance Committee Report (attachment).

2. The Senior Center's fundraising arm, the Friends of the Sturbridge-Fiskdale Senior, Inc. do minimal fundraising in supporting program and services that are not provided by the Town of Sturbridge or the Commonwealth of Massachusetts. Based on this minimal fundraising revenue, it will be difficult to convince the town to support any increase cost to the current facility. That is one reason we have the gift shop, proceeds go to a bank gift account. This is demonstrating to the town we are invested in the senior center and will fundraise to purchase supplies on and above our annual town budget allowance, if needed. I personally know (32 years as CFO of a nonprofit) if the "Friends" conducted multiple (approx. 4x a year), annual fundraising activities to defray the cost of the Senior Center expenses, there will be more opportunities to seek additional funding from grants, supporters, foundations, capital campaigns, etc.

Just heard there will be a change in the "Friends" leadership this coming June.

Please let us go forward together in unity to serve the "aging" population of Sturbridge.

Susan Grandone, COA Board Member, Senior Center Study Committee Member

Senior Center Study Committee

August 30, 2017 2:00 p.m. @ Town Hall

Members Present: Anthony Celuzza, Sue Grandone, Gerald Suprenant, K. White, A. White, S. Chapdelaine

Others present: L. Gaumond, Melissa Beauchemin, D. Matte, E. Neal

Called meeting to order at 2:01 p.m. by A. Celuzza.

Motion by K. White to approve minutes of 7-26-17, second by S. Grandone. In discussion it was pointed out that K. White abstained from the approval of the previous minutes. All in favor to approve the minutes as amended.

L. Gaumond discussed the upcoming presentation of the consultant's findings to the Board of Selectmen to be held on September 5th. He spent some time reviewing the powerpoint presentation which he and M. Beauchemin developed for review. The presentation speaks to the findings of the consultant, includes photos of the Senior Center and addresses the interior & exterior needs for the senior center. After considerable discussion the committee felt the presentation meets the goals of the committee with the main conclusion that the current building does not meet the needs of the senior population both today and into the future by about 5,000 square feet minimally.

There was discussion regarding possible solutions and that some of the members felt that there were still areas which could be improved to a greater degree than which is described in the consultant's report. S. Grandone mentioned the strong desire for a commercial kitchen. After much discussion, L. Gaumond reminded the members that the committee is not making a recommendation regarding proposed solutions at this time; just expressing that the needs are real.

Motion to adjourn at 3:19 p.m. by S. Grandone, seconded by K. White. All in favor.

Minutes prepared by L. Gaumond

Senior Center Study Committee

January 9, 2018 2:00 p.m. @ Senior Center

Members Present: Sue Grandone, Gerald Suprenant, K. White, A. White, S. Chapdelaine, M. Blanchard, R. Mimeault

Others present: L. Gaumond, E. Neal

Called meeting to order at 2:05 p.m. by K. White.

K. White read the draft minutes from the 12-5-2017 meeting. Motion by G. Suprenant to approve minutes of 12-5-17 as read, second by S. Grandone. L. Gaumond offered to type the minutes as read. All in favor to approve the minutes (R. Mimeault and S. Chapdelaine abstained).

L. Gaumond clarified the statement made about hazardous materials from the previous meeting. He explained his concerns were more about the hazardous materials found within the building if a renovation were to be considered than conditions in the ground.

K. White began a discussion on the town owned parcels provided in list form to the committee. He asked if we could determine if any of the parcels of town owned lands which were 6 acres or greater were buildable and whether or not they have access to town water and/or sewer. L. Gaumond agreed to ask town officials in the assessors office if they let us know. In addition he specifically identified several parcels of interest: parcels on Cross Rd., 'B' Arnold Rd., parcels on Holland Rd., 469 Main Street, the 6.08 acre parcel on Main Street, the Rte. 15 parcels and the Rte. 84 parcels. L. Gaumond agreed to gather all the information available to the Town on these parcels and report back to the committee at their next meeting.

There was significant discussion regarding the Hebert's Candies building. Motion by S. Chapdelain to authorize the Town Administrator to outreach to the property owner/listing agent for the property and to set up a tour of the building for the committee; seconded by M. Blanchard. All in favor.

R. Mimeault asked L. Gaumond for copies of the space needs analysis and agenda packets for previous meetings. L. Gaumond agreed to make the copies to be picked up.

Next meeting scheduled for 2-27-2018 at 2:00 p.m. at the Senior Center.

Motion to adjourn at 3:06 p.m. by M. Blanchard, seconded by S. Grandone. All in favor.

Minutes prepared by L. Gaumond

Senior Center Study Committee

February 27, 2018 2:00 p.m. @ Senior Center

Members Present: Rebecca Mimeault, Gladys Santilli, Sue Grandone, Gerald Suprenant, K. White, A. White, Sis Chapdelaine

Others present: L. Gaumond, E. Neal

Called meeting to order at 2:00 p.m. by K. White .

Motion by A. White to approve the minutes of 1-9-18, seconded by G. Santilli. All in favor.

L. Gaumond presented the report on town owned properties. K. White mentioned that the former steering committee looked at many of these properties in the past. E. Neal said he had done some of the research on vacant properties owned by the Town. He is willing to prepare a packet for the committee to review. He referenced parcels near Burgess elementary as well as the area past the DPW. He suggested we look at 2-3 parcels. S. Grandone also mentioned the property behind Kaizen/Mass electric.

L. Gaumond informed the committee that he is still waiting for the property agent to respond to him regarding a tour of the old Hebert's Candies building on Rte. 15. He will notify the committee when he hears from him.

L. Gaumond informed the committee that the Selectmen once again placed the senior center building study as one of the goals for 2018. The committee was pleased with the update.

K. White suggested that the committee look to explore crating pins or other insignia to show public support for improvements at the senior center.

L. Gaumond informed the committee that the State Senator is looking for capital improvements to be considered for the upcoming state budget. He intends to forward to the Senator a list which includes money for a senior center.

The committee discussed the need of a subcommittee to review the assessor's

map for town-owned properties. S. Grandone, G. Santilli, R. Mimeault, and E. Neal volunteered to serve on that committee. They plan to meet at town hall on March 15th at 1:00 p.m. L. Gaumond will let the Assessor's Office know.

The next meeting will be March 27th at 2:00 p.m.

Motion to adjourn at 3:05 p.m. by G. Santilli, seconded by S. Grandone. All in favor.

Minutes prepared by L. Gaumond

Next Steps: RFP

Senior Center Study Committee

March 27, 2018 2:00 p.m. @ Senior Center

Members Present: Rebecca Mimeault, Gladys Santilli, Sue Grandone, Gerald Suprenant, K. White, A. White, Sis Chapdelaine

Others present: L. Gaumond, H. Weston, Margaret Darling, Michael Suprenant, E. Neal

Called meeting to order at 2:00 p.m. by K. White .

Motion by Gladys Santilli to approve the minutes of 2-27-18, seconded by S. Grandone.. All in favor.

K. White mentioned that a subcommittee had met to discuss available properties in town. R. Mimeault and Ed Neal reviewed a number of town owned properties as options. The best options were:

- * 1) 70 Cedar St (14.2 acres). It was wet in some places but high and dry from 6 Caron Road down. The entrance would be on Caron Road.
- 2) 15a Main Street. It is right behind the electrical substation near Kaizen. After discussion it was determined that this property was not feasible.
- 3) 42 Cedar Street. 3.25 acres. K. White knows that property and feels it is all wet and not feasible. - *wet lands*
- 4) New Boston Road/Rte. 84. This is the parcel behind the DPW and is the parcel that the Recreation Committee is considering for the field project. Ed Neal showed a map of the field project proposal. They believe the land area is 2.5 acres. *Hand let for small* *Town land - w/ Town Property risk*

There was discussion that image 5d/parcel 69 and the 70 Cedar property seemed to be the most ideal. Ed Neal also mentioned a parcel adjacent to Burgess School. He said it was 19 acres but it may be under the school authority. It was mentioned that school bus traffic would be a concern

K. White thanked E. Neal and R. Mimeault for their work on this part of the project.

L. Gaumond spoke about next steps. K. White wished to look at both of the sites with some of the members of the committee. He asked the subcommittee to look at the two sites and report back at the next meeting. R. Mimeault asked if we could outreach to a realtor to see if there is any property in town for sale which could satisfy our needs. L. Gaumond mentioned that the Town would need to do an RFP process and referenced his experience in preparing such an RFP. He would forward a previous version he used.

The next meeting will be April 18th at 2:00 p.m.

Motion to adjourn at 2:55 p.m. by G. Santilli, seconded by S. Grandone. All in favor.

Minutes prepared by L. Gaumond

Senior Center Study Committee

April 18, 2018 2:00 p.m. @ senior center

Members Present: K. White, A. White, Gladys Santelli, Sue Grandone, Jerry Suprenant, Sis Chapdelaine, Rebecca Mimeault, Mary Blanchard, Margaret Darling.

Others Present: Heather Weston

Called meeting to order at 2:00 p.m. by Ken White.

Motion made by Rebecca Mimeault to accept the Meeting Minutes form 3/27/2018 with the correct of the spelling of Gladys Santelli's last name, seconded by Gladys Santelli. Abstained by Mary Blanchard. All in favor. Motion approved.

Ken White brought the proposed properties to the table as follows;

- #42 Cedar St-Wetland
- #469A Main St-Wetland to close to river
- #51 Rt 84-Gravel pit, too small
- #57-DPW
- #67-Waste water plant
- #69-DPW

Motion made by A. White that the above properties are not favorable, seconded by Sis Chapdelaine, all in favor. Motion approved.

Possible Sights as stated by Ken White;

- #70 Cedar St.-14.2 acres. Recreation Dept. states "Suitable site for new senior center" "Town owns the land, no restrictions" as stated by Mary Blanchard. See Attached Picture

Commercial Property stated by the committee would need RFP's (Requests for Proposal) as earlier stated by Leon Gaumond at the last meeting.

Specifications as Determined by the Committee:

1. 1 floor/level
2. 12,000-15,000 sq. ft
3. In Town limits
4. Usable space
5. HVAC
6. Sprinkler System
7. Generator
8. Adequate Frontage
9. Adequate Parking
10. Preferred Town water/sewer

11. Comply with Town Bi-laws & Regulations
12. NO Restrictions on property
13. Overall good condition

Ken White to make apt. with Leon for discussion and help on RFP's

Next Step as stated by Mary Blanchard:

1. Request Feasibility Study
2. Go before Selectmen

Sue Grandone stated next meeting May 22, 2018 at 2:00 p.m.

Meeting adjourned by Ken White at 3:00 p.m.

Senior Center Study Committee

*W. Chausson Date
to April 18/19 minutes
Approved*

May 22, 2018 2:00 p.m. @ Senior Center

Members Present: Rebecca Mimeault, Sue Grandone, K. White, A. White, Sis Chapdelaine, Mary Blanchard

Others present: L. Gaumond, H. Weston, Margaret Darling, E. Neal

Called meeting to order at 2:00 p.m. by K. White.

Motion by M. Blanchard to approve the minutes of 5-22-18 as amended, seconded by S. Grandone.. All in favor.

L. Gaumond presented the draft RFP for the purchase of a building and land for a new senior center. He announced that he plans to post it on June 28th for a bid opening on August 3rd. Questions from bidders will be due on July 19th and the committee may be asked to meet to discuss the questions. He reviewed the aspects of the RFP including the instructions and requirements to the bidders, the specifications of the property, as well as the evaluation criteria. He discussed the minimum criteria needed for the submissions as well as the evaluation criteria.

There was considerable discussion about the evaluation criteria regarding parking. Several members expressed concern the at the requirement for parking needed to be sufficient and wide enough to accommodate the needs of the seniors. After discussion there was consensus to change to HIGHLY ADVANTAGEOUS a need for 60 spaces and NON-Advantageous to 45 spaces.

L. Gaumond also informed the committee that he would update the lawyer section as well. He continued his discussion on the RFP by referencing the exhibits and P&S as developed by counsel. He informed the committee that the Selectmen has voted to authorize the Town Administrator to prepare and offer an RFP for this purpose.

Motion by R. Mimeault to authorize the Town Administrator to move forward on the RFP as amended; seconded by S. Chapdelaine. All in favor. K. White asked how long this entire process would take and L. Gaumond responded it should be

about 4 months.

There was brief discussion on the 70 Cedar Street property. R. Mimeault provided L. Gaumond with a copy of the property plan. The Committee feels this is a parcel of town-owned property which would serve as a great location for a senior center. Members of the committee have toured the property and while there are some wet areas it is much improved as you get closer to Caron Road.

The next meeting will be determined later on.

Motion to adjourn at 2:57 p.m. by M. Blanchard, seconded by S. Grandone. All in favor.

Minutes prepared by L. Gaumond

H Weston -

Senior Center Study Committee

August 21, 2018 2:00 p.m. @ Town Hall

Members Present: Rebecca Mimeault, Sue Grandone, K. White, A. White, Sis Chapdelaine, Mary Blanchard, Gerald Suprenant

Others present: L. Gaumond, H. Weston

Called meeting to order at 2:00 p.m. by K. White.

Motion by M. Blanchard to approve the minutes of 5-22-18 as amended, seconded by S. Grandone. All in favor.

L. Gaumond discussed the results of the RFP process. The RFP was advertised in the Central Register, in a local newspaper, and on the Town's website. The Town received no responses to the RFP.

Up to this point, the Committee commissioned a space needs analysis for the current building and found it was deficient in size and functionality. A determination was made that either the current building needs to expand or a new building needs to be constructed. The Committee reviewed the current town-owned properties to see if any of the sites were appropriate. After a review of the current inventory of town-owned properties the only parcel deemed worthy would be the 14 acres located at 70 Cedar Street. Now that the Town was unable to find an existing building in Town for sale which would meet the needs of the community, Chairman White asked L. Gaumond what he would envision as the next steps for the committee.

L. Gaumond reminded the Committee and the Selectmen set as one of its goals in 2018 to have one of our public buildings, presumably the senior center, be brought forward for a formal feasibility study, to examine the costs and basic design of renovating/expanding the existing building and to come up with estimated costs and designs for the purchase of land and construction of a new senior center somewhere in Town. He provided the Committee with copies of the Town's Designer Selection Procedures as governed by Mass. General Law and briefly explained the designer selection process in Massachusetts. He introduced Ashley Griffin as the Town's new Facilities Coordinator and he would suggest that she be brought up to speed on the Designer Selection process and to assist in getting estimates for the next phase of the project.

He further explained that he intended to present an update on the Selectmen's goals at their next meeting on September 5th. At that point he will outline the steps taken by the committee up to this point. The Committee discussed the possibility of seeking funds at an upcoming Town Meeting for the feasibility study. The Committee will check their schedules and determine when they could meet with the Selectmen.

The committee thanked L. Gaumond for his work with them and wished him luck in his new position.

Motion to adjourn at 3:00 p.m. by M. Blanchard, seconded by *Layton* G. Santilli. All in favor.

Minutes prepared by L. Gaumond

Meeting with Recreation Department – Revised on 4/2/2019

March 26, 2019 2:00 pm @ Center Office Building

Senior Center Study Committee Members Present: Rebecca Mimeault, Ken White

Recreation Members Present: Annie Roscioli and Erin Carson

Discussion was had regarding the parcel of property at 60/70 Cedar Street and the warrants that have been submitted to the town. Annie explained that Recreation submitted a joint warrant for a feasibility study that included a new Senior Center, and a legion size field – basically an Adult Baseball Field at 70 Cedar Street. Recreation also submitted a warrant for a feasibility study to put an athletic field at 60 Cedar Street with parking. This would be right across the street from the beach.

Annie stated that they would like a large activities room for children on the 70 Cedar Street parcel. The access to 70 Cedar Street property would be where the “old skate rink” was located. Annie explained that this joint warrant was voted on at the Recreation Committee’s last meeting and they needed the Senior Center Study Committee to approve it.

If approved by the Senior Center Study Committee, at the Town Meeting there would be three Feasibility Study proposals presented:

1. 60 Cedar Street (New Ball Field) - presented by Recreation for Athletic Field
2. 70 Cedar Street (New Senior Center and Ball field)– presented by Recreation and Senior Center
3. Main Street (Renovation of Existing Senior Center) – presented by Senior Center

Since time is short, Annie said that she would send a letter to the Town Administrator to put in a joint proposal for 70 Cedar Street if the Senior Center Study Committee voted to approve the proposal. In order to give Annie time to submit the request, it was agreed that Ken would schedule a meeting on April 2nd at 2:00pm at the Senior Center for the Senior Center Study Committee to take a vote on the joint proposal. Ken will send a notice out to the committee.

Once the warrant is submitted, the proposals will be put on both the Selectmen’s and Finance Committees Agenda’s for discussion and hopefully approval. These meetings have not been scheduled.

Minutes prepared by R. Mimeault.

Senior Center Study Committee – with updates from 3-12-2019 meeting

January 22, 2019 2:00 pm @ Senior Center

Members Present: Sis Chapdelaine, Sue Grandone, Rebecca Mimeault, Ann White, Ken White,

Members Not Present: Mary Blanchard, Gladys Santelli, Margaret Darling, Ted Kozak, Gerald Suprenant withdrew from Committee

Others Present: Ashley Griffin, Peter Parent from CME, Heather Weston

Called meeting to order at 2:00 pm by K. White.

Ken read the minutes of August 21, 2018 and a motion was made by S. Chapdelaine to approve them and seconded by A. White. All in favor.

Ken introduced Peter Parent, a Senior Civil Engineer from CME Associates, Inc.

Q and A session:

Ken reviewed the Senior Center Discussion Questions that were given to the committee by Leon Gaumond before he left his position. Once that was reviewed the committee members started by commenting on how the Senior Center attendance has increased dramatically since the original study was completed in 2015. The number of hours of use of the Senior Center in 2015 was 43,586.42 hrs. vs. January 2019 was 229,292.58 hrs. (over 400% increase).

Peter outlined the process for completing a design for both the current Senior Center and the Cedar Street parcel. The first step is to determine if the original footprint from 2015 is what the committee would like to maintain, or if it should be updated to reflect the increased usage. Peter and Ashley will discuss this with Lynn (formally from CME and who completed the original study and who is now an architect) and get this information to the committee.

Peter stated that he would submit to Ken an outline of what the Feasibility Study would include along with an estimated cost to conduct the study. The study would include both locations – current Senior Center and Cedar Street location.

The Committee discussed the possibility of meeting with the Recreation Committee to determine if they had any interest in working together to create a dialogue on the possibility of the future joint usage of 70 Cedar Street that would be beneficial to both committees and the town. According to Peter there is approximately 8 acres of useable land which would have enough room for joint usage. Ken will give a call to Annie Roscioli, Recreational Director and invite her (or someone from the committee) to the next Senior Center Committee meeting which will be held on Tuesday, February 12, 2019 at 2:00 PM at the Senior Center.

Next Steps

1. Determine if the original building size proposal is adequate.
2. Peter to send outline to Ken of what the proposed Feasibility Study would entail by February 5, 2019. This will be reviewed at the next Senior Center Meeting.
3. Invite a member from the Recreation Department to determine if there is an interest in sharing the parcel.
4. Need to establish timeline for making sure the funds for the Feasibility Study is approved by the Selectmen for the town warrant.

The committee thanked Ashely for attending the meeting and appreciated her help.

Motion to adjourn at 3:15 pm by R. Mimeault, seconded by S. Chapdelaine.

Minutes prepared by Rebecca Mimeault.

Senior Center Study Committee – with updates from 3-12-2019 meeting

February 19, 2019 2:00 pm @ Senior Center

Members Present: Mary Blanchard, Rebecca Mimeault, Ann White, Ken White,

Members Not Present: Sis Chapdelaine, Sue Grandone, Gladys Santelli, Margaret Darling

Others Present: Erin Carson and Annie Roscioli from “Recreation Committee, Ashley Griffin-Facilities Ted Kozak-Acting Town Administrator, Peter Parent-CME Engineering, Mike Suprenant-Selectman, Heather Weston-Senior Center Director

Called meeting to order at 2:00 pm by K. White.

Because there was not a quorum of members present that were at the February 19, 2019 meeting, the minutes of said meeting were not approved. Approval was postponed until the next meeting.

Discussion – Feasibility Study:

K. White introduced Erin and Annie from the Recreation Committee.

A. Griffin provided an overview of the two feasibility proposals previously submitted by CME for: 1) possible expansion of the existing Senior Center and 2) a new Senior Center at 70 Cedar Street. She further explained that the Senior Center Committee wanted to have a discussion on whether or not the Recreation Committee would be interested in working together to submit a Joint Master Plan Feasibility Study that would include a Recreation Facility and a Senior Center on the property at 70 Cedar Street.

A. Griffin explained that the Recreation Committee proposed a two-phase plan for the Cedar Street property. Phase 1 of the plan, which has been submitted for inclusion for the next warrant, would involve the development of 60 Cedar Street that includes multi-purpose athletic fields with associated parking. Phase 2 would be the development of 70 Cedar Street to include additional fields and facilities.

Ed Neil, interested citizen, requested CME to submit a proposal that would include both the Senior Center and Recreation projects on the 60 and 70 Cedar Street properties – a Joint Master Plan. CME submitted a scope and cost to complete this study of NTE (not to exceed) \$74,300. Completing a Joint Feasibility study could be beneficial to all parties, Senior Center, Recreation and the Town.

A motion was made by R. Mimeault to ask the Recreation Committee to appropriate money for a Joint Master Plan Feasibility Study for 60/70 Cedar Street NTE \$74,300. Seconded by M Blanchard. All in favor.

A. Griffin and E. Carson will present the proposal to the Recreation Committee, that is scheduled to meet on March 4, 2019, to determine if there is an interest in partnering with the Senior Center Committee to submit a Joint Master Plan Feasibility Study to the town. They will communicate their decision to Ken right after the meeting.

If the Recreation Committee approves the joint venture, Ken will submit a request to T. Kozak to put an Article on the warrant. The request will be to appropriate money for a Joint Master Plan Feasibility Study for the property at 70 Cedar Street to support the Recreation Center and Senior Center. Meanwhile Ken will submit a warrant article to appropriate \$10,000 (NTE) for a Feasibility Study for an expansion of the current Senior Center site at 480 Main Street.

Next Steps

1. Annie to notify Ken after the March 4th Recreation Meeting if they are interested in a Joint Master Plan for the property at 60/70 Cedar Street.
2. Ken to send Ted a request for the town warrant for a Feasibility Study for the expansion of current Senior Center – price NTE \$10,000.
3. Ken to send Ted a request for the town warrant for either a Master Joint Feasibility Study (Recreation and Senior Study) NTE \$74,300 or a separate Feasibility Study for a new Senior Center at 70 Cedar Street NTE \$40,000.
4. NOTE: Ted will help with the write ups for the warrants.

The committee thanked Peter from CME and Annie and Erin from the Recreation Committee for attending the meeting.

Next Meeting March 12, 2019 at 2:00 PM at the Senior Center

Motion to adjourn at 3:15 pm by R. Mimeault, seconded by M. Blanchard. All in favor.

Minutes prepared by R. Mimeault.

Senior Center Study Committee

March 12, 2019 2:00 pm @ Senior Center

Members Present: Mary Blanchard, Sis Chapdelaine, Margaret Darling, Sue Grandone, Rebecca Mimeault, Gladys Santelli, Ann White, Ken White,

Members Not Present: Ted Kozak, Acting Town Administrator

Others Present: Heather Weston-Senior Center Director

Called meeting to order at 2:00 pm by Ken White.

Minutes of the January 22, 2019 and February 19, 2019 were read by Rebecca Mimeault. A motion to approve the January 22, 2019 minutes with corrections was made by Gladys Santelli and seconded by Ann White. Five approved and 3 abstained. A motion to approve the February 19, 2019 minutes with corrections was made by Mary Blanchard and seconded by Gladys Santelli. Five approved and 3 abstained.

Discussion – Feasibility Study:

Ken White reviewed all the proposals from CME – Numbers 3753 (60 & 70 Cedar Pond Recreation Area), 3779 (Senior Center – Addition to Existing Facility), 3778 (70 Cedar Street – Senior Center – New Facility), and 3807 (60 & 70 Cedar Street – Recreation Fields & New Senior Center).

Ken White informed the committee that he did not hear from the Recreation Committee regarding whether they would be interested in working together to submit a Joint Master Plan Feasibility Study for the Town Warrant that would include a Recreation Facility and a Senior Center on the property at 70 Cedar Street. They had committed to communicate their decision to Ken after their March 4, 2019 meeting.

Mary Blanchard stated that three Warrant Articles were submitted by Ted Kozak as place holders that support a Feasibility Study to be done by CME for:

- 1) Senior Center Addition to Existing Facility - #3779
- 2) 70 Cedar Street – Senior Center – New Facility - #3778
- 3) 60 & 70 Cedar Street – Recreation Fields & New Senior Center - #3807

Ken White presented two warrant articles for the Committee to review.

- 1) Seeking \$10,000 from free cash to fund a detailed Feasibility Study for the renovation/expansion of the current Senior Center.
- 2) Seeking \$40,000 from free cash to fund a detailed Feasibility Study for the construction of a 15,000 +/- new facility at 70 Cedar Street.

After discussion there was a motion made by Ann White to approve the two warrant articles presented by Ken White and it was seconded by Sis Chapdelaine. All in favor.

Next Steps:

1. Attend the Selectmen's meeting – Mary will let Ken know the date
2. Attend the Finance Committee to discuss the warrants - TBD
3. Ken to schedule next meeting

Motion to adjourn at 3:15 pm by Gladys Santelli seconded by Ann White. All in favor.

Minutes prepared by R. Mimeault.

Senior Center Study Committee

April 2, 2019 2:00 pm @ Senior Center

Members Present: Mary Blanchard, Margaret Darling, Sue Grandone, Rebecca Mimeault, Gladys Santelli, Ann White, Ken White, Ted Kozak, Acting Town Administrator, Jeff Bridges, new Town Administrator

Members Not Present: Sis Chapdelaine

Others Present: Annie Roscioli, Recreation Department, Ed Neal

Called meeting to order at 2:00 pm by Ken White.

Ted Kozak introduced Jeff Bridges, the new Town Administrator.

Minutes of the March 12, 2019 were read by Rebecca Mimeault. A motion to approve the March 12, 2019 minutes was made by Mary Blanchard and seconded by Margaret Darling. Five approved and 1 abstained.

Rebecca read the notes from the meeting on March 26, 2019 with the Recreation Department. One correction was noted by Annie. Rebecca will make the correction and resend.

Ken gave a summary of the March 26, 2019 meeting with the Recreation Department. The joint proposal (#3807) has been approved by the Recreation Committee and needed approval by the Senior Center Study Committee. Annie clarified the Recreations need for a large room to support children activities (up to 25 children) – would basically be used 8:00 am to 2:00 pm during the summer and the usage would be flexible the rest of the year. They would also like a storage closet for equipment.

A motion was made by Mary Blanchard to endorse the joint warrant - #3807 and seconded by Margaret Darling. All in favor.

A great deal of discussion was held in regards to ensuring that both Recreation and Senior Center achieved what they needed at the Town meeting. If the joint feasibility study is not approved at the town meeting there needs to be other alternatives for both the Recreation and Senior Center to obtain funding for other feasibility studies. Based on this, both Recreation and Senior Center agreed to submit the following Feasibility Warrant Articles. Annie will bring this information back to the Recreation Committee for approval at their April 8, 2019 meeting.

Listed below are the five Feasibility Warrant Articles that will be submitted. The hope is that #1 will be approved which would eliminate the need for #3 and #4:

- 1) 60 & 70 Cedar Street – Recreation Fields & New Senior Center - #3807
- 2) Senior Center Addition to Existing Facility - #3779
- 3) 70 Cedar Street – Senior Center – New Facility - #3778
- 4) 70 Cedar Street – New ball fields for Recreation - (not done by CME)
- 5) 60 Cedar Street – New ball field with parking for Recreation (# unknown)

Ken and Annie will attend the Selectmen's meeting on April 22, 2019. Mary Blanchard explained that they will be starting their discussion on the budget at the April 10, 2019 meeting but that it would not be a problem for them to hold these proposals for discussion at the April 22, 2019 meeting. Once Ken and Annie meet with the Selectmen, they will meet with the Finance Committee.

Next Steps:

1. Ken and Annie to attend the Selectmen's meeting to discuss the warrants – April 22, 2019
2. Ken and Annie to attend the Finance Committee to discuss the warrants – TBD

Next Meeting – Wednesday, May 15, 2019 - 2:00pm at the Senior Center

Motion to adjourn at 2:55 pm by Rebecca Mimeault seconded by Sue Grandone. All in favor.

Minutes prepared by R. Mimeault.

Senior Center Study Committee

May 15, 2019 - 2:00 pm @ Senior Center

Members Present: Sue Grandone, Rebecca Mimeault, Gladys Santelli, Ann White, Ken White, Jeff Bridges

Members Not Present: Mary Blanchard, Margaret Darling, Sis Chapdelaine

Others Present: Ed Neal, Leslie Wong – Sr. Center Representative

Called meeting to order at 2:00 pm by Ken White.

Minutes of the April 2, 2019 were read by Rebecca Mimeault. A motion to approve the minutes was made by Gladys Santelli and seconded by Sue Grandone. All in favor.

Ken and Rebecca gave a summary regarding the meeting that was held with Jeff Bridges, the Town Administrator. Anne, Ken and Rebecca met with Jeff on April 19, 2019 to come up with a plan to submit two Feasibility Warrant Articles at the Special Fall 2019 Town Meeting...if one is scheduled. This became necessary because the Selectmen, at their April 18th meeting, did not approve the Feasibility Warrant Articles that were submitted for the June 2019 Town Meeting. The Selectmen indicated that the Articles submitted did not clearly include the need for architectural cost estimates for both addresses, which is something the Board of Selectmen wanted included in the Articles.

At the meeting on April 19, 2019, Jeff outlined a strategy to move forward. He will prepare a RFP to be sent out to identified engineering firms, asking them to respond back within 4 weeks. The Study Committee will no longer will be using CME because CME does not have an architect as part of their staff. The RFP will be submitted by Jeff to Ken by the 3rd week in May. Ken will schedule a meeting for the Study Committee to review it. Once the RFP is reviewed and approved by the Study Committee it is expected that it will be sent out to Engineering firms during June. The proposed RFPs will be for both the Renovation (480 Main Street) existing Senior Center and a "new-build" Senior Center (70 Cedar Street).

Ken introduced the topic of needing a Vice Chair for when he is not available. Ken recommended Rebecca Mimeault. Ken White made a motion to appoint Rebecca Mimeault as Vice Chair. Seconded by Gladys Santelli. All in favor.

Ken also asked Leslie about setting up time to meet with the Seniors at the Senior Center to give them an update on the progress of the Study Committee. Ken will contact Leslie once the RFP has been sent out for a date and time for this meeting.

Next Steps:

1. RFP to be sent to Ken by Jeff for review – 3rd week in May
2. Ken to schedule meeting for Study Committee to review RFP
3. Once RFP's are returned from Engineering Firms– Study Committee will meet to review them.
4. Ken will schedule a time to meet with the Seniors at the Senior Center to give them an update
5. Feasibility Warrant Articles will need to be prepared

Next Meeting – TBD - Based on when the RFP is received

Motion to adjourn at 2:45 pm by Sue Grandone seconded by Ann White. All in favor.

Minutes prepared by R. Mimeault.

Senior Center Study Committee

June 4, 2019 - 2:00 pm @ Town Hall

Members Present: Margaret Darling, Sis Chapdelaine, Sue Grandone, Rebecca Mimeault, Gladys Santelli, Ann White, Ken White, Jeff Bridges

Members Not Present: Mary Blanchard

Others Present: Leslie Wong – Sr. Center Representative

Called meeting to order at 2:04 pm by Ken White.

Minutes of the May 15, 2019 were read by Rebecca Mimeault. A motion to approve the minutes was made by Ann White and seconded by Gladys Santelli. 6 approved and 2 Abstained.

Jeff gave an overview of the RFP that is to be sent out for a new Senior Center at 70 Cedar Street and the renovation of the current Senior Center. Also, Jeff introduced a new idea to the Committee about a piece of property that he was not at liberty to disclose at this time. He thought it might be available for a possible Senior Center. Jeff asked the Committee if they were set on 70 Cedar Street as an option or were they open to another location. The Committee members said they were not opposed to another location as an option and were willing to learn about it. Jeff asked if the Committee could wait one week so that he could get some more information and talk with the Board of Selectmen to determine the feasibility of the option. He requested that the Committee read the RFP and bring questions to the next meeting.

Meanwhile the discussion of parking came up at the Senior Center and Jeff said that there was a proposal by the DPW to add 12 more spaces to the current site. Jeff will check with the Board Of Selectmen to determine if we could move forward with that proposal which would give the Senior Center some relief.

Ken asked if we do not make the town meeting in the Fall – would we need to do another RFP for the Spring Town Meeting and Jeff said that we would because the RFP would only be good until the end of 2019.

Next Steps:]

1. Determine if new location is feasible.
2. Approve and send out RFP's to Engineering Firms
3. Once RFP's are returned from Engineering Firms– Study Committee will meet to review them.
4. Ken will schedule a time to meet with the Seniors at the Senior Center to give them an update
5. Feasibility Warrant Articles will need to be prepared

Next Meeting – June 13, 2019 at 2:30 at the Town Hall.

Motion to adjourn at 2:45 pm by Ann White seconded by Gladys Santelli . All in favor.

Minutes prepared by R. Mimeault.

Senior Center Study Committee

June 13, 2019 - 2:00 pm @ Town Hall

Members Present: Margaret Darling, Sue Grandone, Rebecca Mimeault, Gladys Santelli, Ann White, Ken White, Jeff Bridges

Members Not Present: Mary Blanchard, Sis Chapdelaine

Others Present: Leslie Wong – Sr. Center Representative

Called meeting to order at 2:00 pm by Ken White.

Minutes of the June 4, 2019 were read by Rebecca Mimeault. A motion to approve the minutes was made by Ann White and seconded by Gladys Santelli. All in favor.

Jeff gave an overview of the RFP that is to be sent out for a new Senior Center at 70 Cedar Street and the renovation of the current Senior Center at 480 Main Street and asked for comments. Jeff also introduced a new idea for another location in town but he was not at liberty to disclose the location until he met with the Selectmen. He was meeting with the Selectmen on July 1, 2019 to review the RFP and discuss this new location. If they approved the suggestion new location, the RFP would include that as well.

The Committee discussed whether we needed to complete a new assessment given the increased usage at the Senior Center. The concern is that would set the whole process back probably by a couple of years. After much discussion, a motion was made by Rebecca Mimeault to continue to move forward with the original assessment. Seconded by Ann White. All in favor.

It was mentioned that Senior Center Study Committee Meetings needed to be posted on the bulletin board at the Town Hall 48 hrs. before the meeting. Ken will be sure that this happens.

Next Steps:

1. Jeff to present RFP at the July 1st Selectmen's meeting
2. Determine if new location is feasible.
3. Approve and send out RFP's to Engineering Firms
4. Once RFP's are returned from Engineering Firms– Study Committee will meet to review them.
5. Ken will schedule a time to meet with the Seniors at the Senior Center to give them an update
6. Feasibility Warrant Articles will need to be prepared

Next Meeting – July 23, 2019 at 2:00 at the Town Hall.

Motion to adjourn at 2:45 pm by Rebecca Mimeault seconded by Ann White. All in favor.

Minutes prepared by Rebecca Mimeault.

Senior Center Study Committee

July 23, 2019 - 2:00 pm @ Town Hall

Members Present: Mary Blanchard, Sis Chapdelaine, Margaret Darling, Rebecca Mimeault, Gladys, Ann White, Ken White, Jeff Bridges

Members Not Present: Sue Grandone, Gladys Santelli, Leslie Wong

Called meeting to order at 2:00 pm by Ken White.

Minutes of the June 13, 2019 were read by Rebecca Mimeault. A motion to approve the minutes was made by Margaret Darling seconded by Ann White. 5 Approved and 2 Abstained.

Jeff gave an overview of the new RFP for: 1) New Senior Center at 70 Cedar Street, 2) Renovation of the current Senior Center at 480 Main Street and 3) New Senior Center on the Shepard Parcel. The Shepard Parcel is a bit more involved in order to gain approval for it to be built upon and it could end up being a lengthy process. The Shepard proposal would have to:

- Obtain approval from Conservation to approve its use for a Senior Center
- Have the voters approve it at the town meeting
- Obtain approval from the Legislator

Jeff explained that he presented the RFP plan to the Selectmen at the July 1, 2019 meeting and they approved the plan. He also spoke with Recreation and they agreed not to pursue the Shepard Parcel for ball fields and agreed to a Senior Center being built on that parcel. Jeff has already spoken to Opacum to discuss freeing up this property and feels it is promising. Jeff will also meet with Conservation regarding using this parcel for a potential Senior Center.

Some key dates:

July 25, 2019 RFP issue date

August 12, 2019 at 2:00 pm - Site visit of 480 Main Street

August 23, 2019 at 3:30 pm - All proposal must be received

August 30th at 9:00 am – Senior Study Committee meet at the Town Hall to review proposals

Meanwhile the Study Committee will meet on August 20, 2019 to discuss the best approach to educate the public on the value of a new or renovated Senior Center.

Next Steps:

1. Jeff to post the RFP for potential contractors.
2. Jeff to check to ensure that the \$16,000 in general funds is still available until the end of 2019. Leslie had called after the last meeting and spoke to someone and they told her it was available until the end of 2019.
3. Jeff to continue working on freeing up the Shepard Parcel so that it can be used by the town.
4. Once RFP's are returned from Engineering Firms– Study Committee will meet to review them.
5. Ken will schedule a time to meet with the Seniors at the Senior Center to give them an update.

6. Feasibility Warrant Articles will need to be prepared and presented to the Finance Committee.

Next Meeting – August 20, 2019 at 2:00 at the Senior Center.

Motion to adjourn at 2:45 pm by Mary Blanchard seconded by Sis Chapdelaine. All in favor

Minutes prepared by Rebecca Mimeault

Senior Center Study Committee – updated November 25, 2019

September 3, 2019 - 11:00 am @ Town Hall

Members Present: Margaret Darling, Sue Grandone, Rebecca Mimeault, Ann White, Ken White, Jeff Bridges

Others Present: Robin Chrabascz, Facilities

Members Not Present: Mary Blanchard, Sis Chapdelaine, Gladys Santelli, Leslie Wong

Called meeting to order at 11:00 am by Ken White.

Jeff and Robin informed the committee that they had 7 architects that were interested in bidding for the new/renovated senior center. They were:

- DiGiorgio Associates Incorporated

- Edm

- Abacus Architects & Planners

- Bargmann Hendrie & Archetype, Inc. (bh&a)

- Dietz & Co.

- Catlin & Petrovick Architects, PC

The team was asked to review all seven documents and fill out a form that Robin and Jeff gave the team. The forms were to be dropped off at the Town Administrators office by end of day on September 24th. Those that were not at this meeting to receive the booklets, will be notified by other members of the Senior Center Study Committee so that the entire team will have a chance to review them.

Once the evaluation forms are filled out and submitted to the Town Administrator's office, Robin will tabulate the results and team will meet on October 2nd to review the summary. This meeting will be at the town hall at 2:00 pm. Once the results are completed, it will be decided what Architects to bring in for a presentation.

Next Meeting – October 2, 2019 at 2:00 at the Town Hall

Motion to adjourn at 2:45 pm by Rebecca Mimeault and seconded by Anne White. All in favor

Minutes prepared by Rebecca Mimeault

Senior Center Study Committee

September 21, 2020 - 2:00 pm @ Senior Center. **Modified November 17, 2020**

Members Present: Margaret Dowling, Rebecca Mimeault, Ann White, Ken White, Sue Grandone, Sis Chapdelaine. Members Not Present: Gladys Santelli, Mary Blanchard

Others Present – Robin Chrabaszcz, Facilities Director

Called meeting to order at 2:05 pm by Ken White.

Rebecca gave an overview of the progress to date of the sub-committee (Ken, Sue and Rebecca) which was formed to review the Architect BH&A's Feasibility Assessment of the three properties that were chosen by the Senior Center Study Committee - 480 Main St., 70 Cedar St., and 80 Haynes St. A spreadsheet was developed to evaluate pros and cons, based on the information from the assessment, and was filled out by each subcommittee member. The categories were Program Goals, Building Goals and Community Benefits. The results were: 70 Cedar St. as #1, 80 Haynes St. as #2, and 480 Main St. #3.

The spreadsheet summary and the site maps were handed out to all members of the Senior Center Study Committee for further discussion. Robyn also noted that there was minimal cost difference between the three locations - \$500,000...again just an early conceptual phase estimate from the Architect.

A discussion was had regarding the location of the building on 70 Cedar being too close to the neighbors. Robyn stated that she believed the building could be moved to a more central location on the property. If it were moved, the building site would be surrounded by trees which would act as a buffer and have less impact to the neighbors. Robyn is going to talk with BH&A about creating a new drawing and also changing some of the wording on the map that references "Community" vs "Senior". She will send this map to the subcommittee for review before it is sent to the Selectmen.

Because of the concerns of the Conservation Restriction on 80 Haynes St. which would hinder development, it was the second choice of the subcommittee. Robyn asked the committee to look at the property both ways – with or without a Conservation Restriction to determine if it would change to the number one position. The subcommittee did this and determined since there was no access to Municipal Services and Public Utilities, 70 Cedar St. was the better choice.

After much discussion, a motion was made by Rebecca Mimeault to design and build a Senior Center, with necessary parking, at 70 Cedar St., based on moving the building to center of property to maintain a residential buffer. Seconded by Sis Chapdelaine – All Approved.

Substitute Motion was made by Ken White to design and build a Senior Center, including accessory use items, at 70 Cedar St., based on moving the building to center of property to maintain a residential buffer. Seconded by Sue Grandone. 5 approved 1 opposed 2 absent. Noted that opposed vote was only because hesitant to ask for additional funds beyond existing \$10M. Approved votes voiced concern about going in phases.

Next Meeting – TBD

Motion to adjourn at 3:10 pm by Rebecca Mimeault seconded by Sis Chapdelaine. All in favor.

Minutes prepared by Rebecca Mimeault

Senior Center Study Committee

October 2, 2019 - 2:00 pm @ Town Hall

Members Present: Mary Blanchard, Sue Grandone, Rebecca Mimeault, Gladys Santelli, Ann White, Ken White, Jeff Bridges

Others Present – Robin Chrabaszcz, Facilities

Members Not Present: Sis Chapdelaine, Margaret Darling, Leslie Wong

Called meeting to order at 2:00 pm by Ken White.

Robin gave an overview of the scoring process for the Architectural firms that submitted proposals for both a New Senior Center at 70 Cedar Street or on the Shepard Parcel and the Renovation of the current Senior Center at 480 Main Street. Robin suggested that we should not focus on the composite score instead focus on the categories that were rated 0 – as having a 0 skewed the totals. Robin went through each bidder and asked each team member about why they rated a category 0 to determine if it should be changed. Since Margaret Darling was not at the meeting, Robin said she would reach out to her to get her scoring. Then she would let the team know what firms made the final cut in preparation for the interview process.

After the scoring was completed by the team, it was decided not to include the Reference Column until after the top three applicants are identified and interviewed.

Next Meeting – October 18, 2019 at 1:00 to 4:00 at the Town Hall. Focus to conduct interviews with the top candidates.

Motion to adjourn at 2:45 pm by Mary Blanchard seconded by Anne White All in favor

Minutes prepared by Rebecca Mimeault

Senior Center Study Committee – Updated minutes on November 25, 2019

October 29, 2019 - 1:00 pm @ Town Hall

Members Present: Margaret Dowling, Sue Grandone, Rebecca Mimeault, Gladys Santelli, Ann White, Ken White, Jeff Bridges

Others Present – Robin Chrabascz, Facilities

Members Not Present: Mary Blanchard, Sis Chapdelaine, Leslie Wong

Called meeting to order at 1:00 pm by Ken White.

Minutes of the October 2, 2019 were read by Rebecca Mimeault. A motion to approve the October 2nd minutes was made by Sue Grandone and seconded by Gladys Santelli. 5 approved 1 abstained.

Robin gave an overview of the references for the Architectural firms that submitted proposals for both a New Senior Center at 70 Cedar Street or on the Shepard Parcel and the Renovation of the current Senior Center at 480 Main Street. The focus was on the final 4 firms that the team agreed to move forward with. They were: BH&A, LLB, Dietz, and Catlin. Once they were reviewed each team member talked about their thoughts on each of the four and gave their vote on who they thought would be best to get a bid from. All members of the committee voted for BH&A.

The next step will be to ask BH&A to break out the pricing for all three options and submit to the town. A motion was made by Sue Grandone to open negotiations for the pricing with BH&A and seconded by Margaret Darling. All in favor.

Jeff Bridges explained that once we received the information, we will need to prepare it for the next Town Meeting. Ann White asked about the process to get the Shepard Parcel and Jeff explained that there are a couple of things that need to happen.

1. Need to find a parcel to trade with the land trust which would free up the Shepard Parcel
2. Convince the Town (at the town meeting) to use it for the Senior Center. Town meeting would need to vote to lift the conservation restriction.
3. Last step would be for the state to change its restriction – this would be done by the Town Council.

Next Meeting – TBD – will be notified by Robin once we receive information back from BH&A

Motion to adjourn at 2:00 pm by Gladys Santelli seconded by Sue Grandone. All in favor

Minutes prepared by Rebecca Mimeault

Senior Center Study Committee

November 25, 2019 - 2:00 pm @ Senior Center

Members Present: Mary Blanchard, Margaret Dowling, Rebecca Mimeault, Ann White, Ken White, Jeff Bridges

Others Present – Robin Chrabascz, Facilities, Leslie Wong, Center Director

Members Not Present: Sis Chapdelaine, Sue Grandone, Gladys Santelli

Called meeting to order at 2:00 pm by Ken White.

Minutes of the September 3, 2019 were read by Rebecca Mimeault with one correction. A motion to approve the September 3, 2019 minutes with correction was made by Margaret Dowling and seconded by Mary Blanchard. 4 approved 1 abstained. Minutes of the October 29, 2019 were read by Rebecca Mimeault with one correction. A motion to approve the October 29, 2019 minutes with correction was made by Ann White and seconded by Mary Blanchard. 4 approved and 1 abstained.

Robin handed out the proposal from the Architect bh&a that outlines the Scope of Work for the assessment of 480 Main Street, 70 Cedar Street and 80 Route 15 (Shepard Parcel). After the scope of work was reviewed with the team, Robin reviewed the cost estimates that bh&a submitted. The cost estimates were broken down into three categories –

1. Comprehensive study of all three locations including additional site surveys of the two undeveloped sites (Cedar and Shepard) = \$105,150.
2. Study without additional site surveys of the two undeveloped sites = \$71,900.
3. Study of only 480 Main Street = \$49,100.

Robin explained that Jeff would like to move forward with the \$105,150 at the Selectmen's meeting on Monday December 2, 2019 with hopes of gaining their approval and getting it on the Special Town meeting which may be held end of January. Jeff explained that he would like all the properties surveyed as it would be valuable information to have. Rebecca questioned moving forward with the \$105,000 considering that at the presentations by the architects pointed out that the Cedar Street property would be very costly to develop and would appear not feasible for a Senior Center. If that were not part of the proposal, the cost would be under \$100,000 which might have a better chance of getting the funding approved.

Jeff was asked for an update on the progress on Rte 15 land swap and he stated that this is still work in progress. He would like to obtain approval at the Selectmen's meeting and Town Meeting for the funds and complete the survey study before he pursues the land swap and obtain a conservation easement.

A motion was made by Margaret Dowling for Jeff Bridges to present the \$105,150 at the Selectmen's meeting on Monday December 2, 2019. Seconded by Mary Blanchard. The vote was 4 yes and 1 no. Rebecca expressed a concern about asking the Town for over \$100,000. She did not support asking the Selectmen or the Town for the \$105,150 considering the information received from the Architects stated that Cedar Street would be very expensive to develop.

Next Meeting – TBD – after Selectmen's meeting

Motion to adjourn at 3:10 pm by Rebecca Mimeault seconded by Mary Blanchard. All in favor

Minutes prepared by Rebecca Mimeault

Senior Center Study Committee

December 16, 2019 - 2:00 pm @ Senior Center

Members Present: Margaret Dowling, Rebecca Mimeault, Gladys Santelli, Ann White, Ken White, Jeff Bridges

Others Present – Robin Chrabascz, Facilities

Members Not Present: Mary Blanchard, Sis Chapdelaine, Sue Grandone

Called meeting to order at 2:00 pm by Ken White.

Minutes of the November 25, 2019 meeting were read by Rebecca Mimeault. A motion to approve the minutes was made by Gladys Santelli and seconded by Ann White. 4 approved 1 abstained

Jeff gave a summary of the Selectmen's meeting explaining that he submitted the proposal for a Feasibility Study to be completed for 480 Main Street, 70 Cedar Street, and Rte. 15 (Shepard Parcel). The Selectmen questioned the Shepard Parcel being a viable location, given that it could not be used for the Recreation Department ball fields because of a conservation restriction. After much discussion, the Board approved the proposal as submitted for \$105,150 with the understanding that Jeff would present a Warrant for review at the Selectmen's meeting on December 16, 2019 and they would discuss it further.

Rebecca expressed a concern regarding moving forward with all three locations, because based on the Selectmen's feedback it would run the risk of not being approved by the Selectmen at the next meeting. Jeff explained that it was his job to educate the Selectmen to get it approved and he was prepared to do so at the December 16th meeting. He explained that he had spoken to the Chairman of the Conservation Commission and they agreed that using it for passive recreation for a Senior Center was ok.

Ken questioned whether we should only include on the warrant Rte. 15 and Main Street and drop 70 Cedar Street because of the concern of how to access the 70 Cedar Street parcel. It was mentioned at previous meetings that Recreation had jurisdiction over 60 Cedar Street and that they might not grant us an access road to be built for 70 Cedar Street. Based on what we have learned, it may be the only way to use 70 Cedar Street for a Senior Center. Jeff had said that the Selectmen were the ones that would make that decision not Recreation. Jeff stated that he would do whatever the Committee wanted, but he felt the way to go was to move forward with all three proposals for the \$89,000 (\$16,775 already approved). The Selectmen may vote to approve just Main Street, or Main Street and Cedar, but he was hoping that they would approve all three. Committee decided to move forward with Jeff's recommendation for all three. Ken asked Robin for a copy of the warrant and she agreed to send it to him.

The Committee discussed how to get the word out for the Seniors, family and friends to attend the Town Meeting which is January 27, 2020 at 7:00 pm – as it is a critical vote. Jeff stated that the warrant would be early on in the meeting. The plan is to put an article in the Senior Center Newsletter and also to add dates for Information Forums on the Senior Center calendar. The dates for the forum will be January 14th at 2:00 pm and January 21st at 5:00 pm. Rebecca will write up the Article for the newsletter and send it to Ken for approval by end of day December 17th. A Senior Center meeting is scheduled for January 8th at 2:00 pm to prepare for the forum meetings.

Because of the short timing of the Town Meeting and the holidays, the committee felt there might not be an opportunity to get anything in the newspapers...but agreed that would be ideal. Other ideas for spreading the word about the Town Meeting, would be the Senior Center Web Site, going to functions at the Senior Center such as exercise groups, pitch, etc. Rebecca will go to some of the exercise classes to let them know and also talk with Leslie about the web site and maybe putting up posters after the new year letting everyone know about the Town Meeting.

Next Meeting – January 8, 2020 at 2:00 – prepare for Forum meetings and communication to Seniors

Motion to adjourn at 3:30 pm by Ann White seconded by Rebecca Mimeault. All in favor

Minutes prepared by Rebecca Mimeault

Senior Center Study Committee

January 8, 2020 - 2:00 pm @ Senior Center

Members Present: Sue Grandone, Rebecca Mimeault, Ann White, Ken White, Jeff Bridges

Others Present – Robin Chrabaszcz, Leslie Wong

Members Not Present: Mary Blanchard, Sis Chapdelaine, Margaret Dowling, Gladys Santelli

Called meeting to order at 2:00 pm by Ken White.

Because there was not a quorum for the meeting, the minutes of the December 16, 2019 were not read. Those that were present, worked on the purpose of the meeting – preparing for the Forums that are scheduled to be held at the Senior Center. The purpose of the forums is to educate the public about a warrant (Article 44) for a feasibility study for a new/renovated Senior Center that will be voted on at the Special Town Meeting on January 27th.

Plans for the Forums:

- Create a document for the Senior Center Website
- Create a handout for the forum meetings – Ken, Ann, Sue and Rebecca completed and it was sent out to the SCSC. Ann will make 50 copies.
- Posters will be put up in various locations announcing the forum meetings – Leslie will take care of this.
- Have tours of the building to those that want them – Leslie will conduct
- Because of the work going on in the basement – people will not be allowed down there. Robin will prepare pictures of the basement and put them on an easel so that people can review them.
- Refreshments will be provided (cookies and drinks) – Leslie
- Location of forum will be on the second floor – set up by Leslie's team

Agenda for forum meetings:

Introduction

Review progress of the Senior Center Study Committee

Tours

Committee is requested to be at the Senior Center one hour before the forum meetings. January 14th be there for 9:00 – Forum starts at 10:00. On January 21st be there at 4:00 Forum starts at 5:00.

Minutes prepared by Rebecca Mimeault

Senior Center Study Committee

November 17, 2020 - 2:00 pm Virtual Meeting (hosted online by the Sturbridge Facilities Director)

Jeff Bridges read Governor Baker's March 12, 2020 Open Meeting Law document.

Chair Ken White, called the meeting to order at 2:05 pm.

Roll Call by Ken White - Members Present: Mary Blanchard, Rebecca Mimeault, Ann White, Ken White, Sue Grandone, Gladys Santelli

Members Not Present: Margaret Dowling, Sis Chapdelaine

Others Present – Robin Chrabaszcz, Facilities Director; Jeff Bridges, Town Administrator

Rebecca read the minutes of the September 21, 2020 meeting. A couple of changes were noted. A motion was made by Rebecca Mimeault to approve the September 21, 2020 minutes with the noted changes, seconded by Sue Grandone. 4 Approved, 2 Abstained

Rebecca gave an overview of the progress to date of the sub-committee (Ken, Sue and Rebecca) which was formed to review the Architect BH&A's Feasibility Assessment of the three properties that were chosen by the Senior Center Study Committee - 480 Main St., 70 Cedar St., and 80 Haynes St. A spreadsheet was developed by the subcommittee to evaluate pros and cons, based on the information from the architectural assessment. The categories were Program Goals, Building Goals and Community Benefits. The results of the spreadsheet indicated: 70 Cedar St. as #1, 80 Haynes St. as #2, and 480 Main St. as #3. Since two members of the Committee did not have a chance to review the subcommittee's pro/con spreadsheet prior to the meeting, an on-screen review of the spreadsheet was conducted at the meeting and both members agreeing to continue moving forward with the process.

Robyn gave an overview of the modified architectural plan of 70 Cedar that depicted a more central location on the property. The building site would be surrounded by trees which would provide a buffer to the neighbors. The site drawing also highlighted the potential for: additional parking for 85 parking spaces (for a total of 150 parking spaces on the site), Pump House, Senior Center Pavilion, Outdoor Fitness Area and a Senior Center Garden.

Committee discussed the cost associated with completing the entire plan vs. building just the Senior Center. The estimate from BH&A of \$10,038,464 is just for the Senior Center and does not include the additional items. The concern is that the increased cost for the additional items might not pass at Town Meeting and the main goal of the feasibility study was to ensure the seniors had a building that was large enough to support the growing senior population. Robyn will work up a cost of the additional items for review. Also, Robyn mentioned there might be some grant monies that would help defer some of the costs. Robyn will check with Leslie. The team agreed to have this as a point of discussion at the next meeting prior to a presentation at a Board of Selectmen meeting.

The communication plan to the impacted neighborhood was discussed. It was felt that the overall communication plan to the neighborhood should be reviewed by the Board of Selectmen first.

The committee agreed to develop a memo to the impacted neighborhood, including the Conceptual Site Plan of the Senior Center Proposal. The discussion included:

- Obtaining the names and addresses of the impacted neighbors
- Writing a letter outlining the plan
- Making color copies of the plan that would accompany the letter
- Posting the letter and maps to the web site.

Jeff said that we could put the letter and map on the town website with a place for comments.

Next Meeting – December 8, 2020 at 2:00 pm. It will be a virtual meeting. Robyn will set-up the meeting and send out the information to the Committee (thank you Robyn).

Motion to adjourn at 3:30 pm by Mary Blanchard, Seconded by Gladys Santelli. Vote: All in favor.

Minutes prepared by Rebecca Mimeault

Senior Center Study Committee

December 9, 2020 - 2:30 pm Virtual Meeting (hosted online by the Sturbridge Facilities Director)

Jeff Bridges read Governor Baker's March 12, 2020 Open Meeting Law document.

Chair Ken White, called the meeting to order at 2:35 pm.

Roll Call by Ken White - Members Present: Mary Blanchard, Rebecca Mimeault, Ann White, Ken White, Sue Grandone, Gladys Santelli, Margaret Dowling

Members Not Present: Sis Chapdelaine

Others Present – Robin Chrabascz, Facilities Director; Jeff Bridges, Town Administrator, Leslie Wong, Sr. Center Director

Rebecca read the minutes of the November 17, 2020 meeting. A motion was made by Mary Blanchard to approve the November 17, 2020 minutes. Seconded by Sue Grandone. 6 Approved, 1 Abstained

Rebecca introduced the "Needs vs. Nice to Have" agenda item. She reviewed the original goal of the Senior Center Study Committee which was to provide a Senior Center that would result in more space for senior programs, additional parking, in a safe one-story format. The plan from the Architect included a lot of other amenities which were not part of the original goal.

Robyn then reviewed the updated Total Construction Related Project Costs spreadsheets. One spreadsheet compared costs for all three locations – 480 Main, 70 Cedar, and 80 Haynes. The second spreadsheet was for 70 Cedar and included estimates for other items such as additional parking, pump house, outside pavilion and garden, etc. This was all part of the proposal that was put together by BH&A which was depicted on the Draft Conceptual Site Plan dated 10-06-2020.

Based on the updated cost estimates, the committee eliminated most of the "Other" items from the scope of the project for the Senior Center at 70 Cedar. Some of the items were: Pump Station (would be a town project), Additional Parking lot (would be a town project), Outdoor Senior Center Garden, Fitness Area and Pavilion (could be added at a later date and could possibly be prepared during the ground construction). The committee agreed to tie into the water and sewer lines from Cedar street for an additional cost of \$376,000 and also add a Fiber line for \$20,000. This would bring the estimated total cost of the project to \$10,173,389. Jeff shared with the team that the town would not realize a tax increase for a new Senior Center for 4 to 5 years.

After no further discussion, a motion was made by Anne White to Approve the Senior Center Building which included tying into the water and sewer line from Cedar Street and installing a Fiber to the building for total estimated cost of \$10,173,389. Seconded by Mary Blanchard. Roll call was made of each member and it was unanimous to accept motion.

A motion was made by Gladys Santelli to accept the BRoll call was made of each member and it was unanimous to accept motion.

The communication plan to the impacted neighborhood was brought up. Jeff stated that his department would take care of the communication and he would use the draft letter, that was sent around for review, as a starting point. Robyn has obtained the abutters list.

Robyn brought up the summary letter that was put together on October 8, 2020 that is to be sent to Jeff regarding the Senior Center Study Committee. Rebecca will update the letter and send it to Ken to sign and send to Jeff.

Next steps:

- Jeff scheduled time with the Board of Selectmen for BH&A to present the Sr. Center Proposal.
- Jeff will let Ken know the date and time of the Board of Selectmen Meeting.
- Robyn will update the Total Construction Related Project Costs spreadsheet with the approved dollars.
- Jeff will put together the communication information to the neighbors and send a copy of the communication to the Sr. Center Study Committee.
- Rebecca to update the summary letter to the Town Administrator

Next Meeting – No meeting was scheduled - TBD

Motion to adjourn at 3:45 pm by Anne White Seconded by Gladys Santelli. Vote: All in favor.

Minutes prepared by Rebecca Mimeault