

Senior Center Building Committee Meeting Minutes
June 26, 2023

In Attendance: Bobbi Grant, Gary Weiner, Carol Keeney, Don Collins, John Matthews, Mike Fedora, Cliff Bombard, Becky Moriarty (ex-officio), John Flynn (ex-officio)

Guests:

The Vice Chair called the meeting to order at 11:03AM.

Minutes from 6/12/23. John Matthews to approve with noted change. Bobbi Grant seconded. All in favor. One spelling error corrected.

Review Needs

Carol asked Don a question about the handout he provided at the previous meeting regarding his breakdown of the office spaces. Don explained how he broke down the different office spaces as listed on his handout. Carol asked if the health room/outreach office was proposed to be split in half and Don responded that yes, that office could be split. Carol doesn't think there would be enough space for the Outreach worker's desk if the room was split in half. Becky spoke to the needs of the Outreach coordinator and how dividing the current office could cause more work. The coordinator would have to take all her files and computer to a conference room to meet with a family. In addition, there are people that come into the office who have a wheelchair or walkers and often with a caregiver. Becky thinks there needs to be a reconsideration about dividing that current office in half.

Don would like to gather the current square footage of all storage that currently exists and then determine additional storage needs.

Bobbi asked if there could there be a closet in the outreach office that could hold the food pantry supplies.

Carol thinks it's important for everyone to know what happens on the day to day at the senior center. She thinks there has been a big focus on the numbers but not the human element and what goes on in the senior center. You can't put a dollar amount on care and compassion and that is what this senior center is about.

Mike: this is a very busy senior center. The capacity in some areas is not adequate. Something needs to be done about that.

John Flynn: the senior center was built 20 years ago because the town hall space was too small. The staff is now saying the public cannot be served and they are the people that know what goes on every day. An agenda and goals need to be set. We need to be aggressive to get something to the town meeting. The building is out of space.

John Matthews: what is important is that we recognize that there is a need for space. Some can come from renovation, and some can come from expansion. There are experts in this environment that would be able to help us with what we need. It is important to move ahead. The town made the decision to close the senior center in 2005 and the town will make the decision to make any improvements/changes to the senior center building. The Advisory Committee would be approached and if they and the Board of Selectmen feel it is worthy of the warrant, it will move forward. This committee will make

recommendations to a consultant that we find. This is up to the townspeople. If they don't approve it at the fall town meeting, we go back in the spring with a modified proposal.

Cliff: it's a misconception to say that the town closed the senior center, closed park and rec, the library and turned off the streetlights. The town did not vote for the 2.5 override to increase the available pool of money to operate some departments and street lighting.

Gary stated that at the end of the last meeting it was decided that 2 offices would be needed. Staff identified the need for new space. Bottom line is that the building needs more square footage. None of us are expert enough to know how future program needs will impact this space. Normally you grow and do not retract. If that is the case, we need renovation and addition and we need an expert to tell us what that could look like. Gary thinks we need directions from a consultant to give the committee some direction. It would be under \$100,000 for phase 1 going to the fall town meeting. We need to keep moving forward.

Don: we need to get down to a specific plan before bringing in a consultant. The more detailed we can get to give a consultant, the farther along we will be.

Mike: goes back to the fire station designs where there were options. Understands this will be expensive and there are other projects that the town is dealing with. The Wilbraham Senior Center project taking people away from Hampden is speculation. We need to move forward with a plan, the sooner the better.

Carol: Read the mission statement "to identify the total needs of the Community's older adult population, educate the Community and enlist support and participation of all citizens concerning these needs; design, promote or implement services to fill these needs, or coordinate present existing services in the community; promote, support any other programs designed to assist older adult programming in the Community." Carol doesn't think we are doing all that we can in this small space.

Gary explained that he can chart the direction as to how we get to the next step to get someone to come in to help us. For example, if we can determine what the furniture square footage needs are and be able to give that to the consultant is helpful. Until there is a plan and it's voted, we are up in the air. We are charged with going to the town with recommendations and right now we do not have enough detail to provide a recommendation. Hopefully someone with senior center knowledge will come forward.

John Flynn mentioned at a previous meeting there was a vote taken that the project was going to move forward, but there hasn't been any movement on the project moving forward. Goals need to be set moving forward. There are things that must be accomplished before moving forward to the town meeting. Disagrees with the thought of cancelling summer meetings. The committee needs to move forward.

Carol feels stymied and blocked by Duane.

John Matthews made a motion to cut off the debate and move on to the next agenda item. Carol seconded. All in favor.

Don asked if Gary could review what would be done in Phase 1 and Phase 2. Gary received a boiler plate Request for Qualifications (RFQ) document from the Town Administrator. Gary explained that the document will be entitled "Expansion and/or Renovation of the Hampden Senior Center". Gary has Ludlow and Wilbraham documents and is making changes for the final Hampden document.

Phase 1: an architect with a team will be chosen by the committee to aid the committee in coming to a decision, with details about expansion and/or renovation asking for several alternatives. Everyone has read the edm document and it was good as it was a starting point for the senior center. There was no committee at the time to give input about what the needs are. The staff gave input. Like the edm study, a consultant would be asked to sit with the committee and come up with schemes and give alternatives, all of which will be written up in Phase 1 of the Scope of Services.

Consultants will be asked to provide a schematic and numbers will be rough ballpark numbers based on the schematics that are delivered. At that time the committee will decide on how to move forward. None of the above will happen unless the town meeting votes the money through. Gary is hoping to have the scope out to the committee by the week of July 10th. The scope would be voted at the last meeting of the month of July, on the 24th. It will have to be put out in legal advertisements, giving consultant groups about 5 weeks to prepare something. Gary has a list of architects that he will mail the scope out to in case they miss it in the newspaper. Gary does not know how quickly the central register will publish. There will be dollar amounts provided by the consultants when they return their bids, which will give the committee a number to take to the town meeting in the fall. The scope will also contain Phase 2 but there will not be any dollar amounts assigned to that Phase. Phase 2 in the scope is generalized and the idea that the group selected would move forward to the design phase.

Gary asked John Flynn a question as to who manages the Scope of Services. Normally the committee would be the oversight, but it was noted in the document from the Town Administrator that the Town Administrator would be in charge. Gary needs to know for the purposes of drafting the Scope of Services. John Flynn responded that he thinks the committee should be in charge and should be the oversight going forward.

John Matthews referenced the charge from the town, and it states "...the committee will develop and oversee a potential expansion/renovation project..."

Gary will go to the ethic commission as he has worked with several architects that are on the list. Gary will get an ethics review. Gary does not see it as a conflict as he has not worked with the architects for many years.

Carol asked Don if he would like help calculating the storage areas of the current building. Don feels that he will get that done sometime this week.

Cliff apologized for his inability to attend all the building committee meetings.

Becky handed out the results of the blue surveys. 153 responded. Comments about the surveys.

Don asked Becky if anything stood out in the surveys in the program areas that should be noted. Becky reviewed several of the programs that were mentioned in the surveys. Discussion. Carol asked if there are any mandated programs coming down the pike that would need to be incorporated. The meal site is mandated and will continue. Carol asked about the PVPC Age and Dementia Friendly designation. Becky explained that Hampden is close to receiving said designation.

Cliff asked questions about one-on-one services at the senior center and how many people from out of town are utilizing those types of services. Becky provided an explanation of some of the one-on-one services (taxes, outreach for SNAP, and SHINE) and that there are people from out of town that utilize services at the Hampden Senior Center. Cliff asked if there are any space restrictions with the one-on-one services and the answer was no.

Cliff moves that we place it on file for the future discussion. Carol seconded. All in favor.

Becky handed out the committee vacation schedule. Bobbi may not be here on 8/28. Don asked about the July 10th meeting, there will be three people away. John Matthews made a motion to have the July 10th meeting. Bobbi seconded. All in favor.

Since Gary is not available on 7/10, a suggestion was made by John Flynn to have the next meeting on 7/17 as opposed to 7/10 for discussion of the Scope of Services. The committee voted that the meeting will be on 7/17 and the meeting on 7/10 will be cancelled. Carol will not be in attendance on 7/17.

Meeting adjourned at 11:58 AM Gary motion to adjourn. Bobbi seconded. All in favor.

Next Meetings:

July 17 (Carol away, Review Scope of Services)

July 24 (Vote Scope of Services)

August 14 (Gary, Becky away)

August 28

Respectfully Submitted for the Secretary: Rebecca C. Moriarty, Executive Director (Ex-Officio)

ZOOM link:

https://us06web.zoom.us/rec/share/nbp_VZR-InkWgLTioTJLfMFIYOTgEVtQsgvWbjE8T_NRi28zKe7WEZjQ0zSPQVIS.m4bl6vH5gExRkyXT

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