

# Master Plan Implementation Committee

## Minutes of May 26, 2011

This Special Meeting of the MPIC with the Council on Aging was called to order by Ed Forsberg, Chairman, at 1:30 pm in Room 112, Town Hall.

**Committee Members Present:** Ed Forsberg, Dick Power, Al Goetz, Dick Nottebart, Roger Turner, Mary Kent, John Desmond

**Staff Present:** Don Johnson, Stephanie Mercandetti, Barbara Coghlan (Council on Aging Director)

Also present were the members of the Council on Aging (COA).

Dick N. presented the following completed questionnaire, which he had worked on with Barbara C., to the entire Council. The MPIC and the COA proceeded to discuss the content of the questionnaire.

### MPIC Town Facilities Planning / Building Utilization Questionnaire

Date: March 22, 2011

NAME / DEPARTMENT: Council on Aging

Contact Information:

Name: Barbara P. Coghlan, Director

Phone: 508-668-3330

Email: bcoghlan@walpole-ma.gov

Existing Conditions:

Location: Town Hall

Acreage: N/A part of larger municipal campus

Square footage of building: 3,900 sq ft +/- of dedicated space---meeting space for additional programs is available in the meeting rooms of town hall if needed. Approx 500+ Sq ft is utilized frequently.

Number of floors: 1

Number of parking spaces:

Staff: 5

Clients: Approx 20 average day

Number of clients serviced: 30+

Storage space: minimal, closets and any available area

Future Needs:

Preferred location (area of town): Downtown Center

Acreage: approx. 4 acres (ideal 8 acres for future expansion)

Square footage of building:

Minimum: 15,000 Desired: 20,000

Number of floors: Prefer 1, but to reduce cost and overall footprint a 2 story building may be feasible with an elevator

Number of parking spaces:

Staff: Minimum: 5 Desired: 7

Clients: Minimum: 75 Desired: 150

Other parking requirements? Garage Y N X Vehicle storage Y N X

Number of patrons serviced: (population over 60 years of age approx.)

5 years: 5,700 10 years: 6,500

Storage space Designed for specific needs of the staff and clients.

Facility Options:

Is a new facility required? Yes X No \_\_\_\_\_

Comments: \_\_\_\_\_

Is renovation an option? Yes \_\_\_\_\_ No X

Comments: \_\_\_\_\_

Is a shared facility an option? Yes X No \_\_\_\_\_

Comments: \_\_\_\_\_

Is rental space an option? Yes X No \_\_\_\_\_

Comments: \_\_\_\_\_

Utility needs (services i.e. water, sewer, gas, electrical, telecommunications, etc.)

All of above

Department specific needs (generator, communication tower etc.)

Wired for cable TV and internet.

Additional comments One of the more pertinent needs is for private spaces for meeting with clients confidentially... The need for this type of space commitment is based on occasions clients need to discuss personal issues, financial & tax consultation, Dr. Visitations, vaccinations/clinics social work etc. A group of 4-6 private offices of approx 80-100 sq ft would be adequate.

A dedicated computer area (quiet space), a game room and a media viewing room would make this a more workable facility. Consideration of moveable walls in these areas would allow for flexibility.

As for kitchen facilities there should be improved functionality and a consideration of the 62% utilization rate based on population for efficient distribution by the meal transportation staff and volunteers.

Although there are certain events that would require seating for a dinner with seating for 125+ it may be unaffordable to construct this additional space. Utilization of a school cafeteria or a function venue would be a thought to be considered.

In play for consideration would be a combined facility with recreation, as it appears that there would be program cross over's and non competing time uses.

The Council on Aging took the questionnaire under advisement.

Further discussion on items that should be provided for a new senior center included the need for an adequate number of Handicapped parking spaces.

There was discussion on the suggestions that have been made to place a Senior Center on a plot of land on Washington Street adjacent to the DPW yard. The Town needs to investigate the site, perform soil tests, etc., before any commitments are made. There was also discussion on whether the Town needs to purchase the Walpole Woodworkers land and what it might be used for. Ed said presently we are looking at the whole picture of community facility needs for the entire town, avoiding specific sites for specific structures at this time.

The MPIC's meeting was adjourned at 2:30 pm.

Respectfully Submitted,