

**Senior Center Needs Assessment Committee
September 13, 2012**

PRESENT: Maureen Dilg, Cara Groman, Jack Walsh

Meeting was called to order to 2:30 p.m.

Acceptance of Minutes

A motion was made and seconded to accept the August 9, 2012 minutes. The motion passed unanimously.

Senior Center Survey

A draft of the Senior Center Survey was reviewed. It was decided it should be 2 pages long and sent out as part of a letter from Betty Hagan. Survey responders will be asked to return their surveys to the COA by the first week in October.

Senior Center "Coffees"

It was decided to "hold" the senior center coffees until our list of names and telephone numbers is completed. It is anticipate this list will be finished by the beginning of October. During this time, we will begin looking for a public relations individual to assist us in bringing to the attention of Dover residents the needs of the senior citizens.

Senior Email Addresses

Cara Groman is in the process of obtaining the telephone numbers of all the seniors in Dover. The COA's October Newsletter will have an article regarding the seniors being contacted by a COA representative requesting their email addresses and an explanation as to why we need them. We will begin calling on or about October 1.

NEW BUSINESS

Architect

Jack Walsh reported that he met with Dave Ramsay on September 14 to discuss finding an architect for the Senior Center. Dave recommended that he contact Don Mills to discuss the process and procedure. Mr. Mills has worked on several projects for the town. When Jack spoke to him, Mr. Mills indicated he was too busy to work on our project. Subsequently, Maureen Dilg spoke to Greer Pugatch regarding architects and she offered to provide us with the names of other architects the town has used in the past. We have begun the process of contacting architects and have set up a meeting next week with one or our contacts.

Senior Center Layout

Based on the Needs Assessment Committee's visits to other senior centers not only in the local area but to other towns with a similar population, discussion took place on how best to meet the needs of our senior population while building a senior center to fit the buildable foot print within the Heard property as well as keeping it cost effective.

Several items were discussed – such as using multi-purpose rooms, dining area, warming kitchen, office space, storage space, utility space, offices for visiting nurse/doctor and the need to build a building that can be expanded in the future as our senior population grows. A list was developed of all the likely uses of space within the building based on the COA's programs for the past 2 years.

Occupancy of the building was considered. At this point, we believe the occupancy level should not exceed 65. This number might change in the future as we receive new data from the COA. Large events will continue to take place at the Dover Church, Legion Hall or Caryl Community Center cafeteria.

Heard Property

Based on the Heard property plan provided to us by Cheney Engineering, it was decided the property must be surveyed. Using the proper channels within town government, we will request the Norfolk County Engineer be contacted and asked to survey the property as this will be at no cost to the town.

The next meeting will be held on Tuesday, September 25, 2012 at 10:00 a.m. in the lower conference room. A motion to adjourn was made by Jack Walsh at 3:50 p.m. and seconded by Cara Groman. All in favor.

Respectfully submitted,

Maureen Dilg