

Caryl Community Center Neighboring Town Visit Reports

Reports for the following towns are included in this combined report:

- *Lexington*
- *Medfield Council on Aging*
- *Medfield Pfaff Center*
 - *Natick*
 - *Sharon*
 - *Sherborn*
 - *Stow*
- *Wellesley Council on Aging (Tolles-Parsons Center)*
- *Wellesley Recreation Center*
 - *Weston*

Town of Dover Community Center/Building Visits

Town: Lexington

Town population: 33,410

Date of Visit: 02/08/2019

Reported by: Ford Spalding & Bob Springett

Met With: Christine Dean, Director

Building Information	
<p>- Name & Building Address: Lexington Community Center 39 Marrett Road Lexington, MA 02421</p>	<p>- Cost of Construction: Purchase price - \$10.95m from the Mason's who occupy the property with this town Center</p>
<p>- Date Built/Renovated: Some renovations to the original structure were done by the previous owners (Scottish Rite Masons) in 1995. The Town then renovated after purchase in 2013.</p>	<p>- Funding Source: Renovation costs- \$6,971,840 CPA funded \$422,816 General funds</p>
<p>- Square Feet of Usable Space: Approximately 16,700 feet of programmable room space (see Building Information Guide) not including drop in space and administrative offices.</p>	<p>- Annual Maintenance Costs: Annual Operating Cost; Approx. - \$300k Compensation for three custodians - \$145,000 Energy: Electric, Natural Gas and water - \$85,200 Custodial and Maintenance \$2 per sq foot at 34,600 = \$69,200</p>
<p>- Square Feet of Lot/Property: The LCC is a 32,600 square foot facility</p>	<p>- Demographics / Trends: Lexington has a growing school age and senior population. The senior center relocated to the Community Center, and has seen use triple since. We are still balancing the needs of the different ages in this intergenerational building.</p>
Building Purpose and Functionality	
<p>- Purpose/mission of the building: The mission of the Lexington Community Center is to enhance the quality of life for all Lexington residents by creating a warm, welcoming and inclusive environment.</p>	<p>- What entities occupy the building % of use: The Center is occupied by the Recreation and Community Programs Department as well as the Human Service Department.</p>
<p>- Who manages the building: The Recreation and Community Programs Department manages the building, with a Community Center Director to oversee day-to-day operations</p>	<p>- Parking spaces/outdoor facilities: There are 77 parking spaces owned by the Community Center; another 200 spaces owned by the adjacent property that we may use when available</p>

<ul style="list-style-type: none"> - Building Description i.e. number and types of rooms: See below 	<ul style="list-style-type: none"> - What services are provided within the space: Health and Wellness After school enrichment Social Services Senior Services Meals on Wheels Transportation Veteran Services Town and Civic group meeting space
<ul style="list-style-type: none"> - Capacity of building % usage vs capacity: Generally, mornings and early afternoon is occupied by “seniors”. Late afternoon and evening by children, students and younger adults. The building is well occupied. 	<ul style="list-style-type: none"> - Approximately how many residents use your building on an annual basis? (number of residents vs. number of times used) - 120,572 total - 4,893 Community Center program participants - 115,679 drop-in, meetings, special events, and discussion groups
<ul style="list-style-type: none"> - Functionality of the building (i.e. Technology, Kitchen, Community Meeting Rooms etc.)? 5 of the meeting rooms are set up with A/V capabilities There is a prep kitchen, not commercial Cardio fitness room Weight room Drop in ping pong Drop in billiards Drop in game room Fix It Shop Window Pane (consignment) shop Wellness room with nursing equipment and podiatry chair 	<ul style="list-style-type: none"> - Is there a seasonality of use in the building? Daily? Weekly? Weekend? The building is open M-F from 8 – 9pm; Saturdays from 9 – 5pm We see a decrease in senior use in the summers, and an increase in use for the youth programming. Otherwise use is pretty consistent, although it transitions from early morning adult meetings, to senior programming, to afterschool youth, to evening adult meetings.

<ul style="list-style-type: none"> - Building/facilities (strengths and weaknesses/challenges): +Support of the Town +Maintenance by Public Facilities +Staffing structure/customer service -Balancing the needs of different departments and ages -Not enough parking -Not enough multi-use spaces 	<p>The Building also provides meeting space for Town Committees and functions.</p>
<p>Programs</p>	
<ul style="list-style-type: none"> - What programs occupy the building? See separate attached program guide and Senior Services newsletter 	<ul style="list-style-type: none"> - Can you provide us with a schedule of Programs/Room Assignments/Numbers of Participants? See attached sample daily schedule
<ul style="list-style-type: none"> - What do you think is most unique or innovative about your community center/building? I think being an intergenerational model makes us unique currently, but I believe that will be the trend moving forward. 	<ul style="list-style-type: none"> - What are some of the lessons you have learned? I was not working for Lexington when the building was purchased and designed, however, I have learned that “if you build it, they will come.” At least that has been our experience! We “Provide Opportunities” for Lexington citizens.
<ul style="list-style-type: none"> - Are there specific types of programs residents have requested that you don’t currently offer? If so, what are they and why not? #1 on the list of spaces identified as a need that this property did not serve = full size gymnasium. Our daytime programs have outgrown this space and we do not have access to school gyms during the day. 	<ul style="list-style-type: none"> - If you could do a do over what changes would you make? If we were to build rather than retro-fit, I believe there would be many changes to the building design to maximize space and efficiency. Our offices are spread out, is it challenging to get to the fitness room, we would have more spaces that could serve as multi-function (dividing walls, etc.)

Committee Notes (Take Photographs, put 3-4 photos (external building, community room/space, meeting space, any other unique spaces) in Dropbox folder and in Word documents

Phase 1 & 2 Room Capacities

HUMAN SERVICES & RECREATION DEPT. CAPACITY MATRIX

LEXINGTON COMMUNITY CENTER OPERATING ASSUMPTIONS

Total Operating Hours per Day	8	8a-4p
# of Days per Week	5	M-F
Total Weeks per Year	52	
% Fitness Room Used at Full Size	70%	
Avg. room turn time factored into available hrs. for each room type		
Assumes flexibility in scheduling requests for day & times		



COMMUNITY CENTER ACTIVITY SPACES	# OF ROOMS IN LCC	MAXIMUM PROGRAM CAPACITY PER YEAR	PHASE 1		PHASE 2	
			INITIAL REQUESTED PROGRAM HOURS/YEAR	REMAINING AVAILABLE CAPACITY PER YEAR (hours / %)	ADDITIONAL REQUESTED PROGRAM HOURS/YEAR	REMAINING AVAILABLE CAPACITY PER YEAR (hours / %)
Multipurpose Rooms						
1 Small Multipurpose A	3 rooms	5,731 hrs	313 hrs	5,418 hrs / 95%	0 hrs	5,418 hrs / 95%
2 Small Multipurpose B	3 rooms	5,788 hrs	938 hrs	4,850 hrs / 84%	96 hrs	4,754 hrs / 82%
3 Medium Multipurpose A	2 rooms	3,801 hrs	466 hrs	3,336 hrs / 88%	2 hrs	3,334 hrs / 88%
4 Medium Multipurpose B	1 room	1,891 hrs	383 hrs	1,508 hrs / 80%	0 hrs	1,508 hrs / 80%
5 Large Multipurpose	1 room	1,866 hrs	989 hrs	877 hrs / 47%	0 hrs	877 hrs / 47%
6 Computer Training Room	1 room	1,971 hrs	Unprogrammed Space		Unprogrammed Space	
Fitness/Workshops						
7a Fitness Room - Full Size - 70%	1 room	1,274 hrs	914 hrs	360 hrs / 28%	96 hrs	264 hrs / 21%
7b Fitness Room - Divided - 30% (uses both sides)	2 rooms	1,103 hrs	723 hrs	380 hrs / 34%	124 hrs	257 hrs / 23%
Dining/Lounge						
8 Dining	1 room	1,733 hrs	992 hrs	741 hrs / 43%	415 hrs	326 hrs / 19%
9 Lounge Space	1 room	1,920 hrs	Unprogrammed Space		Unprogrammed Space	
10 Flexible Gathering Space	1 room	1,664 hrs	Unprogrammed Space		Unprogrammed Space	

Level	Room #	Name
Lower	#006	Fitness Room
Lower	#007	Strength & Balance Room
Lower	#008	Cardio Fitness Equipment Room
Lower	#014	Workshop
Lower	#015	Ping Pong Room
Lower	#016	Recreation Storage
Lower	#028	Storage
Lower	#033	Break Room
First	#105	Billiards Room
First	#107	Gaming Room B
First	#108	Gaming Room A
First	#110	Gift Shop
First	#111	IT/Server Room
First	#123	Multi-Purpose Room
First	#132	Youth & Family Program Coordinator
First	#132A	Senior Services Coordinator
First	#132B	Assistant Director Senior Services
First	#133	Community Center Director
First	#134	Human Services Office Manger & Transportation Manager

First	#135	Customer Service / Administration
First	#137	Refreshment Lounge
First	#139	Dining Room
First	#144	Nutrition
First	#145	Kitchen
Second	#205A	Recreation & Community Programs
Second	#205B	Communication
Second	#206	Director
Second	#207A	Conference Room
Second	#207B	Assistant Director
Second	#208	Recreation Supervisor
Second	#209	Copy/File
Second	#217	Multi-Purpose Room
Second	#221	Multi-Purpose Room
Second	#224	Human Services Director
Second	#226	Youth & Family Services
Second	#227	Veteran Services
Second	#230	Arts & Crafts Room (A)
Second	#232	Arts & Crafts Room (B)
Second	#234	Wellness Room
Second	#237	Multi-Purpose Room
Second	#242	Multi-Purpose Room
Second	#243A	Workstations
Second	#243B	Workstations
Second	#245	Meeting Room
Second	#246	Computer Room





















Town of Dover Community Center/Building Visits

Town: Medfield (The Center)

Town population: 12,888 (Senior population: 2750)

Date of Visit: 2/8/19

Reported by: Amy Collins, Ford Spalding

Met With: Roberta Lynch, COA Director

Building Information	
<ul style="list-style-type: none"> - Name & Building Address: The Center 1 Ice House Road Medfield, MA 02052 	<ul style="list-style-type: none"> - Cost of Construction: \$3.1 M
<ul style="list-style-type: none"> - Date Built/Renovated: Opened Jan 2008 	<ul style="list-style-type: none"> - Funding Source: Town/taxpayer funds
<ul style="list-style-type: none"> - Square Feet of Usable Space: 7900 	<ul style="list-style-type: none"> - Annual Maintenance Costs: Operating budget \$55.6K
<ul style="list-style-type: none"> - Square Feet of Lot/Property: 7 acres 	<ul style="list-style-type: none"> - Demographics / Trends: Senior population has been stable, but more younger families are moving in
Building Purpose and Functionality	
<ul style="list-style-type: none"> - Purpose/mission of the building: Provide COA services to the community 	<ul style="list-style-type: none"> - What entities occupy the building % of use: Council on Aging
<ul style="list-style-type: none"> - Who manages the building: Director, Roberta Lynch 	<ul style="list-style-type: none"> - Parking spaces/outdoor facilities: 100 parking spaces. Bocce, horseshoes, patio with picnic tables, raised garden
<ul style="list-style-type: none"> - Building Description i.e. number and types of rooms: Large multi-purpose room, dining hall, kitchen, library, offices, classrooms 	<ul style="list-style-type: none"> - What services are provided within the space: All services for seniors- classes, exercise, educational, salon, social, etc https://www.town.medfield.net/DocumentCenter/View/1161/January-2018-COA-NewsletterPDF
<ul style="list-style-type: none"> - Capacity of building % usage vs capacity: 92% (They wish they had 5000 sf more) 	<ul style="list-style-type: none"> - Approximately how many residents use your building on an annual basis? (number of residents vs. number of times used) Annual is 1033 (705 Medfield, 328 out of town (Dover 31, Millis64, Norfolk 40, Waploe 32, Westwood 30)). In their old building annual participation was 260
<ul style="list-style-type: none"> - Functionality of the building (i.e. Technology, Kitchen, Community Meeting Rooms etc.)? 	<ul style="list-style-type: none"> - Is there a seasonality of use in the building? Daily? Weekly? Weekend? Center closes at 4pm. Pretty slow after 2:30pm

<ul style="list-style-type: none"> - Building/facilities (strengths and weaknesses/challenges): <p>Poor design in kitchen. They feel cramped (too small). Classrooms are very flexible to be used for many purposes. Wish they had a one-stall staff bathroom. Lack of storage</p>	
<p>Programs</p>	
<ul style="list-style-type: none"> - What programs occupy the building? - COA only. Tai Chi, Zumba, Card Games, Exercise Classes, etc 	<ul style="list-style-type: none"> - Can you provide us with a schedule of Programs/Room Assignments/Numbers of Participants? - https://www.town.medfield.net/DocumentCenter/View/1161/January-2018-COA-NewsletterPDF
<ul style="list-style-type: none"> - What do you think is most unique or innovative about your community center/building? <p>Supportive Day Program (i.e. have a Tuesday & Thursday dementia program). They have a dedicated private room for personal care.</p>	<ul style="list-style-type: none"> - What are some of the lessons you have learned? <p>Build plenty of storage (chairs & tables take up lots of room! Also, if rooms are multi-use, people need to store things out of the way)</p> <p>Build bigger than what you think you need.</p>
<ul style="list-style-type: none"> - Are there specific types of programs residents have requested that you don't currently offer? If so, what are they and why not? 	<ul style="list-style-type: none"> - If you could do a do over what changes would you make?

Committee Notes (Take Photographs, put 3-4 photos (external building, community room/space, meeting space, any other unique spaces) in Dropbox folder and in Word document):

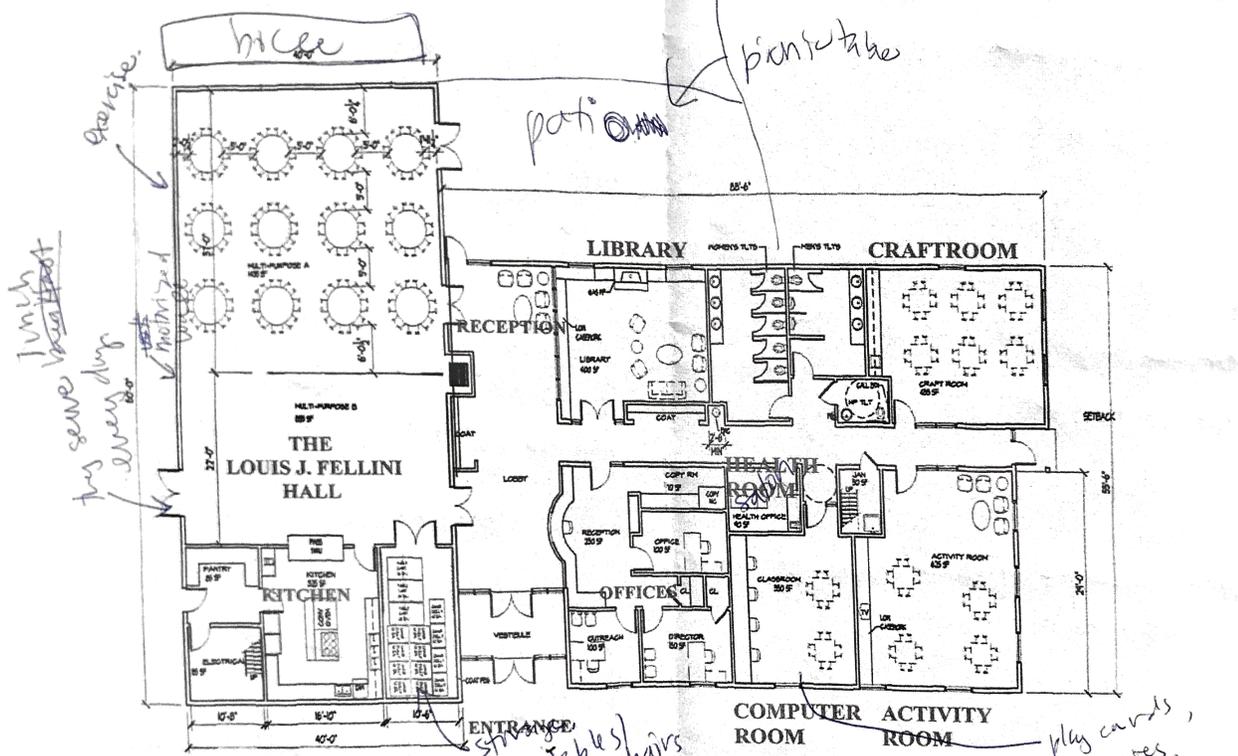
- They do not collaborate with any other town programs, which in my opinion causes redundancy and lack of community feeling
- Before they had the building, annual participation was 260. 10 years in the new building an participation has quadrupled (1033).
- They have a check-in, by program (program called My Senior Center)
- Most classes cost \$5
- Requested donation of \$15/year per person
- They are currently trying to reach out to the 50/60 yr olds by offering social security classes, etc
- They have a large room (that is even used for town voting) that has a motorized wall to separate it into dining/class area

Exterior View



Floor Plan

The CENTER at Medfield



Architect: Gram/Meus Architecture, Six Edgerly Place, Boston, MA 02116
 General Contractor: Northeast Interiors, Inc., 41 Brooks Drive, Suite 1005, Braintree, MA 02184
 Medfield Adult Community Center Building Committee: Vincent Lavalley, Robert Luttman, Louis Fellini, Carl Mellea, Tony Centore,
 Past Members: Diana Greenburg and Robin Connors

Outdoor patio area. You can also see the bocce and horseshoe areas



Library



Dining Hall



Multi-purpose room (motorized wall that divides it from the dining hall is on the left)



Activity Room



Town of Dover Community Center/Building Visits

Town: Medfield (Pfaff Community Center)

Town population: 12,888

Date of Visit: February 8, 2019

Reported by: Lauren Brodsky and Ford Spalding

Met with: Kevin Lynch

Building Information	
<ul style="list-style-type: none"> - Name & Building Address: Pfaff Community Center 124 North Street Medfield, MA 02052 	<ul style="list-style-type: none"> - Cost of Construction: N/A
<ul style="list-style-type: none"> - Date Built/Renovated: 1927, was originally Medfield High School 	<ul style="list-style-type: none"> - Funding Source: Self-sufficient, revenue of \$250-\$300k per year and repay 90% of their capital budget
<ul style="list-style-type: none"> - Square Feet of Usable Space: 8000 	<ul style="list-style-type: none"> - Annual Maintenance Costs: Several hundred dollars for cleaning per week and bare essentials; use own revenue to cover other expenses such as “new” boiler and computers
<ul style="list-style-type: none"> - Square Feet of Lot/Property: 9500 	<ul style="list-style-type: none"> - Demographics / Trends: Toddlers and adults (younger than seniors) use the space in the morning, older kids use the space for after school care in the afternoon
Building Purpose and Functionality	
<ul style="list-style-type: none"> - Purpose/mission of the building: to serve as a recreation center for the community of Medfield. 	<ul style="list-style-type: none"> - What entities occupy the building % of use: the Medfield Afterschool Program (MAP) rents space in the Pfaff Center; parks and rec occupies the rest of the space. In the summer, parks and rec runs an extensive summer camp for local kids
<ul style="list-style-type: none"> - Who manages the building: Park & Rec 	<ul style="list-style-type: none"> - Parking spaces/outdoor facilities: Limited parking is a program, but a newer lot has helped somewhat. The lot replaced a former green space, however, so there is no longer any green space at the Pfaff Center. Kids walk to the local town pond for swimming over the summer

<ul style="list-style-type: none"> - Building Description i.e. number and types of rooms: 4 program rooms, main hall that acts as a gym, 2 storage rooms, 1 main office, 1 office for afterschool program 	<ul style="list-style-type: none"> - What services are provided within the space: Daily day-time programming for younger children and adults, after school care for school-aged children, summer and vacation break programs
<ul style="list-style-type: none"> - Capacity of building % usage vs capacity: 	<ul style="list-style-type: none"> - Approximately how many residents use your building on an annual basis? (number of residents vs. number of times used)
<ul style="list-style-type: none"> - Functionality of the building (i.e. Technology, Kitchen, Community Meeting Rooms etc.)? The building has a very basic kitchen, wifi, and four meeting rooms. The restrooms and all the facilities have been made “kid safe,” but are quite old. A feasibility study is currently being done to possibly build a new parks and rec community center; the center would be self-funded (unusual), but will likely take a backseat to the building of a new school 	<ul style="list-style-type: none"> - Is there a seasonality of use in the building? Daily? Weekly? Weekend? <p>Daily – morning time are toddler and adult programs After school – daily after school care program Summer – busiest time of year with summer camp, attendees are 95% from Medfield</p>
<ul style="list-style-type: none"> - Building/facilities (strengths and weaknesses/challenges): Parking and the old age of the building are the major challenges. Window air conditioners are used in the summer in each room. There are no sports programs offered through parks and rec because of the limited facilities and space; other groups in town run these programs 	
Programs	

<ul style="list-style-type: none"> - What programs occupy the building? Park & Rec and after school program. Nothing with a ball. Mainly for Middle School and below. There is an early morning adult exercise program. 	<ul style="list-style-type: none"> - Can you provide us with a schedule of Programs/Room Assignments/Numbers of Participants? Calendar available on medfieldrec.com
<ul style="list-style-type: none"> - What do you think is most unique or innovative about your community center/building? The extent of the programs that are offered, especially the summer programs. The fact that Medfield parks and rec is entirely self-funded 	<ul style="list-style-type: none"> - What are some of the lessons you have learned?
<ul style="list-style-type: none"> - Are there specific types of programs residents have requested that you don't currently offer? If so, what are they and why not? 	<ul style="list-style-type: none"> - If you could do a do over what changes would you make?

Committee Notes (Take Photographs, put 3-4 photos (external building, community room/space, meeting space, any other unique spaces) in Dropbox folder and in Word document): The building used to also house the Medfield Council on Aging until they moved to their own new space









Town of Dover Community Center/Building Visits

Town: Natick

Town population: 35,282

Date of Visit: February 1, 2019

Reported by: Lauren Brodsky and Ford Spalding

Met with: Susan Ramsey

Building Information	
<ul style="list-style-type: none"> - Name & Building Address: Natick Community- Senior Center 117 East Central Street Natick, MA 01760 	<ul style="list-style-type: none"> - Cost of Construction: \$14,561,120 Built at same time as new high school; tagged onto that construction project since the high school needed support of the elderly population to pass
<ul style="list-style-type: none"> - Date Built/Renovated: Built 2013 	<ul style="list-style-type: none"> - Funding Source: Debt exclusion: 10,000,000; private fundraising Rentals cover staff that is needed for after hours private events Fitness center brings in \$10-\$12k per year, \$50 annually for seniors and \$80 for other residents Gym brings in about \$45k per year, \$35/hour for M-Wed and \$42/hour Thurs-Sun
<ul style="list-style-type: none"> - Square Feet of Usable Space: 21,911 	<ul style="list-style-type: none"> - Annual Maintenance Costs: u/k
<ul style="list-style-type: none"> - Square Feet of Lot/Property: u/k When you look at a Google Satellite Map you can see that the building takes up about 50% of the site. The rest is parking (120 spaces). Which is not enough to support their programming / attendance needs according to them. 	<ul style="list-style-type: none"> - Demographics / Trends: More seniors over 60 than youth under 18; evening/wkd programs expanding; increase in general community use; program mix shifting
Building Purpose and Functionality	
<ul style="list-style-type: none"> - Purpose/mission of the building: To design and deliver services which improve the quality of life for those aging in our community through education, support & advocacy in a welcoming setting 	<ul style="list-style-type: none"> - What entities occupy the building % of use: Veterans' Services, Council on Aging, Community Services, Human Services
<ul style="list-style-type: none"> - Who manages the building: Community Services Department (day to day); facilities department (maintenance) 	<ul style="list-style-type: none"> - Parking spaces/outdoor facilities:

<ul style="list-style-type: none"> - Building Description i.e. number and types of rooms: See attached floor plans/room 	<ul style="list-style-type: none"> - What services are provided within the space: Education, wellness, health services, cultural, social, nutrition, food service, music, fitness, art, meeting space, sports leagues, town meetings, private rentals, counseling, veterans services, members only fitness center; emergency shelter for the community(disaster relief)
<ul style="list-style-type: none"> - Capacity of building % usage vs capacity: Unknown – I can share that we plan/schedule programs with parking as a major variable 	<ul style="list-style-type: none"> - Approximately how many residents use your building on an annual basis? (number of residents vs. number of times used) An average of 400-450 people visit daily. We were there at 10am and the building was fully occupied with active programs.
<ul style="list-style-type: none"> - Functionality of the building (i.e. Technology, Kitchen, Community Meeting Rooms etc.)? We have fantastic, accessible storage Technology (Connectivity) is dreadful; completely inadequate Kitchen could be more serviceable if about 500-1,000 sq feet larger. Storage in the kitchen space for non perishable, dry goods and basic food prep utensils is inadequate; if larger, could be used for fun cooking, demo classes Community meeting rooms work well; varying size; only two allow food service 	<ul style="list-style-type: none"> - Is there a seasonality of use in the building? Daily? Weekly? Weekend? Building is active 7:30 am – 10:00pm, Monday – Sunday during the School year. We do slow down in the summer with weekend use primarily on Saturday 8:00 – 5pm
<ul style="list-style-type: none"> - Building/facilities (strengths and weaknesses/challenges): HVAC system is not a good design; 	
<p>Programs</p>	
<ul style="list-style-type: none"> - What programs occupy the building? - Council on Aging, Veteran’s Services, Community Services department, Human Services 	<ul style="list-style-type: none"> - Can you provide us with a schedule of Programs/Room Assignments/Numbers of Participants? There are 7,200 residents 60+ in 2018 we served nearly 3,000 individuals 60+ We do not track

<p>- What do you think is most unique or innovative about your community center/building?</p> <p>It is a multi-purpose building available to all residents and community groups. Revenues generated from evening/weekend rentals support the building expenses and staffing in the building</p>	<p>- What are some of the lessons you have learned?</p> <p>Building was extremely well planned out. Every space has a dual purpose. Consider the use of the building before planning out HVAC. Parking formulas are woefully out of date. Invest heavily in the highest quality room dividers</p>
<p>- Are there specific types of programs residents have requested that you don't currently offer? If so, what are they and why not?</p> <p>No</p>	<p>- If you could do a do over what changes would you make?</p> <p>Larger kitchen facility Additional parking No coat closets Fewer lockers in the restrooms adjacent to the gym Eliminate dedicated computer lab Larger kitchen & kitchen storage</p>

Committee Notes (Take Photographs, put 3-4 photos (external building, community room/space, meeting space, any other unique spaces) in Dropbox folder and in Word document):

Susan suggested we consider how to use the space as an emergency space too, with generator, cots, shower, washer and dryer etc. (cots stored offsite in a trailer in case they are needed in another space). Also suggested we look at outside sources of revenue such as private businesses, Eversource, cable tv, MetroWest Health Foundation. She noted that the gymnasium has a protective cover that can be put on it so it can be used for large-scale events without damaging the floor.











Town of Dover Community Center/Building Visits

Town: Sharon

Town population: 15,000

Date of Visit: February 14. 2019

Reported by: Ford Spalding & Bob Springett

Met With: Maura Palm & Linda Berger, Director

Building Information	
<ul style="list-style-type: none"> - Name & Building Address: Sharon Community Center 219 Massapoag Ave Sharon, MA 02067 	<ul style="list-style-type: none"> - Cost of Construction:
<ul style="list-style-type: none"> - Date Built/Renovated: Was formerly the Sunset Lodge/hotel a summer retreat for Boston residents. On Lake Massapoag. Acquired by town in 1967. 	<ul style="list-style-type: none"> - Funding Source: - Town for purchase & Renovation
<ul style="list-style-type: none"> - Square Feet of Usable Space: 37,300 sq ft : COA level 14,100, 1st fl 14,100, 2nd fl 9,100. Ball Room 40' x 70' 3,000 sq ft, COA Ballroom 29X60. 	<ul style="list-style-type: none"> - Annual Maintenance Costs:
<ul style="list-style-type: none"> - Square Feet of Lot/Property: 	<ul style="list-style-type: none"> - Demographics / Trends:
Building Purpose and Functionality	
<ul style="list-style-type: none"> - Purpose/mission of the building: 	<ul style="list-style-type: none"> - What entities occupy the building % of use:
<ul style="list-style-type: none"> - Who manages the building: 	<ul style="list-style-type: none"> - Parking spaces/outdoor facilities:
<ul style="list-style-type: none"> - Building Description i.e. number and types of rooms: Arts & Crafts rooms (2), Conference/Meeting Rooms (4), Activity Rooms (4), Ball Room, Large lobby, Kitchen Industrial, Adult Center & Recreation Offices. Outdoor sitting & Recreational (Bocce) Spaces. Two sound rooms for Selectmen & other Boards televised meetings. 	<ul style="list-style-type: none"> - What services are provided within the space: Active Men's Club. Town Boards & Committees meet there, Martial Arts, Southshore Children's Chorus Computer Tutor; Bocce; Caregiver Support Group; Low Vision Support Group; Parkinson's Support Group

<ul style="list-style-type: none"> - Capacity of building % usage vs capacity: 	<ul style="list-style-type: none"> - Approximately how many residents use your building on an annual basis? (number of residents vs. number of times used)
<ul style="list-style-type: none"> - Functionality of the building (i.e. Technology, Kitchen, Community Meeting Rooms etc.)? 	<ul style="list-style-type: none"> - Is there a seasonality of use in the building? Daily? Weekly? Weekend?
<ul style="list-style-type: none"> - Building/facilities (strengths and weaknesses/challenges): 	
<p>Programs</p>	
<ul style="list-style-type: none"> - What programs occupy the building? - Adult Center/COA Services: Yoga; Zumba Gold; Gentle Yoga; Tai Chi / Chi Kung; Fitness Classes; Cardio And Strength Training; Sit and Be Fit; Water Aerobics Classes; Movies; Cribbage; Scrabble; Canasta; Mah Jongg; Bridge; Chess; Wii (Virtual) Bowling; Memoir Writing; Ping Pong Club; Knitting/Crocheting Club; Evening Chess Club; - Recreation: Marital Arts, Dance, games, fitness, movies, arts & crafts, Children’s chorus, Lacrosse clinic, 	<ul style="list-style-type: none"> - Can you provide us with a schedule of Programs/Room Assignments/Numbers of Participants? - https://www.sharonrec.com/info/calendar/default.aspx

<ul style="list-style-type: none">- What do you think is most unique or innovative about your community center/building?	<ul style="list-style-type: none">- What are some of the lessons you have learned?
<ul style="list-style-type: none">- Are there specific types of programs residents have requested that you don't currently offer? If so, what are they and why not?	<ul style="list-style-type: none">- If you could do a do over what changes would you make? Need more parking

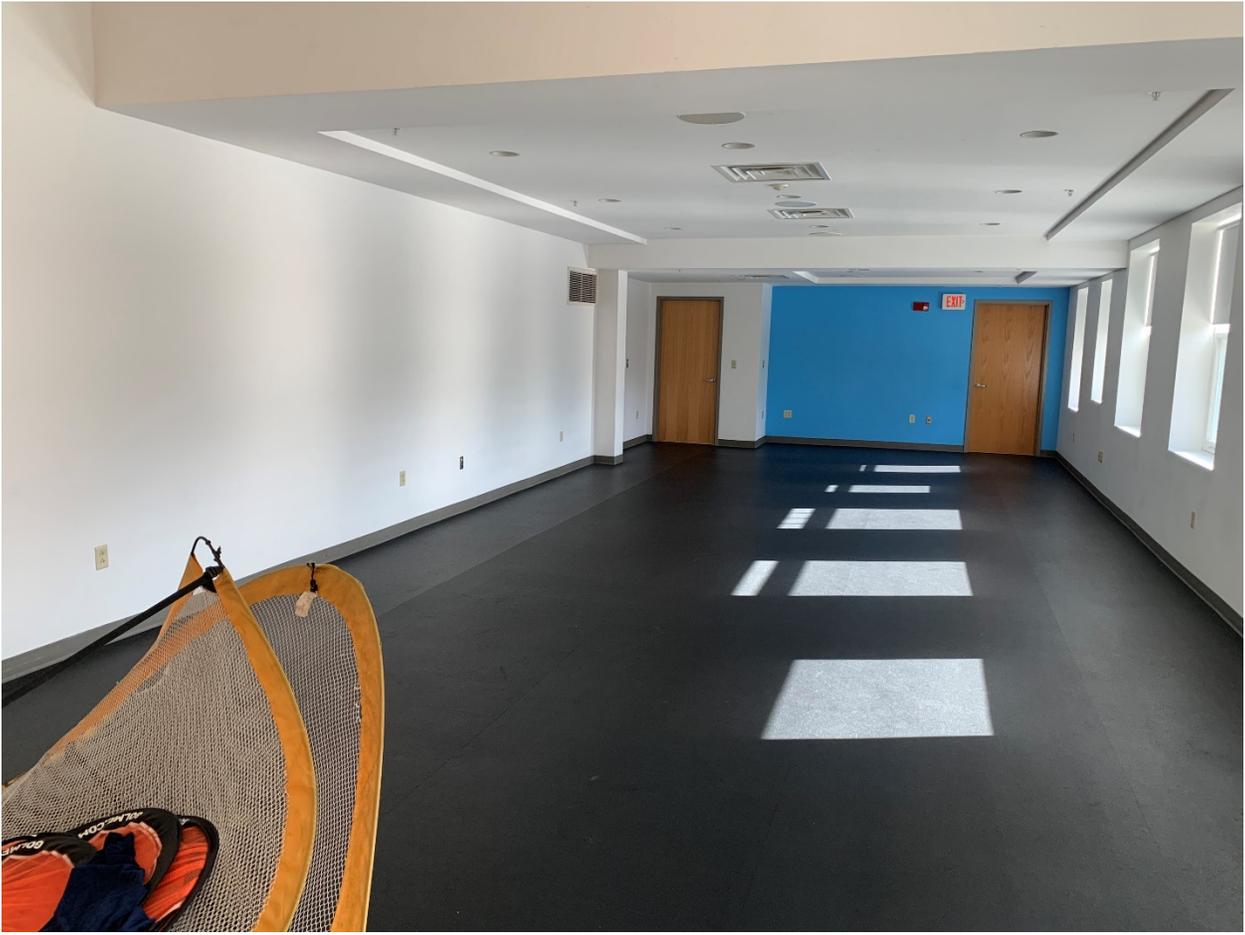
Committee Notes (Take Photographs, put 3-4 photos (external building, community room/space, meeting space, any other unique spaces) in Dropbox folder and in Word document):



















Town of Dover Community Center/Building Visits

Town: Sherborn

Town population: 4,323

Date of Visit: Ford Spalding and Lauren Brodsky

Reported by: Ford Spalding and Lauren Brodsky

Met with Ernest Gameau who manages the building.

Building Information	
<ul style="list-style-type: none"> - Name & Building Address: Sherborn Community Center Foundation 3 Sanger Street Sherborn, MA 01770 	<ul style="list-style-type: none"> - Cost of Construction: Renovated in 1986
<ul style="list-style-type: none"> - Date Built/Renovated: 1858 Town House. 5/1992 Community Center 	<ul style="list-style-type: none"> - Funding Source: 501C3 Foundation, leased annually for \$1 from the Town of Sherborn (managed and run by private 501c3, Sherborn Foundation)
<ul style="list-style-type: none"> - Square Feet of Usable Space: Approximately 3,300 	<ul style="list-style-type: none"> - Annual Maintenance Costs: Approximately \$50,000, running ~ \$10,000 surplus annually
<ul style="list-style-type: none"> - Square Feet of Lot/Property: Only building itself, with small garden out front, parking is shared with neighboring churches 	<ul style="list-style-type: none"> - Demographics / Trends: Rental space utilized by local and neighboring town residents for private events, also used by Dover-Sherborn theatre group over summer, and other Dover-Sherborn organizations
Building Purpose and Functionality	
<ul style="list-style-type: none"> - Purpose/mission of the building: To promote a sense of community by ensuring that the Community Center is available to and used by Sherborn groups and organizations at minimal or no cost; and to fund, preserve, maintain and schedule the use of this historic building. 	<ul style="list-style-type: none"> - What entities occupy the building % of use: The in-flux Sherborn library currently occupies the downstairs "school room," and "Conference Room". Great Hall can be rented for events
<ul style="list-style-type: none"> - Who manages the building: Private 501c3 Sherborn Foundation 	<ul style="list-style-type: none"> - Parking spaces/outdoor facilities: In front of building & uses other parking at church etc
<ul style="list-style-type: none"> - Building Description i.e. number and types of rooms: 3 Function Rooms: Great Hall capacity 150. School Room 75 capacity. Conference Room 30 Capacity. Also a service/catering kitchen with warming oven, sink & coffee maker. <p>Verizon has a tower at top of building, produces income (~\$35,000)</p>	<ul style="list-style-type: none"> - What services are provided within the space: Use outside preferred caterers, catering kitchen, wifi available, as well as chairs and tables in the Great Hall

<ul style="list-style-type: none"> - Capacity of building % usage vs capacity: 	<ul style="list-style-type: none"> - Approximately how many residents use your building on an annual basis? (number of residents vs. number of times used) <p>In the winter months there is a free Friday movie night for children. \$1 popcorn.</p>
<ul style="list-style-type: none"> - Functionality of the building (i.e. Technology, Kitchen, Community Meeting Rooms etc.)? <p>Catering kitchen (no stove), wifi available, elevator, meeting space, air conditioning in the Great Hall</p>	<ul style="list-style-type: none"> - Is there a seasonality of use in the building? Daily? Weekly? Weekend? <p>Building is busiest in the fall, local theatre group uses the Great Hall for July and August (quietest time)</p>
<ul style="list-style-type: none"> - Building/facilities (strengths and weaknesses/challenges): <p>Flexibility of Great Hall space</p>	
<p>Programs</p>	
<ul style="list-style-type: none"> - What programs occupy the building? <p>Building is used monthly by the Boys & Girls scouts. Norfolk Hunt uses for meetings. Garden Clubs use it for meetings. There are wine & cheese nights. Other tastes of winter. Town employee yoga & exercise classes. Town public meetings like the Caucus use it. Music events. Meeting rooms for groups. Family celebrations. Sweet 16 parties. Small weddings etc</p>	<ul style="list-style-type: none"> - Can you provide us with a schedule of Programs/Room Assignments/Numbers of Participants?
<ul style="list-style-type: none"> - What do you think is most unique or innovative about your community center/building? <p>Flexible and affordable event space, community-oriented events, such as the winter Friday night movie nights for kids (just charge for popcorn),</p>	<ul style="list-style-type: none"> - What are some of the lessons you have learned? <p>Best to have a private group run the building to avoid town bureaucracy; with this model, several town residents are able to cover the initial cost of the renovation</p>

<ul style="list-style-type: none">- Are there specific types of programs residents have requested that you don't currently offer? If so, what are they and why not? <p>Foundation is considering moving more toward creating their own programming in addition to providing space for other groups' programs</p>	<ul style="list-style-type: none">- If you could do a do over what changes would you make? <p>We got the sense that the more functions the better. The charge for all users. Each room has its own charge. Reduced other Non-profits. Example Great room charge for other non-profits is \$100 for all others \$1,200.</p>
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Committee Notes (Take Photographs, put 3-4 photos (external building, community room/space, meeting space, any other unique spaces) in Dropbox folder and in Word document):

Ernest did recommend that the town should own the building. But a not-for-profit entity run it.







<https://docs.google.com/spreadsheets/d/1GIIWXv6qk6E-BMdf8QsWQ-Jfp0ZojTdcKRTIkZqagnI/edit?usp=sharing>

Town of Dover Community Center/Building Visits

Town: Stow

Town population: 7,102

Date of Visit: February 15, 2019

Reported by: Ford Spalding & Bob Springett

Met With: Laura Greenough, Recreation Director

Building Information	
<ul style="list-style-type: none"> - Name & Building Address: Pompositticut Community Center 509 Great Road Stow, MA 01775 	<ul style="list-style-type: none"> - Cost of Construction: \$9.8 million
<ul style="list-style-type: none"> - Date Built/Renovated: 2015-2016 	<ul style="list-style-type: none"> - Funding Source: CPC Funds / A key factor How they got to “Yes” for their project https://www.stow-ma.gov/fire-station-community-center-building-committee
<ul style="list-style-type: none"> - Square Feet of Usable Space: 33,000 square feet of building space 1/3 for Community center about 10,000 sq ft 1/3 for fire station 1/3 for storage and unfinished space 	<ul style="list-style-type: none"> - Annual Maintenance Costs: \$60k per year
<ul style="list-style-type: none"> - Square Feet of Lot/Property: 4 Acres 	<ul style="list-style-type: none"> - Demographics / Trends: Seniors/Adults/children
Building Purpose and Functionality	
<ul style="list-style-type: none"> - Purpose/mission of the building: Serve the Community Fire Station 	<ul style="list-style-type: none"> - What entities occupy the building % of use: COA , Recreation, Others 40% - Fire Department 60% Recreation February Calendar: https://www.stow-ma.gov/recreation-department/pages/recreation COA February Calendar: https://www.stow-ma.gov/sites/stowma/files/uploads/calendar_12.pdf
<ul style="list-style-type: none"> - Who manages the building: Building Department 	<ul style="list-style-type: none"> - Parking spaces/outdoor facilities: 100 spaces/ Multi-sport field in back

<ul style="list-style-type: none"> - Building Description i.e. number and types of rooms: 3 multi-purpose rooms, One large function room One exercise room. One drop in center room. One board room, 6 offices and one commercial Kitchen. This list doesn't include fire station side. 1/3rd of building is a large unfinished shared storage room which is their future expansion. Floor Plans: https://www.stow-ma.gov/fire-station-community-center-building-committee 	<ul style="list-style-type: none"> - What services are provided within the space: - Social worker - Veteran services - Food pantry - COA - Recreation Dept - Fire Dept
<ul style="list-style-type: none"> - Capacity of building % usage vs capacity: - For the COA / Recreation space it appears very busy. Seniors mainly until 3pm then youth preschool up through Middle School. All Rec use is prescheduled and pre-sign up. No drop in. Also used on weekends by reservation. Outside groups use the large rooms for events & occasions. Town Boards & Committees also use the building for meetings. 	<ul style="list-style-type: none"> - Approximately how many residents use your building on an annual basis? (number of residents vs. number of times used) 1080 visitor annually 90 visitors per day
<ul style="list-style-type: none"> - Functionality of the building (i.e. Technology, Kitchen, Community Meeting Rooms etc.)? <p>Yes all of the above and more</p>	<ul style="list-style-type: none"> - Is there a seasonality of use in the building? Daily? Weekly? Weekend? <p>Yes there is a seasonality generally ties into school vacations. See the February calendars above.</p>
<ul style="list-style-type: none"> - Building/facilities (strengths and weaknesses/challenges): <p>It was challenging to work within the footprint of the existing building. It was formally an elementary school.</p>	
<p>Programs</p>	

<ul style="list-style-type: none"> - What programs occupy the building? - Arts and crafts, exercise classes, talks and lectures, small group activities such as poker, bridge and dominos. Parties and events in activity rooms. Meeting spaces for boards and committees. - 	<ul style="list-style-type: none"> - Can you provide us with a schedule of Programs/Room Assignments/Numbers of Participants? <p>Please refer to our Google calendar https://www.stow-ma.gov/recreation-department/pages/recreation https://www.stow-ma.gov/sites/stowma/files/uploads/calendar_12.pdf</p>
<ul style="list-style-type: none"> - What do you think is most unique or innovative about your community center/building? <p>That it is a combined use building with the Fire Dept. This is also how they got to “Yes” to build the building. Took 3 Town Meetings.</p>	<ul style="list-style-type: none"> - What are some of the lessons you have learned? <p>The more space for storage the better. I good security system for allowing people access to the building. Need for custodial present at large events.</p>
<ul style="list-style-type: none"> - Are there specific types of programs residents have requested that you don’t currently offer? If so, what are they and why not? <p>Of course swimming but we have no pool. The ceilings are low so we can’t offer a lot of activities for children that use balls and other sports equipment.</p>	<ul style="list-style-type: none"> - If you could do a do over what changes would you make? <p>Larger space with higher ceilings. Limited space for recreation involving a ball.</p>

Committee Notes (Take Photographs, put 3-4 photos (external building, community room/space, meeting space, any other unique spaces) in Dropbox folder and in Word document):

We were very impressed with the time they took to involve the entire community in their approval proves to get to “YES”. They got all “groups” to support one plan. We were very impressed with the programs offered that bring folks into the building. A very welcoming staff and building. For a town their size the space seemed adequate. Excellent COA office and customer space (health room) (private room space for personal conferences). We liked the idea of a place to show citizen/student art. Likes the ideas as you come in the front door of a place for citizens to show off and sell their crafts.

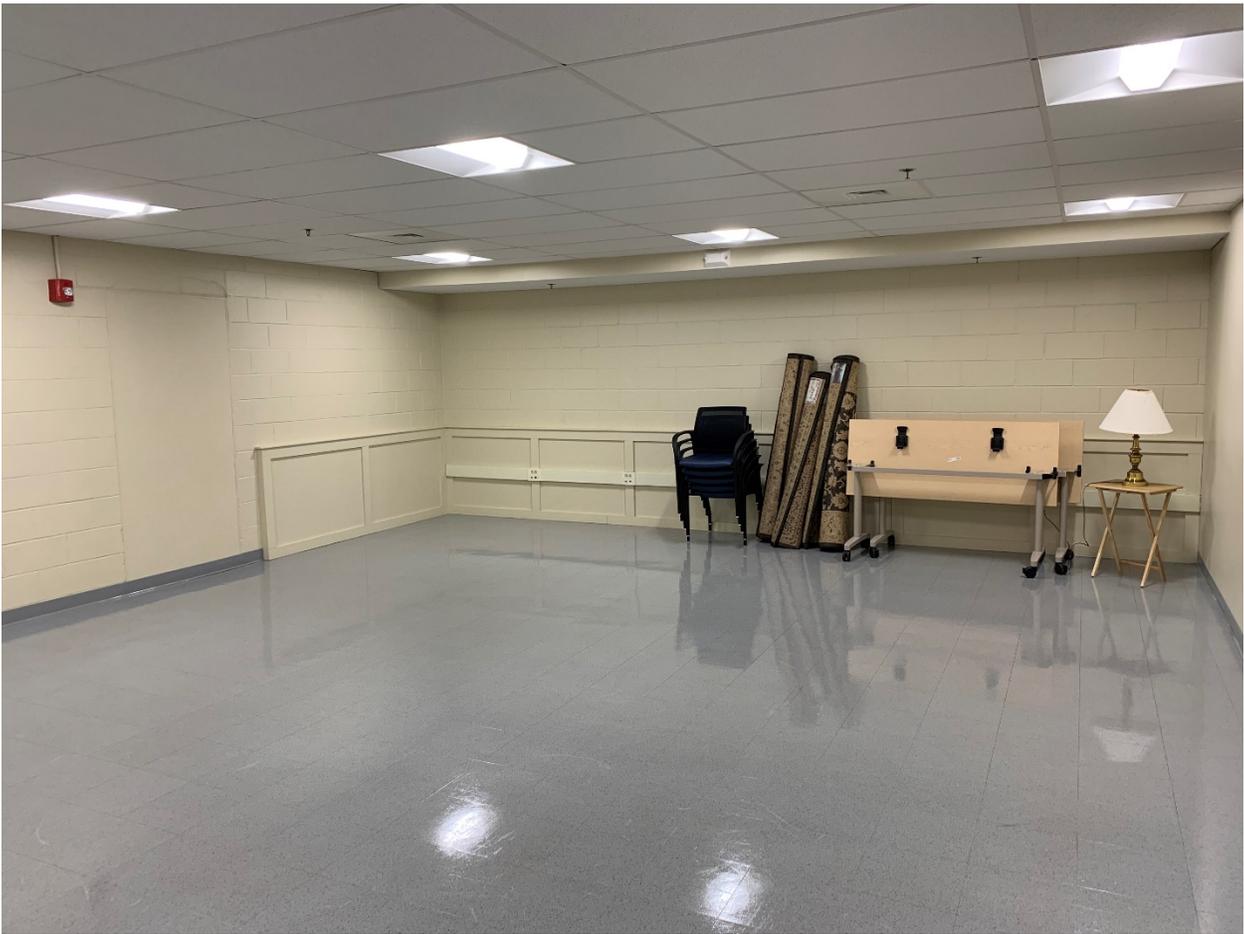
Had a very active Food pantry. Had a full industrial kitchen.







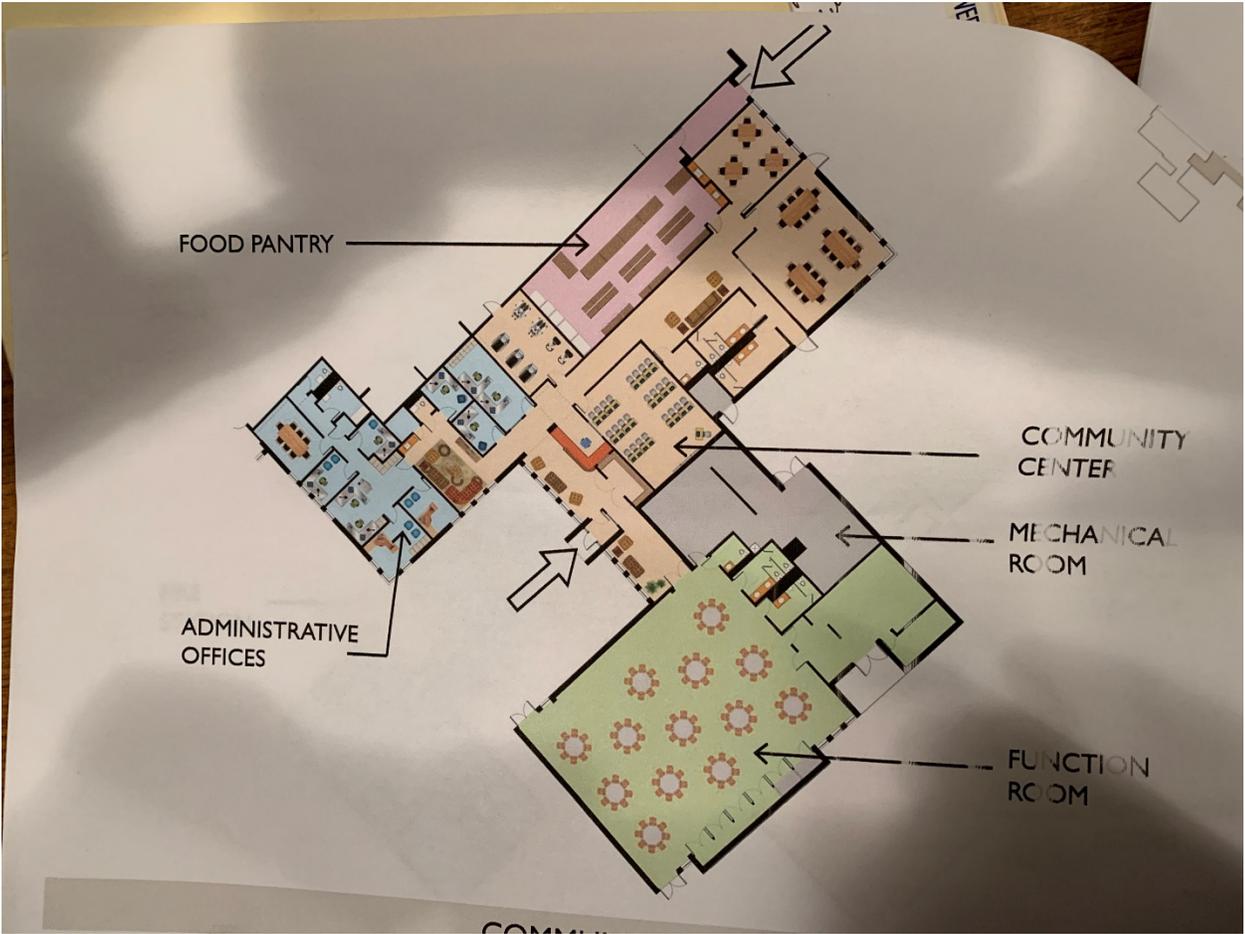
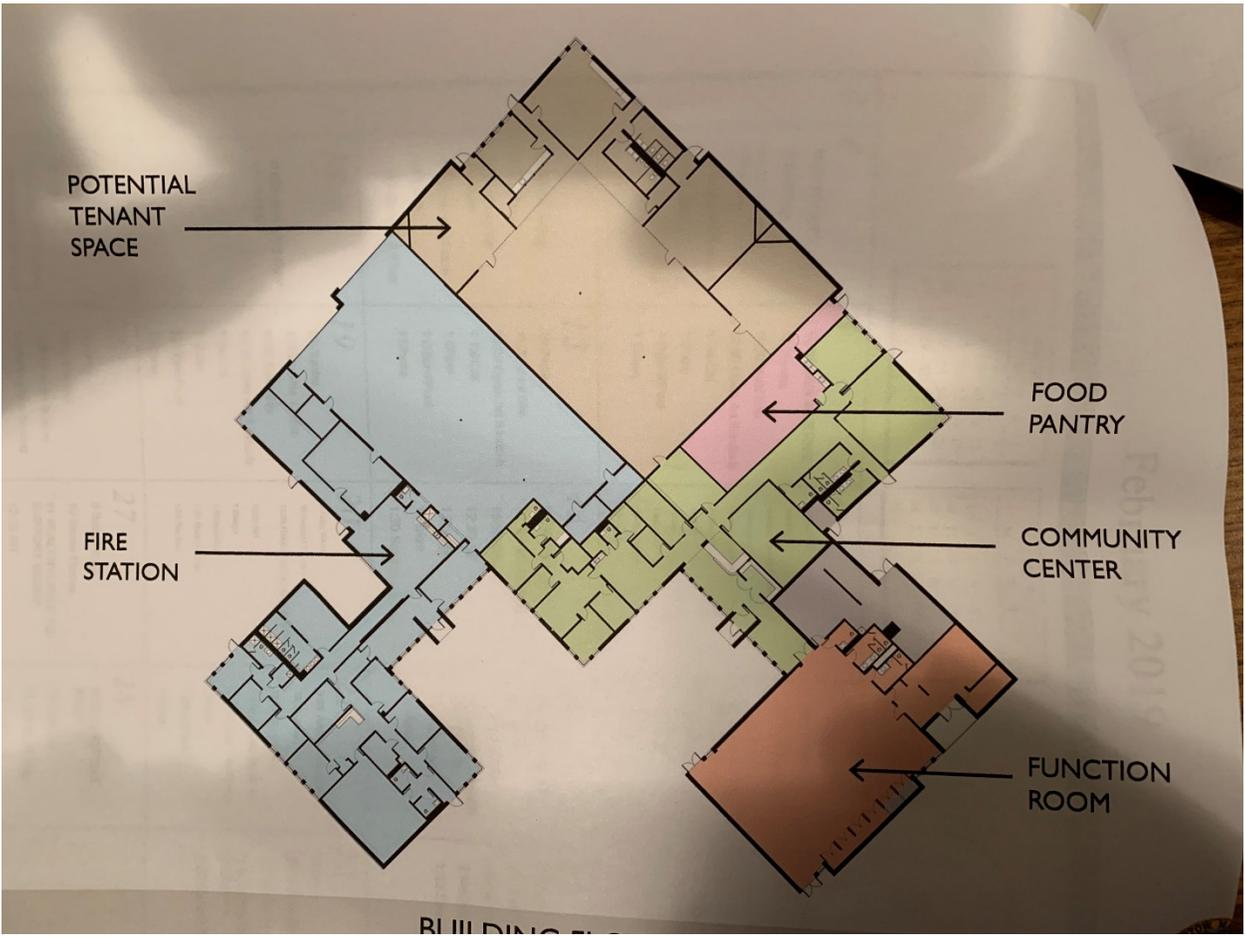












Town of Dover Community Center/Building Visits

Town: Wellesley (Community/Recreation Center)

Town population: 29,479

Date of Visit: February 19, 2019

Reported by: Lauren Brodsky & Ford Spalding

Met With: Brandon Fitts, Deputy Director & Matt Chinn, Recreation Director

Building Information	
<ul style="list-style-type: none"> - Name & Building Address: Wellesley Recreation Annie F. Warren Building 90 Washington Street Wellesley, MA 02481 	<ul style="list-style-type: none"> - Cost of Construction: \$3.5m – 4m Renovation 2002-03
<ul style="list-style-type: none"> - Date Built/Renovated: We moved into the building in 2004; used to be housed at the Sprague School in Wellesley 	<ul style="list-style-type: none"> - Funding Source: Town of Wellesley
<ul style="list-style-type: none"> - Square Feet of Usable Space: Roughly 25,000 sq ft 	<ul style="list-style-type: none"> - Annual Maintenance Costs: - Have a Revolving Fund generating approx. \$1m revenue. Most programs are approved by the Recreation Department but are administered by outside vendors. The Department takes 20% of the program revenue or adds 20% to the cost of the program and takes that cut.
<ul style="list-style-type: none"> - Square Feet of Lot/Property: 	<ul style="list-style-type: none"> - Demographics / Trends: 85-90% of users are Wellesley residents
Building Purpose and Functionality	
<ul style="list-style-type: none"> - Purpose/mission of the building: To serve the Recreational needs of the citizens of Wellesley and neighboring towns. 	<ul style="list-style-type: none"> - What entities occupy the building % of use: 80% Town run Recreation programs. 10% meeting spaces for town and non-town organizations. 10% private rentals.
<ul style="list-style-type: none"> - Who manages the building: The Wellesley Recreation Department 	<ul style="list-style-type: none"> - Parking spaces/outdoor facilities: 75 Spaces. Warren Park. Parking was initially an issue/concern with neighbors in 2004, no longer an issue.

<ul style="list-style-type: none"> - Building Description i.e. number and types of rooms: 3 Classrooms / Activity Rooms 1 Industrial Kitchen/Classroom 1 Gym 1 Children’s Room 1 Dance Studio 1 Recreation Office 1 Custodian Office 1 Health Office 3 Storage Rooms 	<ul style="list-style-type: none"> - What services are provided within the space: A variety of Recreation and enrichment programs. Meeting spaces. Voting location. Cooling shelter. Health Department Services. The Recreation Department oversees approx. 200 Programs in the building/year.
<ul style="list-style-type: none"> - Capacity of building % usage vs capacity: We don’t officially track this but we run 70% of the programs we offer and our building is very heavily used. 	<ul style="list-style-type: none"> - Approximately how many residents use your building on an annual basis? (number of residents vs. number of times used) We don’t accurately track this information.
<ul style="list-style-type: none"> - Functionality of the building (i.e. Technology, Kitchen, Community Meeting Rooms etc.)? Kitchen, Gym, Camps, Meeting rooms, Enrichment programming, Technology, etc. 	<ul style="list-style-type: none"> - Is there a seasonality of use in the building? Daily? Weekly? Weekend? We offer programs across all 4 seasons. Spring/Summer is always scheduled together. FALL – Sept-Dec WINTER – Jan-Mar SPRING – Apr-Jun SUMMER – Jul and Aug
<ul style="list-style-type: none"> - Building/facilities (strengths and weaknesses/challenges): We would love a second gym and dance studio! Our gym is our most in demand room. We are confined by the existing building. 	
Programs	

<ul style="list-style-type: none"> - What programs occupy the building? See Brochure links below Programs are contracted out to vendors; Wellesley rec becomes a clearinghouse for matching vendors and interest from residents. 	<ul style="list-style-type: none"> - Can you provide us with a schedule of Programs/Room Assignments/Numbers of Participants? Available upon request from the Caryl Community Center Committee as we have printouts
<ul style="list-style-type: none"> - What do you think is most unique or innovative about your community center/building? We have very flexible and functional space that can serve a variety of changing needs. 	<ul style="list-style-type: none"> - What are some of the lessons you have learned? Don't cut corners and take the lowest bid. They did that with the heat and HVAC in our building and it's a constant problem.
<ul style="list-style-type: none"> - Are there specific types of programs residents have requested that you don't currently offer? If so, what are they and why not? Our building is flexible so we are able to offer almost anything we have been asked! The only limitations we have are space-based. If we had a larger gym we could offer more. 	<ul style="list-style-type: none"> - If you could do a do over what changes would you make? Better Heating/HVAC system. Larger or second gym. Better sub floor. Add a shower facility.

Committee Notes (Take Photographs, put 3-4 photos (external building, community room/space, meeting space, any other unique spaces) in Dropbox folder and in Word document):

Review their Website / Tour their building <https://www.wellesleyma.gov/720/Warren-Recreation-Center>
Winter 2019 Recreation Brochure: <https://www.wellesleyma.gov/DocumentCenter/View/12750/WINTER-BROCHURE-2019>

Fall 2018 Brochure

<https://www.wellesleyma.gov/DocumentCenter/View/11148/FINAL-FALL-2018>

Spring Summer 2018 Brochure

<https://www.wellesleyma.gov/DocumentCenter/View/9413/SpingSummer2018?bidId=>















Town of Dover Community Center/Building Visits

Town: Wellesley (Tolles Parsons)

Town population: 29,479

Date of Visit: February 19, 2019

Reported by: Ford Spalding

Met With: Diane Campbell

Building Information	
<ul style="list-style-type: none"> - Name & Building Address: Tolles Parsons Center 500 Washington Street Wellesley, MA 02482 	<ul style="list-style-type: none"> - Cost of Construction: <ul style="list-style-type: none"> • \$1.2 Million in study, feasibility and design, and demolition of the old VFW. • \$1.3 million for the Crevo property purchase that expanded the footprint for the center and on-site parking • Project cost \$7.2 million less a bequest of \$815,000 from Mary Esther “Billie” Tolles (for whom the center is named) • So, in total, about \$9.7 million
<ul style="list-style-type: none"> - Date Built/Renovated: Construction began July 2016, opened October 2017 	<ul style="list-style-type: none"> - Funding Source: Town funds appropriated at various ATM; debt exclusion; \$815,000 bequest by the Tolles Family
<ul style="list-style-type: none"> - Square Feet of Usable Space: 12,400 sq ft 	<ul style="list-style-type: none"> - Annual Maintenance Costs: \$134,000 (approx) custodian, utilities, operating expenses). Salaries & programs have an annual budget of \$450,000. - The NewERA/Fund (Friends of the Wellesley COA is raising \$1.5m (34% Building enhancements, 22% Additional programming, 11% Communication & community outreach, 33% New Building Reserve.
<ul style="list-style-type: none"> - Square Feet of Lot/Property: Two lots 494 & 496 Washington Street 	<ul style="list-style-type: none"> - Demographics / Trends: Wellesley has 6,000 seniors age 60+ of which 50% are in their 60s
Building Purpose and Functionality	
<ul style="list-style-type: none"> - Purpose/mission of the building: To fulfill the COA Mission 	<ul style="list-style-type: none"> - What entities occupy the building % of use: Wellesley Council on Aging, 100%
<ul style="list-style-type: none"> - Who manages the building: - Town of Wellesley, Facility Management Dept. With FMD Dept custodian, the COA Director manages the daily operation 	<ul style="list-style-type: none"> - Parking spaces/outdoor facilities: 58 parking spaces Furnished patio

<ul style="list-style-type: none"> - Building Description i.e. number and types of rooms: Ground floor – lobby, café & lounge, multi-purpose room, kitchen, administrative offices, rest rooms. Second floor – card7 game room with 2 pool tables, fitness room with adjoining dance floor, arts & crafts room, flexible meeting space with dividing wall, conference room, Social Services office, restrooms 	<ul style="list-style-type: none"> - What services are provided within the space: Social & recreational, Health & wellness, Educational, Lunch program, Outreach, Volunteer opportunities See current newsletter and recent COA brochure for more detail.
<ul style="list-style-type: none"> - Capacity of building % usage vs capacity FY17-FY10 (all numbers apply to Unique Individuals): - Total individuals using the facility 1,825 to 2,588) +40% - Fitness Participation 312 to 476 +53% - Social / Recreational Programs 621 to 1,054 +70% - Male Participation 478 to 727 +52% - Female Participation 1,347 to 1,831 +35% - Minority Participation 5% to 9% +80% (of total individuals served) 	<ul style="list-style-type: none"> - Approximately how many residents use your building on an annual basis? (number of residents vs. number of times used) - Generally 80% are Wellesley residents - 20% are from other towns
<ul style="list-style-type: none"> - Functionality of the building (i.e. Technology, Kitchen, Community Meeting Rooms etc.)? Flexible spaces, wi-fi throughout, companion bathroom on 1st floor, wired in partnership with Wellesley Media for live and/or taped meetings and events 	<ul style="list-style-type: none"> - Is there a seasonality of use in the building? Daily? Weekly? Weekend? <p>Hours are currently 9:00-4:00 We are exploring possibilities of extending hour. A community survey is in progress. During FY18 and FY19 there have been occasional weekend and weekday after hours events. Special events, volunteer recognition, efforts to introduce the center to younger seniors. (All within budgeted FMD custodial overtime budget.)</p>
<ul style="list-style-type: none"> - Building/facilities (strengths and weaknesses/challenges): <p>The hours of operation are a challenge</p>	
<p>Programs</p>	

<ul style="list-style-type: none"> - What programs occupy the building? - COA programs and services detailed in the newsletter and on the website. - We also partner with Recreation Dept. to use facilities (demonstration kitchen, dance space, gym) and Library (lecture and program space). We did not duplicate specialized spaces existing elsewhere in town. 	<ul style="list-style-type: none"> - Can you provide us with a schedule of Programs/Room Assignments/Numbers of Participants? - See the Newsletter
<ul style="list-style-type: none"> - What do you think is most unique or innovative about your community center/building? <p>Flexible meeting spaces Natural light Warm and welcoming “Welcoming place for all” Residential look and feel Drop in café (informal gathering space) A must to see Most of the Activity Rooms had room dividers Very appropriate and useful furniture. The building does not look like a typical government building.---</p>	<ul style="list-style-type: none"> - What are some of the lessons you have learned? <p>No staff break space No Ice machine Lack of closed storage in the multipurpose room Carpet /flooring in certain spaces</p>
<ul style="list-style-type: none"> - Are there specific types of programs residents have requested that you don’t currently offer? If so, what are they and why not? <p>More frequent sessions of some once a week classes Repeat some one time only sessions (especially those that are space limited)</p>	<ul style="list-style-type: none"> - If you could do a do over what changes would you make? <p>See above Challenge: design and furnish with the budget and financing the Town will tolerate</p> <p>The comment was made that they are closes to outgrowing the building based on use and demand.</p>

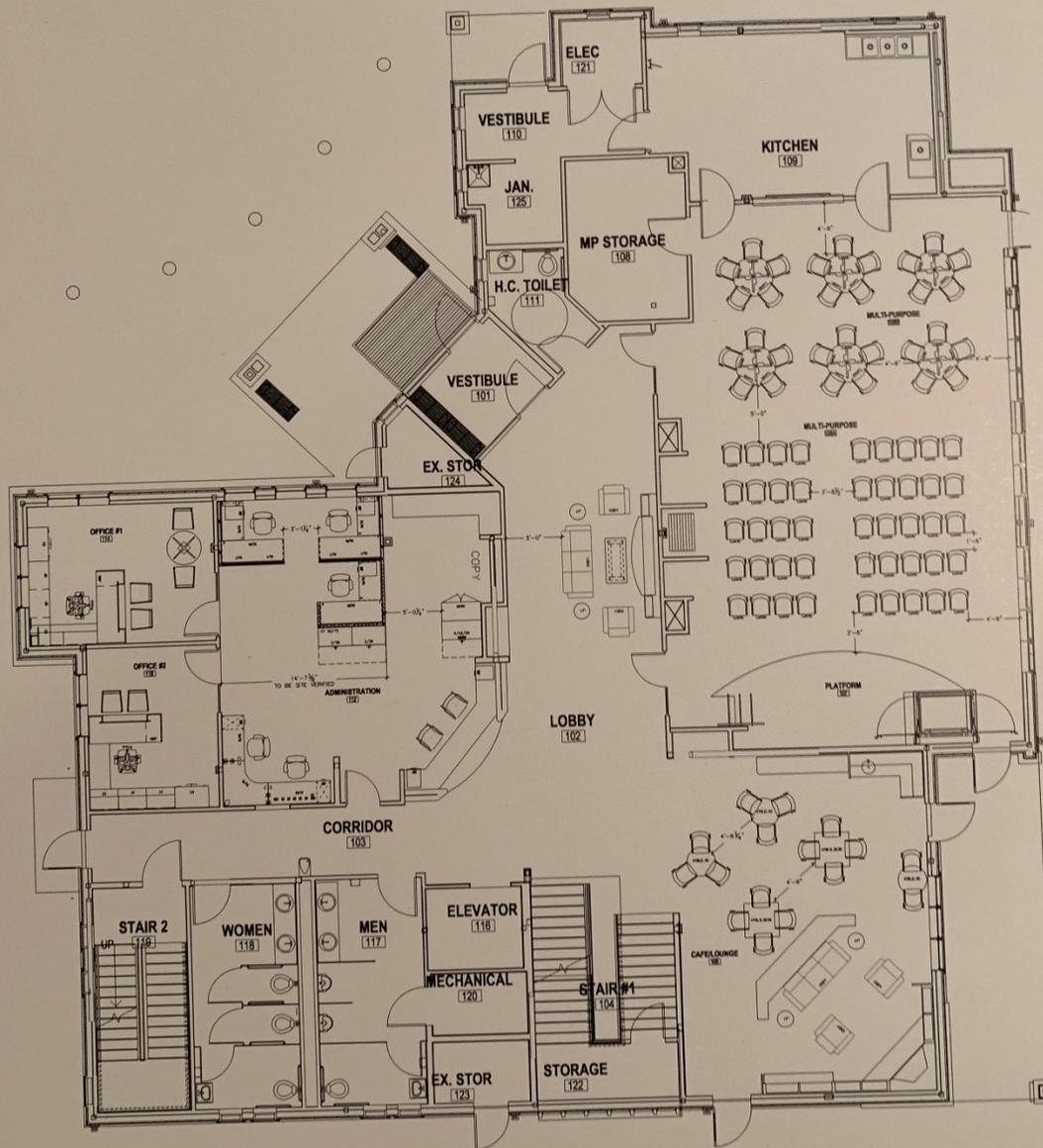
Committee Notes (Take Photographs, put 3-4 photos (external building, community room/space, meeting space, any other unique spaces) in Dropbox folder and in Word document):

*****-I highly recommend their Website <https://wellesley.ma.gov/378/Tolles-Parsons-Center> I urge that we all watch the video Tolles Parsons Tour <https://www.youtube.com/watch?v=a16seTKLLQY>

NEWERA | FUND

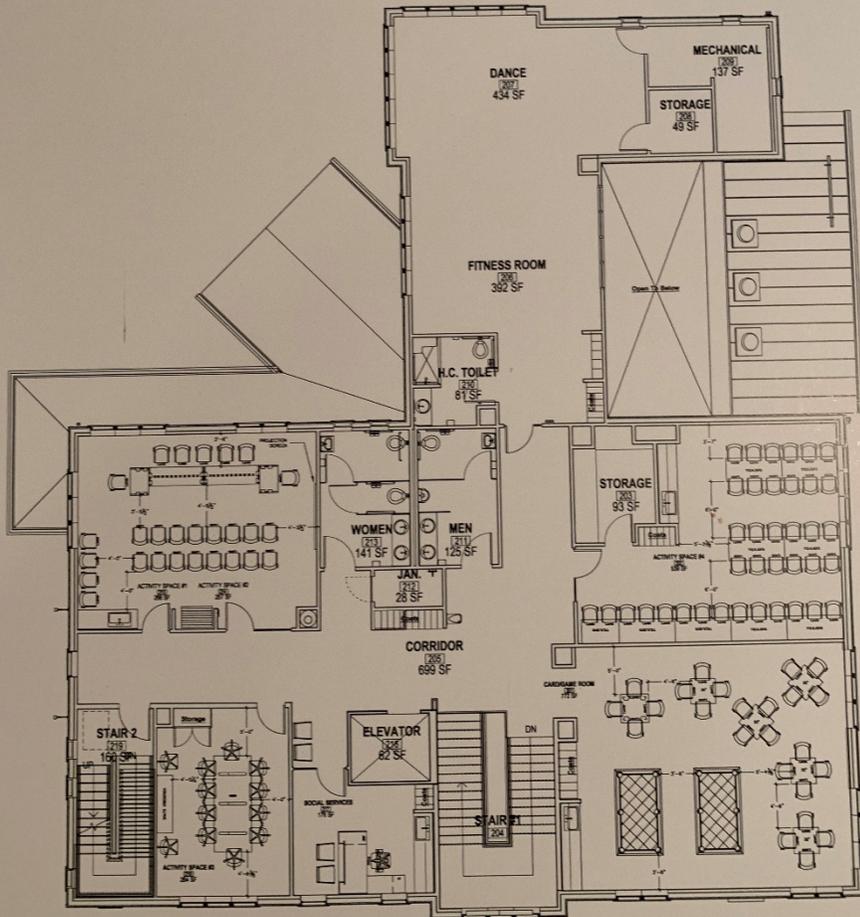
Friends of the Wellesley Council on Aging

Tolles Parsons Center First Floor Plan



(Please see reverse side)

Tolles Parsons Center Second Floor Plan





















Town of Dover Community Center/Building Visits

Town: Weston

Town population: 12,211

Date of Visit: February 8, 2019

Reported by: Ford Spalding & Bob Springett

Met With: Christ Fitzgerald, Director & Sharon Locke, Assistant Director

Building Information	
<ul style="list-style-type: none"> - Name & Building Address: Weston Community Center 20 Alphabet Lane Weston, MA 02493 	<ul style="list-style-type: none"> - Cost of Construction: Around \$3 Million
<ul style="list-style-type: none"> - Date Built/Renovated: 2001 	<ul style="list-style-type: none"> - Funding Source: Combination Town and private funds
<ul style="list-style-type: none"> - Square Feet of Usable Space: 22,000 	<ul style="list-style-type: none"> - Annual Maintenance Costs: Approximately \$25,000
<ul style="list-style-type: none"> - Square Feet of Lot/Property: N/A – part of Case Campus which includes 3 elementary schools. 	<ul style="list-style-type: none"> - Demographics / Trends: Upper middle-class; population is trending to more seniors and less youth
Building Purpose and Functionality	
<ul style="list-style-type: none"> - Purpose/mission of the building: Recreation Department administration and programming; Counsel on Aging administration and programming; available for functions and events 	<ul style="list-style-type: none"> - What entities occupy the building % of use: Recreation and Counsel on Aging have administrative offices; program spaces are mostly shared – approximately 60-65% Recreation programming; approximately 35-40% Counsel on aging; less than 5% functions and rentals
<ul style="list-style-type: none"> - Who manages the building: Recreation 	<ul style="list-style-type: none"> - Parking spaces/outdoor facilities: 40 parking spaces around building; more between building and adjacent school; 2-outdoor gardens with seating
<ul style="list-style-type: none"> - Building Description i.e. number and types of rooms: Programmable classrooms – 6 Dance studio - 1 Larger exercise/function rooms – 2 Conference rooms – 2 Office Suites – 2 Learning kitchen – 1 	<ul style="list-style-type: none"> - What services are provided within the space: Recreational programming, COA programming and other COA services – i.e. counseling, equipment exchange, meals-on-wheels etc., meetings – both government and private organizations;

	<p>wedding receptions, bar/bat-mitsvas and similar events.</p>
<p>- Capacity of building % usage vs capacity: In 2015 was measured at approximately 20%; anecdotally, measured it at 45% during normal operating hours and close to 100% at high demand after-school programming times.</p>	<p>- Approximately how many residents use your building on an annual basis? (number of residents vs. number of times used) Estimate approximately 8,000 users; well-over 50,000 visits</p>
<p>- Functionality of the building (i.e. Technology, Kitchen, Community Meeting Rooms etc.)?</p> <ul style="list-style-type: none"> • 1 technology kitchen • 6 programmable classrooms that can also be used as meeting space • 1 dance studio also used for exercise and other programming • 2 conference rooms for mostly meetings but sometimes programming • 2 function hall/exercise rooms 	<p>- Is there a seasonality of use in the building? Daily? Weekly? Weekend? Most popular programming is from Monday through Thursday 8 AM to 4:30 PM; occasionally programs will last until 5 or 6 PM but not very high demand for that; minimal weekend programming due to demand; rentals – approximately 25 large functions per year, approximately 100 smaller meetings and events for government committees or outside groups; approximately 100 community play-group events. Building use drops in summer but stays steady during fall, winter and spring.</p>
<p>- Building/facilities (strengths and weaknesses/challenges): Strengths: Flexibility of programmable classroom space, convenient location in center of town near 3 elementary schools and numerous athletic fields, historic barn look matches theme of the campus it sits on. Weakness: Lacking many spaces beneficial to a Counsel on Aging – i.e. lounge spaces for gathering and conversation, COA related pool/ping-pong room; also no formal gymnasium so limited on athletic related activities that can take place. Also, becoming too small to accommodate both COA and Recreation in same building, given the growing rate of senior population and continued popularity of Recreational programs.</p>	<ul style="list-style-type: none"> - They feel they will soon outgrow the building based on activity. The building expansion is limited by septic. - There is no community space to meet other than an outside veranda. The Seniors have their own community room. - Storage is always an issue however they do have nice storage in their large function hall

Programs	
<ul style="list-style-type: none"> - What programs occupy the building? <p>Recreation, Council on Aging. Pre K Programs are growing as are Summer Camps Rental for large function all amount to \$15,000/yr</p>	<ul style="list-style-type: none"> - Can you provide us with a schedule of Programs/Room Assignments/Numbers of Participants? <p>Will have handout at building tour</p>
<ul style="list-style-type: none"> - What do you think is most unique or innovative about your community center/building? <p>Creative architecture, blend of classic and modern feel.</p>	<ul style="list-style-type: none"> - What are some of the lessons you have learned? <p>Would like to have actual gymnasium; also building is not equipped to accommodate the evolvement of COA programming over the years but not sure that could have been predicted.</p>
<ul style="list-style-type: none"> - Are there specific types of programs residents have requested that you don't currently offer? If so, what are they and why not? <p>Not that have been requested, but we would like to offer more sport-related programming and lack of a gymnasium limits that.</p>	<ul style="list-style-type: none"> - If you could do a do over what changes would you make? <p>Add a gymnasium; include more passive spaces for COA patrons. Location near schools is also not ideal for COA.</p>

Committee Notes (Take Photographs, put 3-4 photos (external building, community room/space, meeting space, any other unique spaces) in Dropbox folder and in Word document):

- Recreation runs the building. However, COA & Recreation run their own programs. They do share the rooms through a scheduling process.
- Weston Winter & Spring/Summer Brochure
<https://www.weston.org/DocumentCenter/View/6696/Winter-Brochure-2019>

- <https://www.weston.org/DocumentCenter/View/7555/Spring-and-Summer-2018>
- The Town of Weston has formed a Recreation Master Plan Steering Committee
<https://www.weston.org/583/Recreation-Master-Plan-Steering-Committee>



















