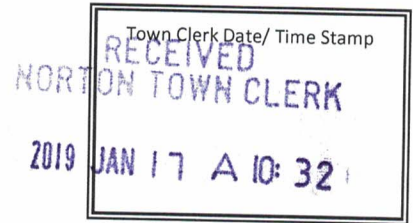




MINUTES

TOWN OF NORTON



Board/ Committee: Permanent Building Committee

Meeting Date: December 4, 2018 Time: 7:00 PM

Meeting Location: Break Room - Town Hall
70 East Main Street Norton, MA

Members & Staff Present: Lukasz Wasiak, James Slattery, Mark Gershman, Kevin O'Neil, Robert Medeiros Dinah O'Brien

Public: See attached sign-in sheet

The meeting was called to order at 7:00 PM and adjourned at 8:30 PM

Minutes from the November 26, 2018 were approved

Meeting Motions / Actions and Summary of Discussions:

Discussion

Council on Aging Study Update

J. Bargmann from Bargmann Hendrie + Archetype, Inc. reviewed 1) the survey results; 2) program and COA needs; and 3) parcel building test fits.

Survey Results

J. Bargmann provided a summary of the survey responses, prepared by Ballard King & Associates, LTD (attached), and discussed some of the responses. Respondents noted the lack of parking and small size of the existing COA facility as factors limiting attendance / use of the facility; respondents noted their current use of the COA for health & wellness programs and social activities; respondents noted a desire for a larger kitchen, exercise room, areas dedicated to seniors; respondents noted a willingness to drive up to 15 minutes to use the COA facility; respondents noted a willingness to volunteer for special events and assisting the food pantry.

Programming

J. Bargmann provided a matrix of various building sizes along with the existing the COA facility showing the various uses / functions of the facility and their respective footprints (attached). Building sizes range from 10,000 sf to 15,000 sf offering varying sized areas for lobby/ reception; administrative; program space; food service; restrooms; support services; and supportive care. It was noted that the matrix does not as of yet included space for the food pantry.

Parcel Building Test Fits

J. Bargmann provided conceptual layouts for various parcel test fits assuming a 15,000 sf COA building and 20,000 sf Town Hall on each of the parcels identified by the Town (attached).

Site 1 (0 Rear East Main Street, east of Route 495) - This parcel can accommodate both the COA and Town Hall, however the site is currently land-locked, requires a lot of site preparation, and as less than ideal. This location was deemed not feasible by the Committee.

Site 2 (47 Elm Street, Reed & Barton) – This parcel can accommodate both the COA and Town Hall.

Site 3 (22 Summer Street, Wheaton College Site) - This parcel can accommodate both the COA and Town Hall however the Committee questioned if wetlands are present and how much of the parcel is actually buildable.

Site 4 (140 West Main Street) - This parcel can only accommodate the COA facility.

Next Meeting(s):

December 17, 2018 (Monday), 7:00 PM

PBC Meeting Town Hall – Break Room
70 East Main Street, Norton, MA

January 14, 2019 (Monday), 7:00 PM

PBC Meeting Town Hall – Break Room
70 East Main Street, Norton, MA

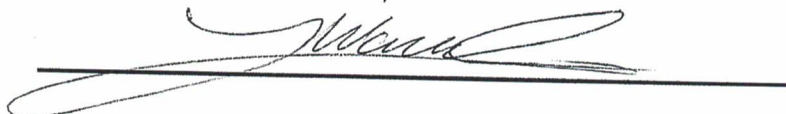
Minutes respectfully submitted by:

Mark Gershman

Minutes Approved by Committee on:

1/16/18

Chairman Signature:



MEETING SIGN-IN

Meeting: Permanent Building Committee
 Date: December 4, 2018
 Time: 7:00 PM
 Location: Town Hall – Break Room



COMMITTEE MEMBERS / TOWN

Initials	Name	Organization	Email
<input checked="" type="checkbox"/>	Lukasz Wasiak	PBC Chair	lukasz@woodcraftgroup.com
<input checked="" type="checkbox"/>	James Slattery	PBC Vice-Chair	Slatsb1111@aol.com
<input checked="" type="checkbox"/>	Mark Gershman	PBC Clerk	mgershman@beta-inc.com
<input checked="" type="checkbox"/>	Kevin O'Neil	PCB Committee Member	kmoneil@fedex.com
<input checked="" type="checkbox"/>	Robert Medeiros	PCB Committee Member	Bobmedeiros87@gmail.com
<input checked="" type="checkbox"/>	Dinah O'Brien	PBC Temporary Member	DObrien025@gmail.com
<input type="checkbox"/>	Michael Yunits	Town Manager	myunits@nortonmaus.com
<input type="checkbox"/>			
<input type="checkbox"/>			

PUBLIC

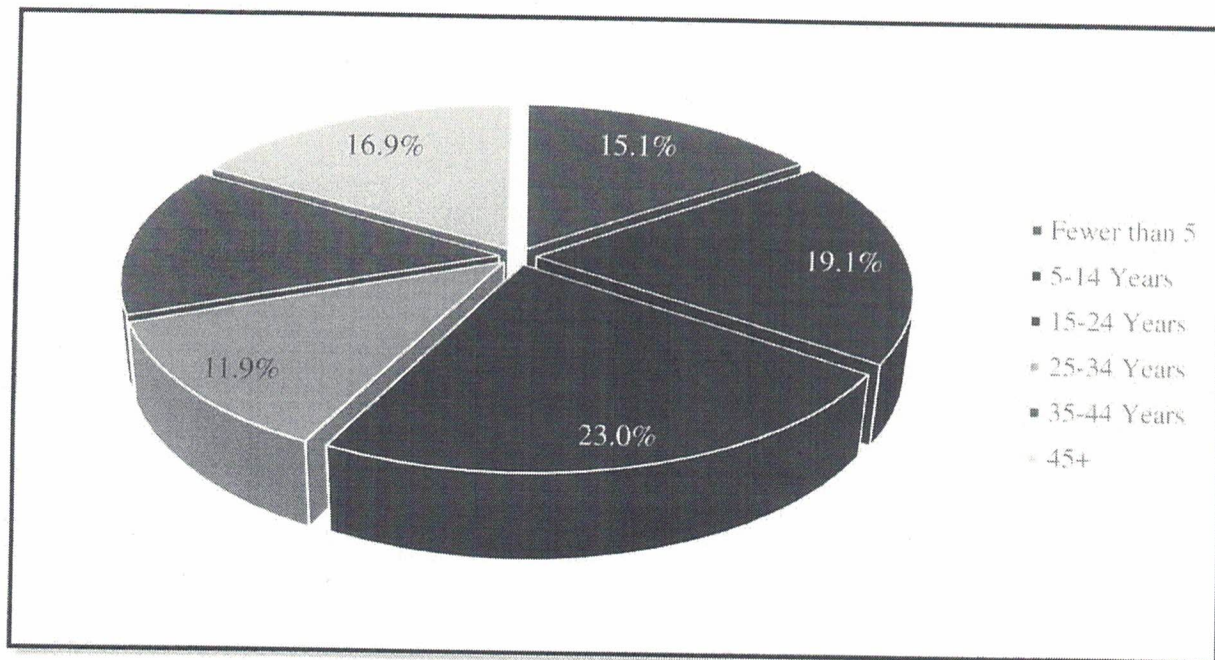
Initials	Name	Organization	Email
<input checked="" type="checkbox"/>	Beth Rossi	COA Director	
<input type="checkbox"/>	Michael Viveiros	DBVW Architects	mviveiros@dbvw.com
<input checked="" type="checkbox"/>	Joel Bargmann	Bargmann Hendrie + Archetype, Inc.	JBargmann@bhplus.com
<input type="checkbox"/>	Anthia Maniotes	DBVW Architects	emaniotes@dbvw.com
<input checked="" type="checkbox"/>	Jean Briscoe	Friends of COA	jeanmac13@comcast.net
<input checked="" type="checkbox"/>	Bob Briscoe	Friends of COA	pbriscoe@Comcast.net
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			



BALLARD* KING
& ASSOCIATES LTD
Recreation Facility Planning and Operation Consultants

12/4/2018

Question #1 – How long have you lived in Norton?



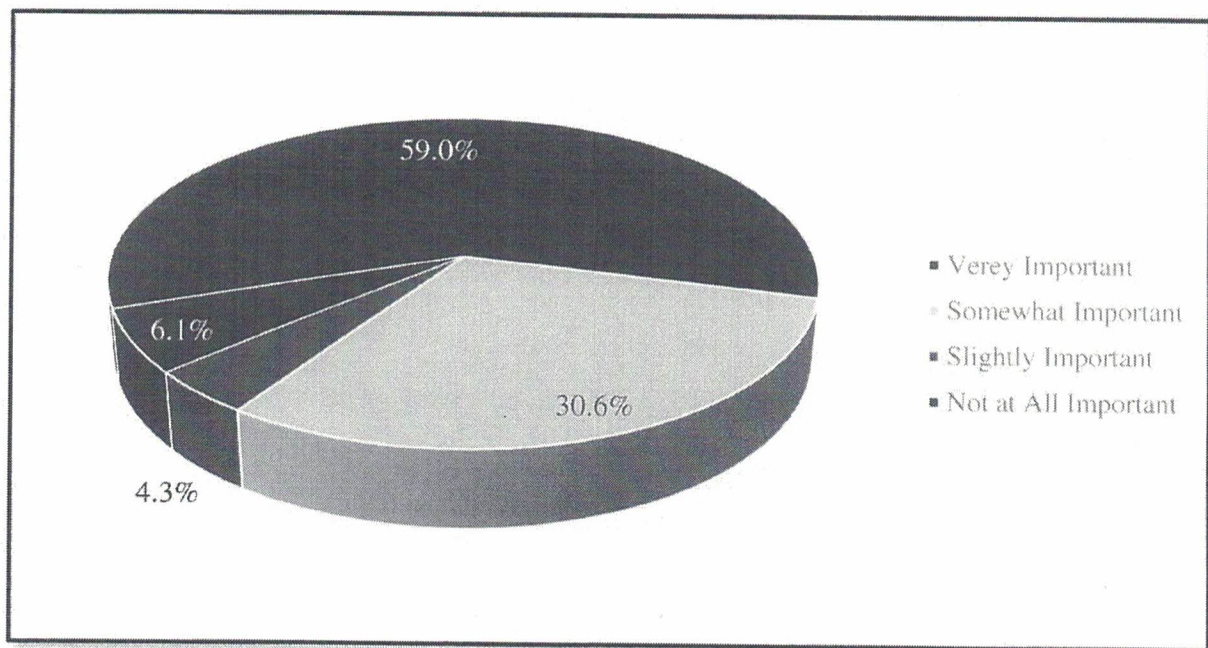
Fewer than 5 – 42
5-14 Years – 53
15-24 Years – 64
25-34 Years – 33
35-44 Years – 39
45 Years or More – 47



BALLARD***KING**

& ASSOCIATES LTD
Recreation Facility Planning and Operation Consultants

Question #2 – How important is it to you to remain living in Norton?



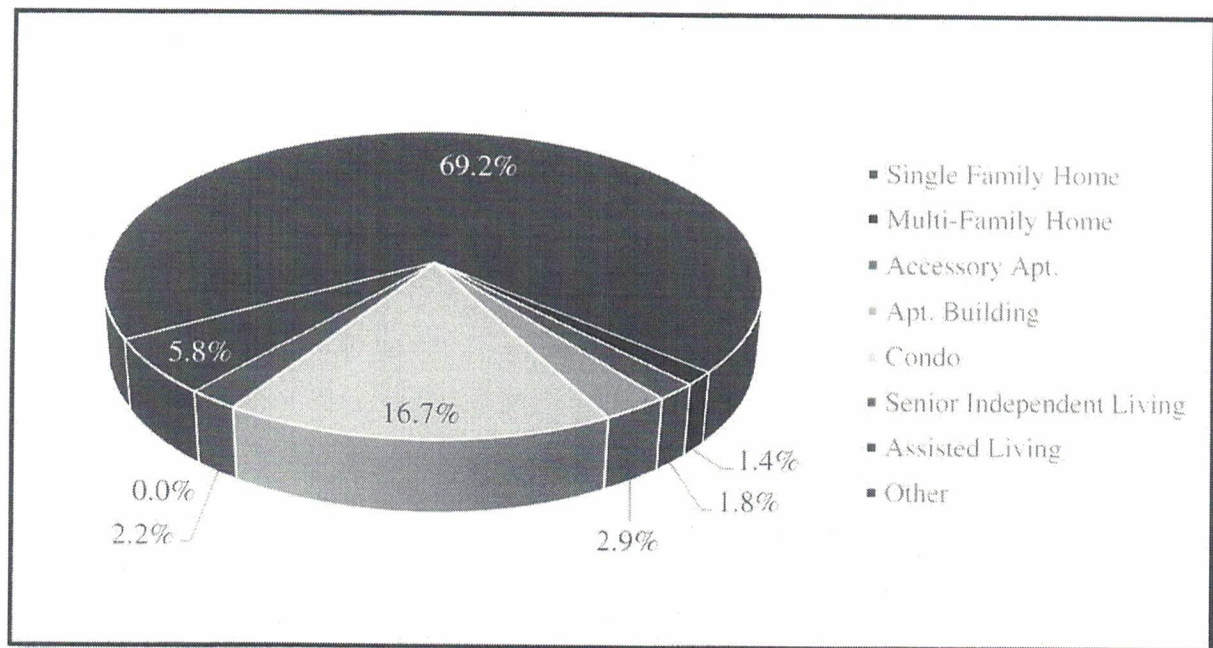
Very Important – 164
Somewhat Important – 85
Slightly Important – 12
Not at All – 17



BALLARD***KING**

& ASSOCIATES LTD
Recreation Facility Planning and Operation Consultants

Question #4 – Which of the following best describes your current place of residence?



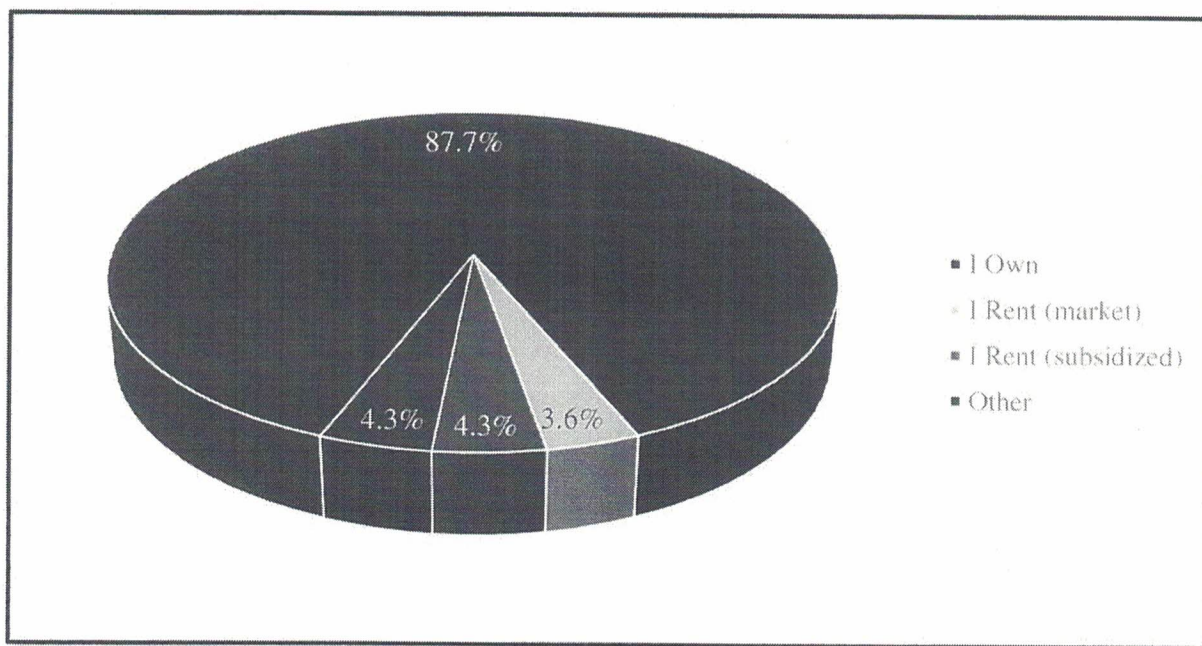
Single Family Home – 191
Multi-Family Home – 4
Accessory Apartment – 5
Apartment Building – 8
Condominium – 46
Senior Independent Living Facility – 6
Assisted Living Facility – 0
Other – 16



BALLARD***KING**

& ASSOCIATES LTD
Recreation Facility Planning and Operation Consultants

Question #5 – Do you rent or own your current place of residence?



I Own – 242

Rent (market rate) – 10

Rent (subsidized) – 12

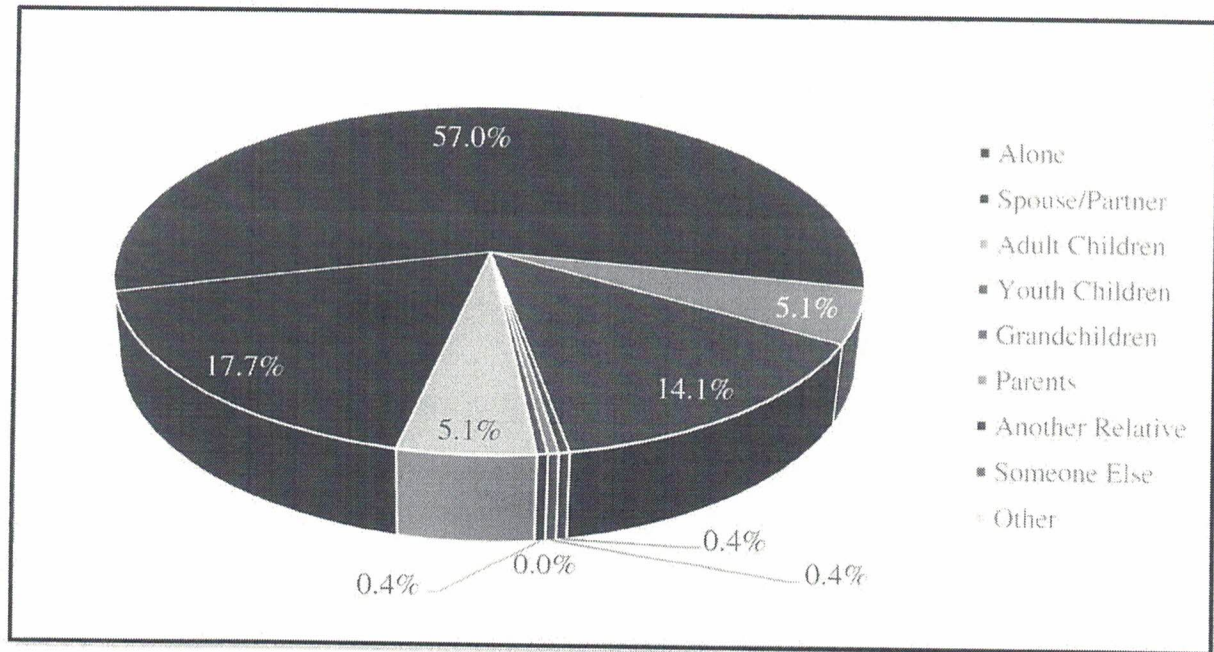
Other – 12



BALLARD * KING

& ASSOCIATES LTD
Recreation Facility Planning and Operation Consultants

Question #6 – Whom do you live with?



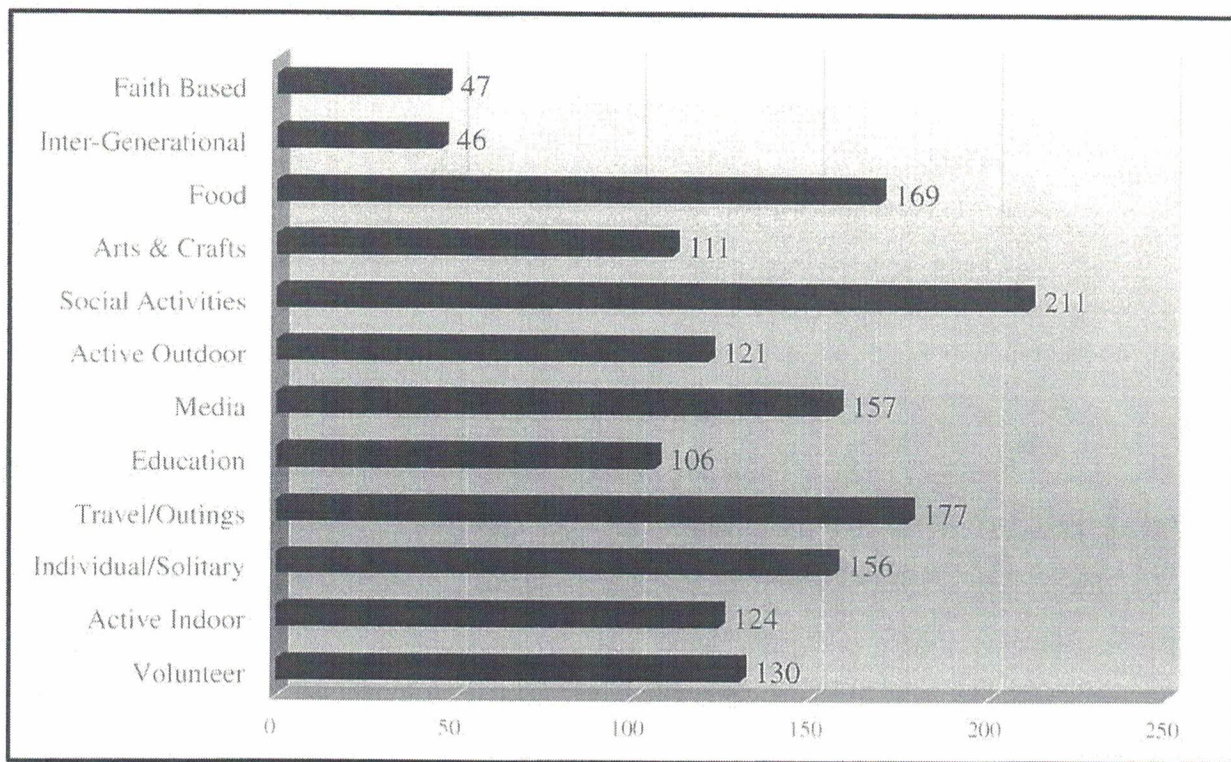
I live alone – 49
A spouse/partner – 158
My adult children – 14
My children – 39
My grandchildren – 1
My parents – 1
Another relative – 0
Someone else – 1
Other – 14



BALLARD***KING**

& ASSOCIATES LTD
Recreation Facility Planning and Operation Consultants

Question #7 – Which activities do you currently enjoy doing? (check all that apply)



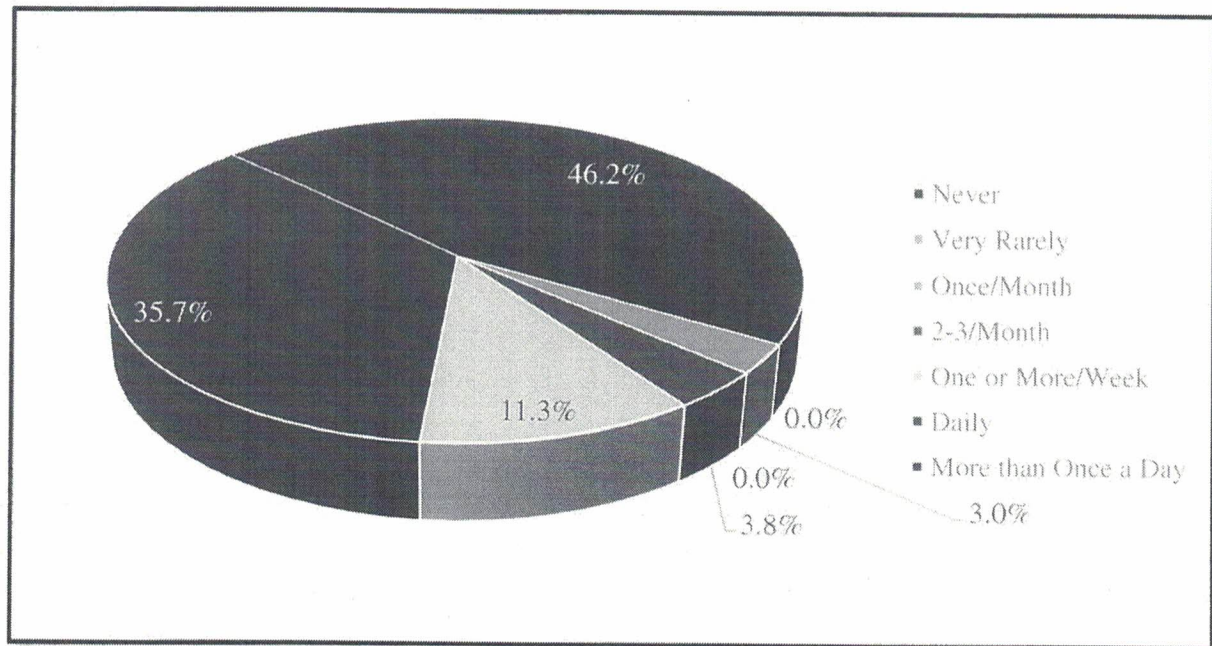
Volunteering – 130
Active Indoor Activities – 124
Individual/Solitary Activities – 156
Travel or Outings – 177
Education – 106
Media – 157
Active Outdoor Activities – 121
Social Activities – 211
Arts & Crafts – 111
Food – 169
Inter-Generational Programs – 46
Faith Based Activities – 47



BALLARD* KING

& ASSOCIATES LTD
Recreation Facility Planning and Operation Consultants

Question #9 – How often do you talk on the phone, send e-mail, use social media, or get together to visit with family, friends, relatives, or neighbors?



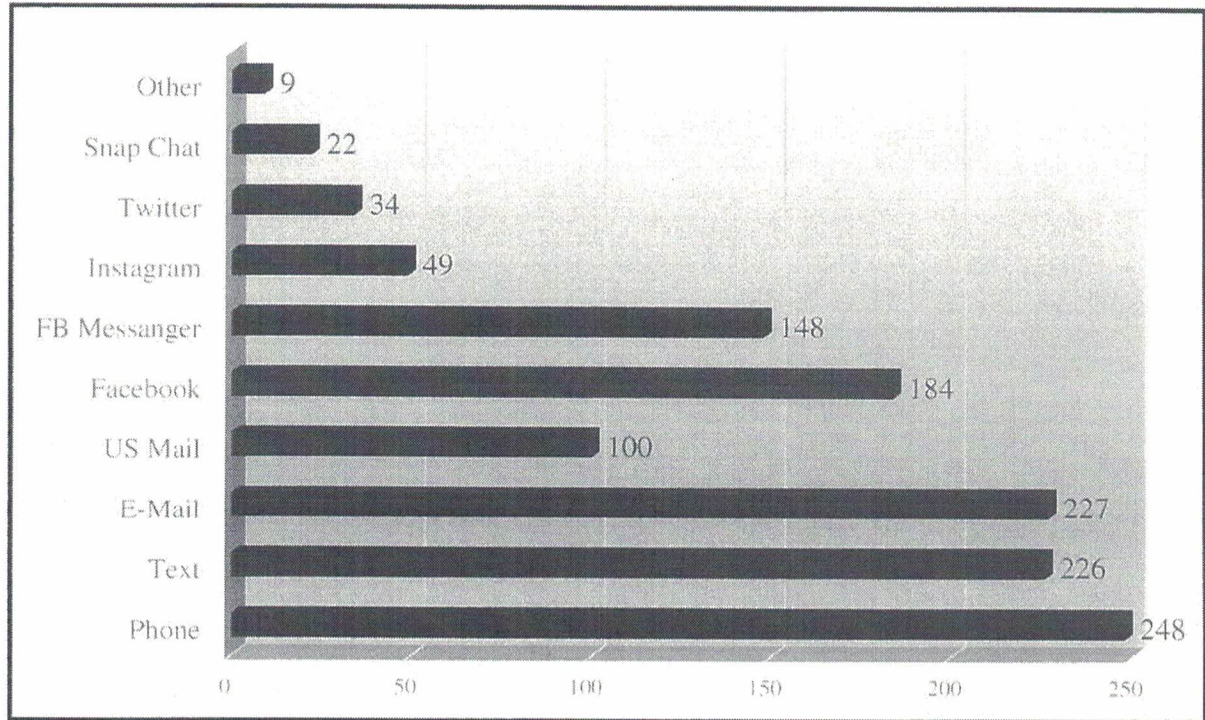
Never – 0
Very Rarely – 8
Once a Month – 0
Two or Three Times a Month – 10
One or More Time a Week – 30
Daily – 95
More than Once a Day – 123



BALLARD***KING**

& ASSOCIATES LTD
Recreation Facility Planning and Operation Consultants

Question #10 – What different modes of communication do you use when talking with colleagues, friends, family, etc?



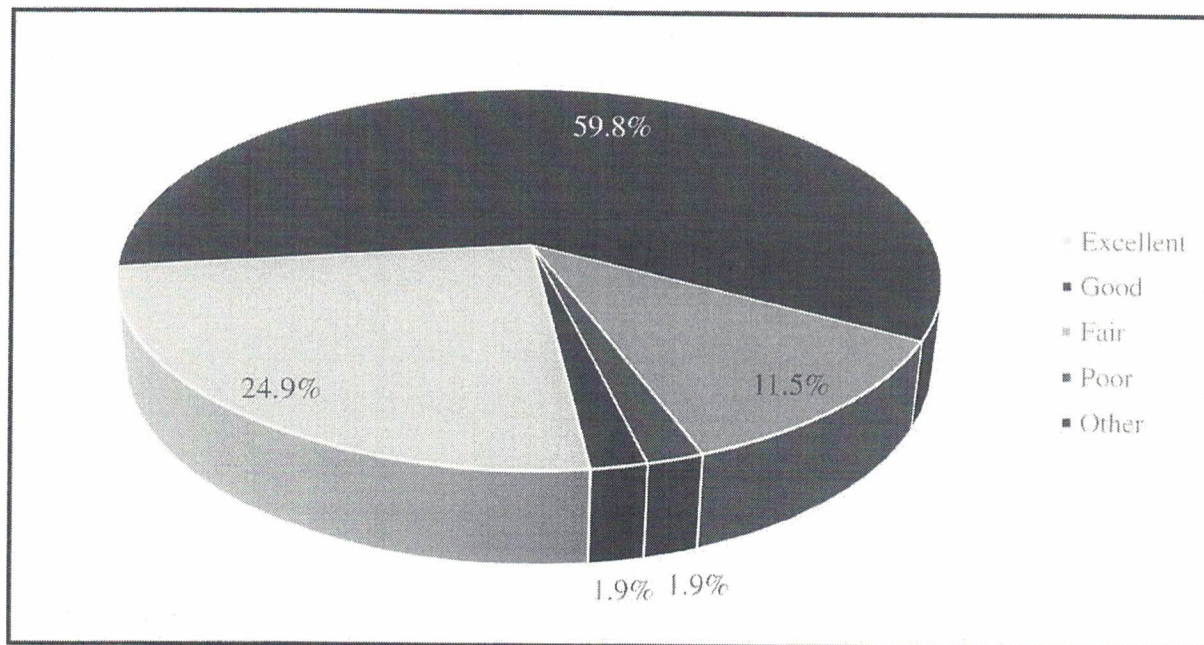
Phone – 248
Text – 226
E-Mail – 227
U.S. Mail – 100
Facebook – 184
Facebook Messenger – 148
Instagram – 49
Twitter – 34
Snap Chat – 22
Other – 9



BALLARD***KING**

& ASSOCIATES LTD
Recreation Facility Planning and Operation Consultants

Question #11 – How would you rate your overall physical health?



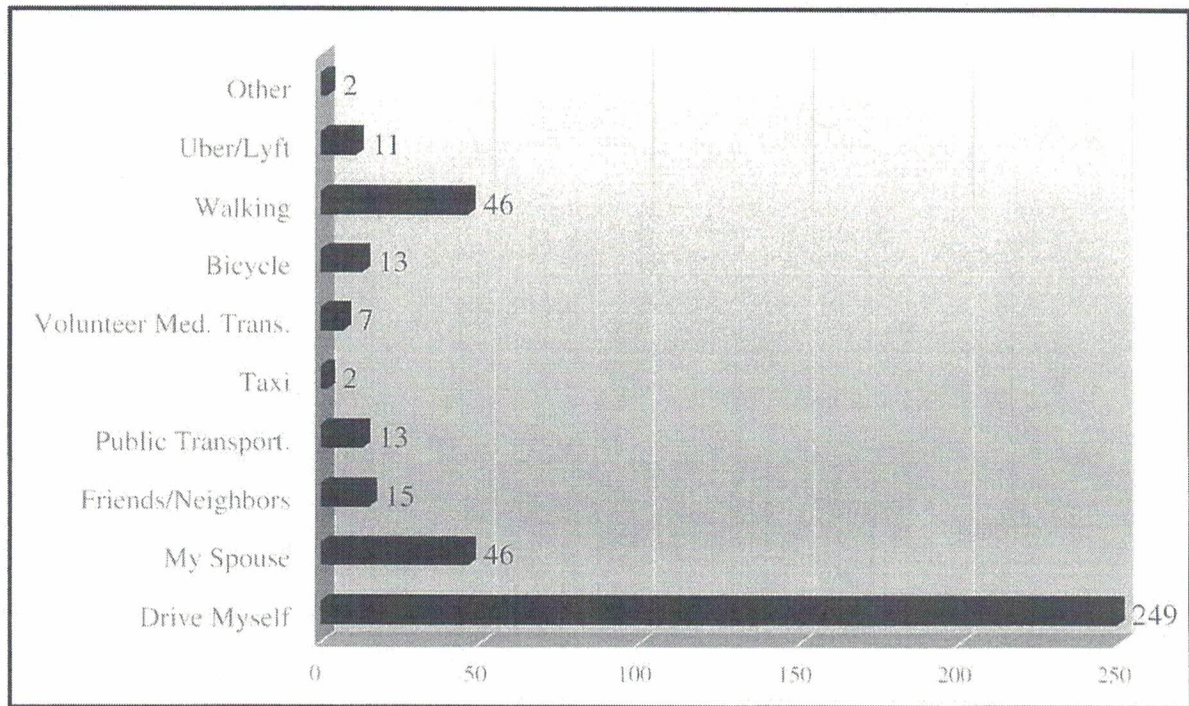
Excellent – 65
Good – 156
Fair – 30
Poor – 5
Other – 5



BALLARD***KING**

& ASSOCIATES LTD
Recreation Facility Planning and Operation Consultants

Question #13 – How do you meet your transportation needs? (check all that apply)



I drive myself – 249

My spouse or children drive me – 46

Friends or neighbors drive me – 15

Public transportation – 13

Taxi – 2

Volunteer medical transportation – 7

Bicycle – 13

Walking – 46

Uber/Lyft – 11

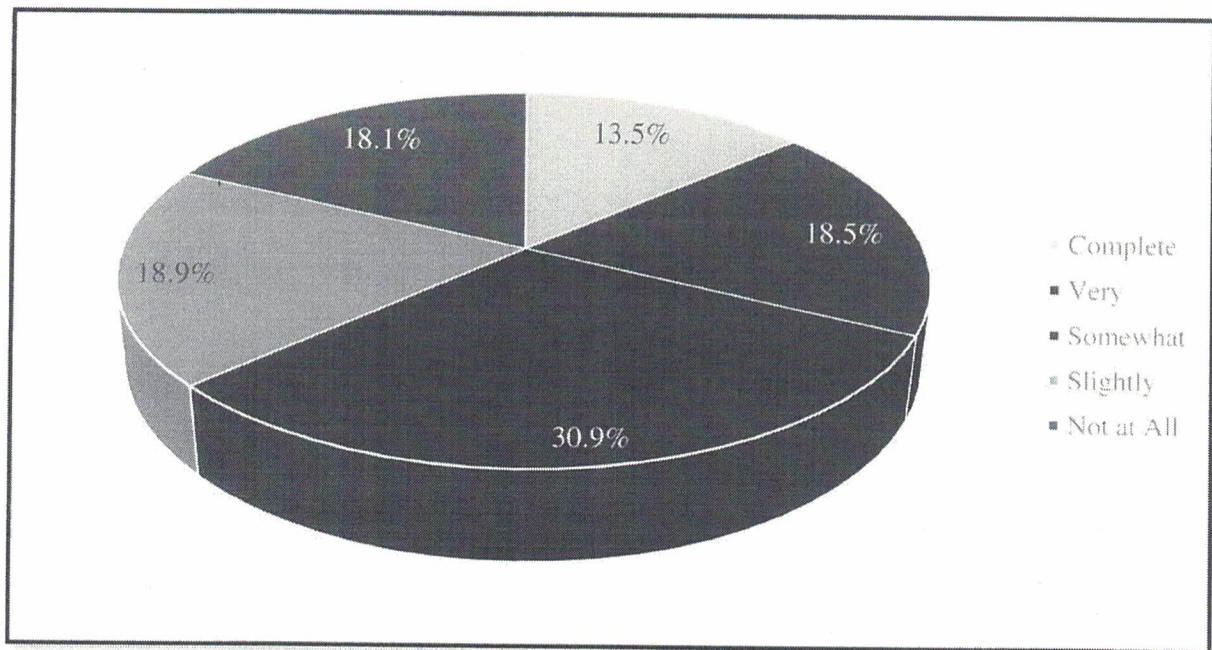
Other – 2



BALLARD* KING

& ASSOCIATES LTD
Recreation Facility Planning and Operation Consultants

Question #14 – How satisfied are you with the transportation options available to you in Norton?

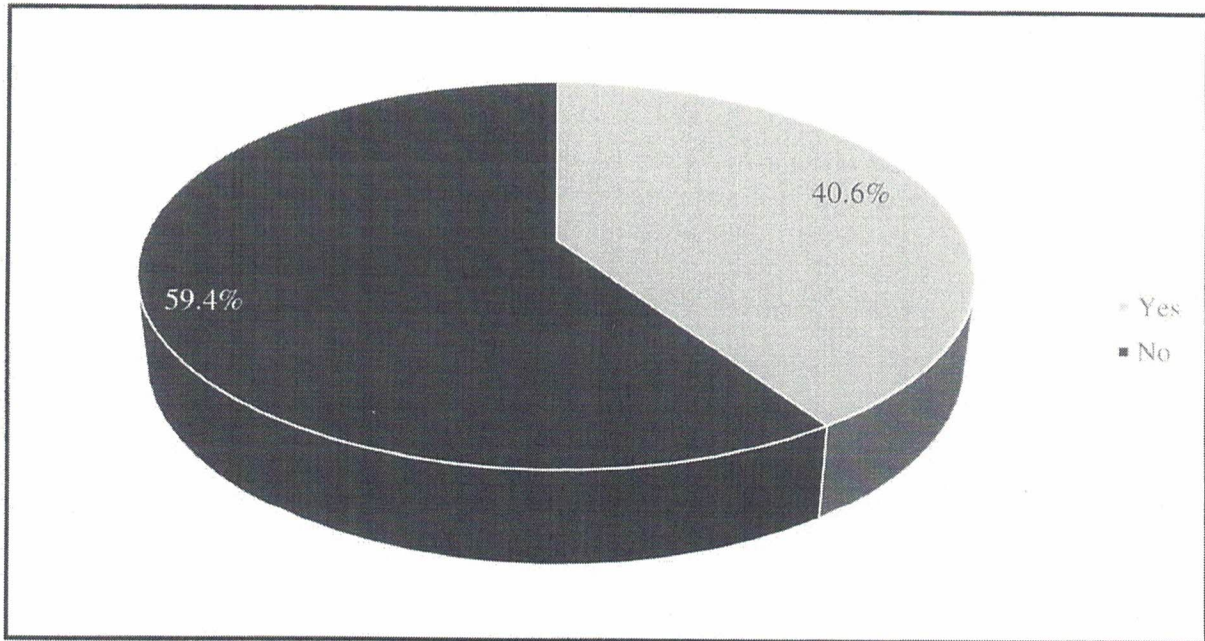


Completely Satisfied – 35
Very Satisfied – 48
Somewhat Satisfied – 80
Slightly Satisfied – 49
Not at all Satisfied – 47



BALLARD* KING
& ASSOCIATES LTD
Recreation Facility Planning and Operation Consultants

Question #15 – Do you currently use programs or services offered by the Council on Aging/Norton Senior Center?



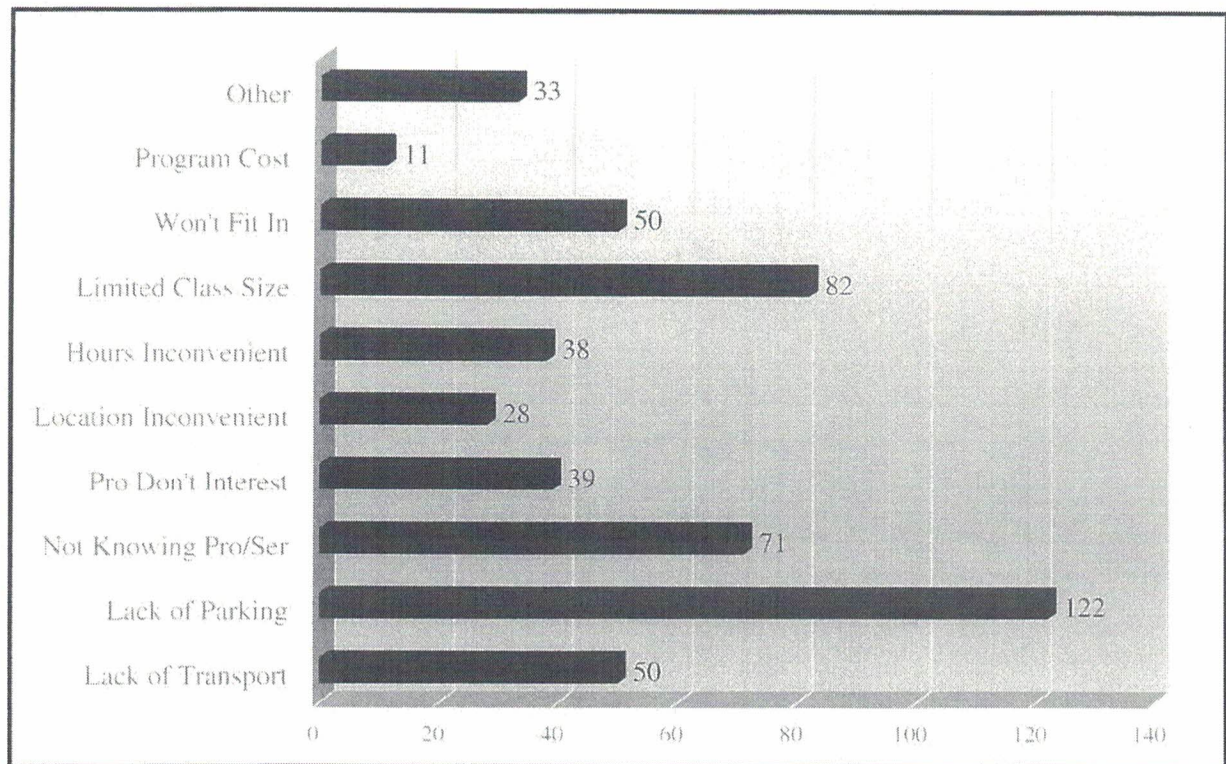
Yes – 91
No – 133



BALLARD * KING

& ASSOCIATES LTD
Recreation Facility Planning and Operation Consultants

Question #16 – Below is a list of problems one could encounter when accessing the Norton Senior Center or its programs. Which of these problems have you or someone you know experienced? (check all that apply)



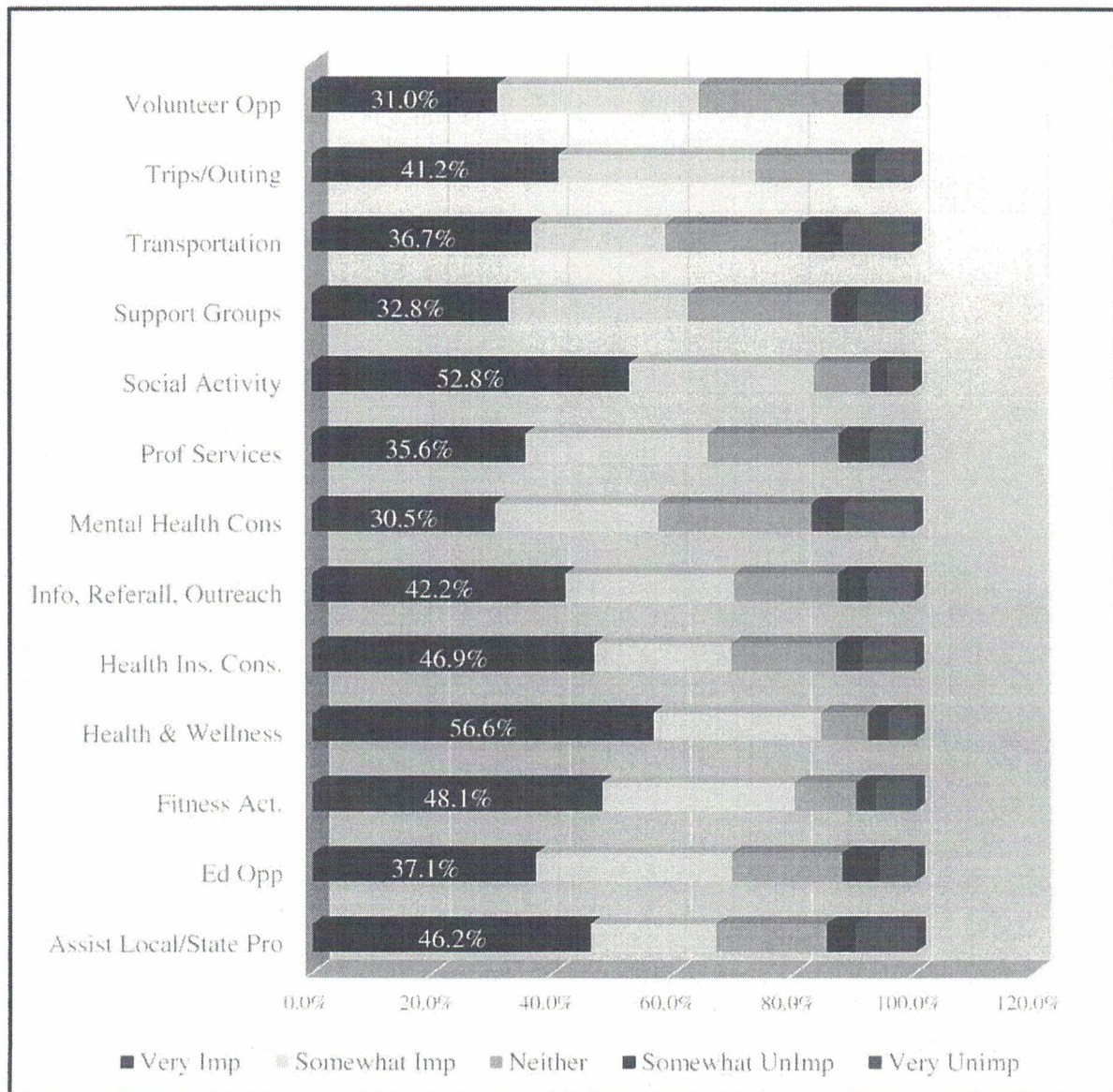
Lack of transportation – 50
Lack of sufficient parking – 122
Not knowing what programs and services are available – 71
Programs don't interest me – 39
Location of the Norton Senior Center is inconvenient – 28
Hours of the Norton Senior Center are inconvenient – 38
Limited class size for events/activities – 82
I don't think I would fit in there – 50
Cost for programs – 11
Other - 33



BALLARD***KING**

& ASSOCIATES LTD
Recreation Facility Planning and Operation Consultants

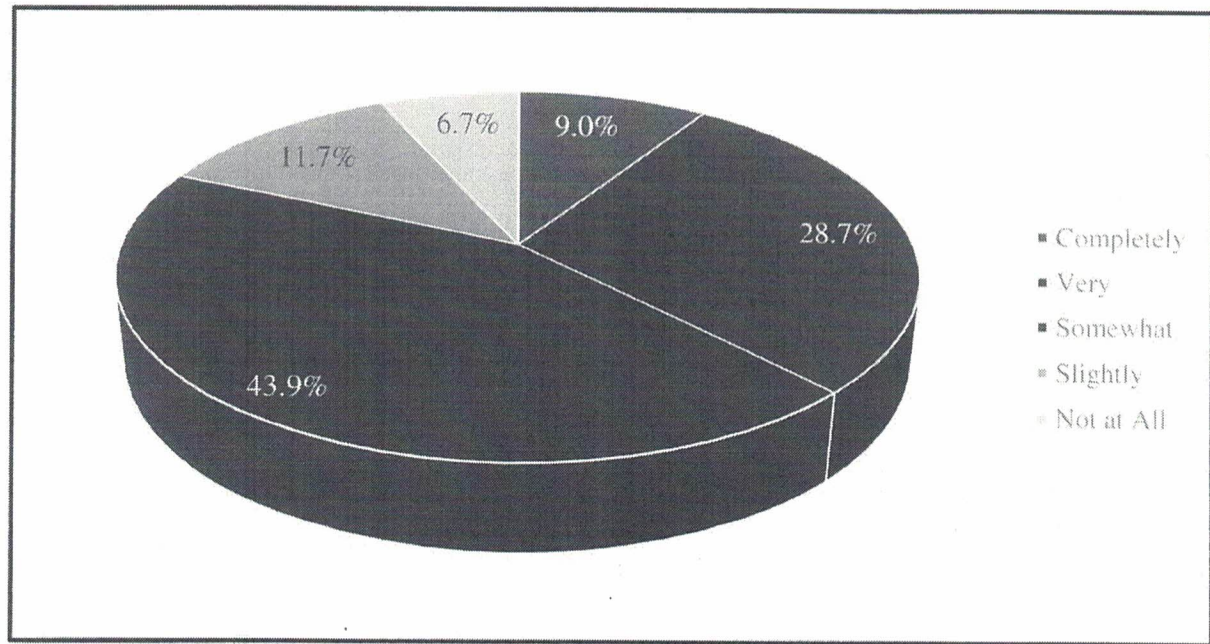
Question #17 – The following items refer to programs and services that are currently offered through the Council on Aging/Norton Senior Center. Please rate how important each program/service is to you and/or your family?





BALLARD* KING
 & ASSOCIATES LTD
 Recreation Facility Planning and Operation Consultants

Question #18 – How satisfied are you with the programs and services offered through the Council on Aging/Norton Senior Center?



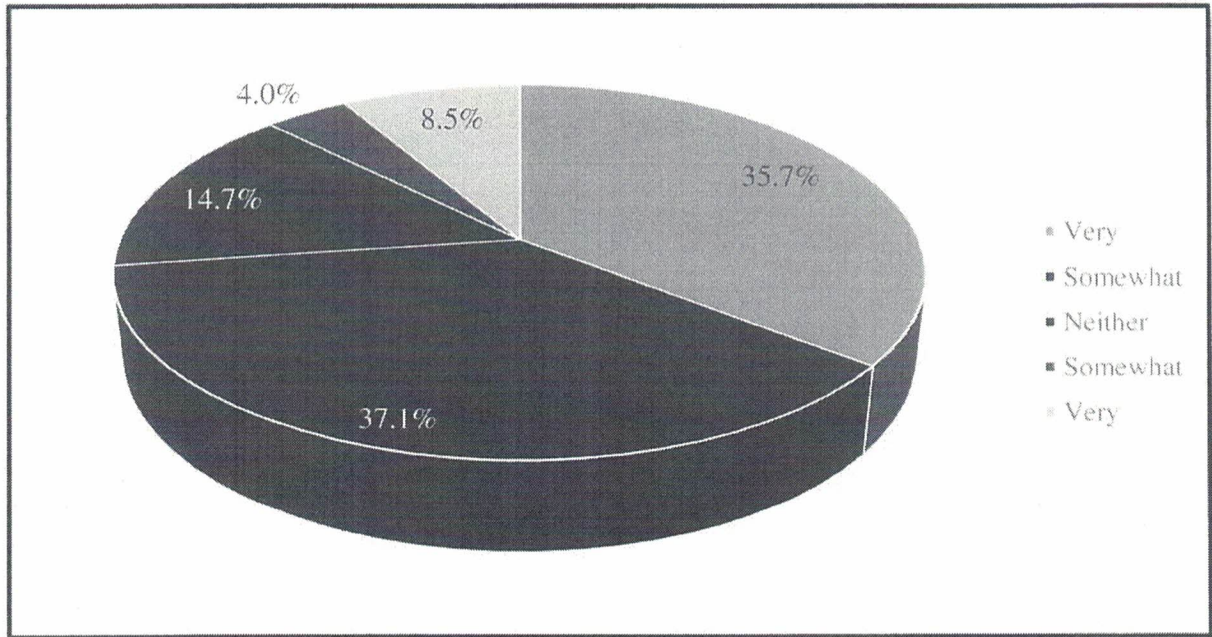
Completely Satisfied – 20
Very Satisfied – 64
Somewhat Satisfied – 98
Slightly Satisfied – 26
Not at All Satisfied – 15



BALLARD* KING

& ASSOCIATES LTD
Recreation Facility Planning and Operation Consultants

Question #20 – In the future, how likely are you to participate in programs and services offered by the Council on Aging/Norton Senior Center?



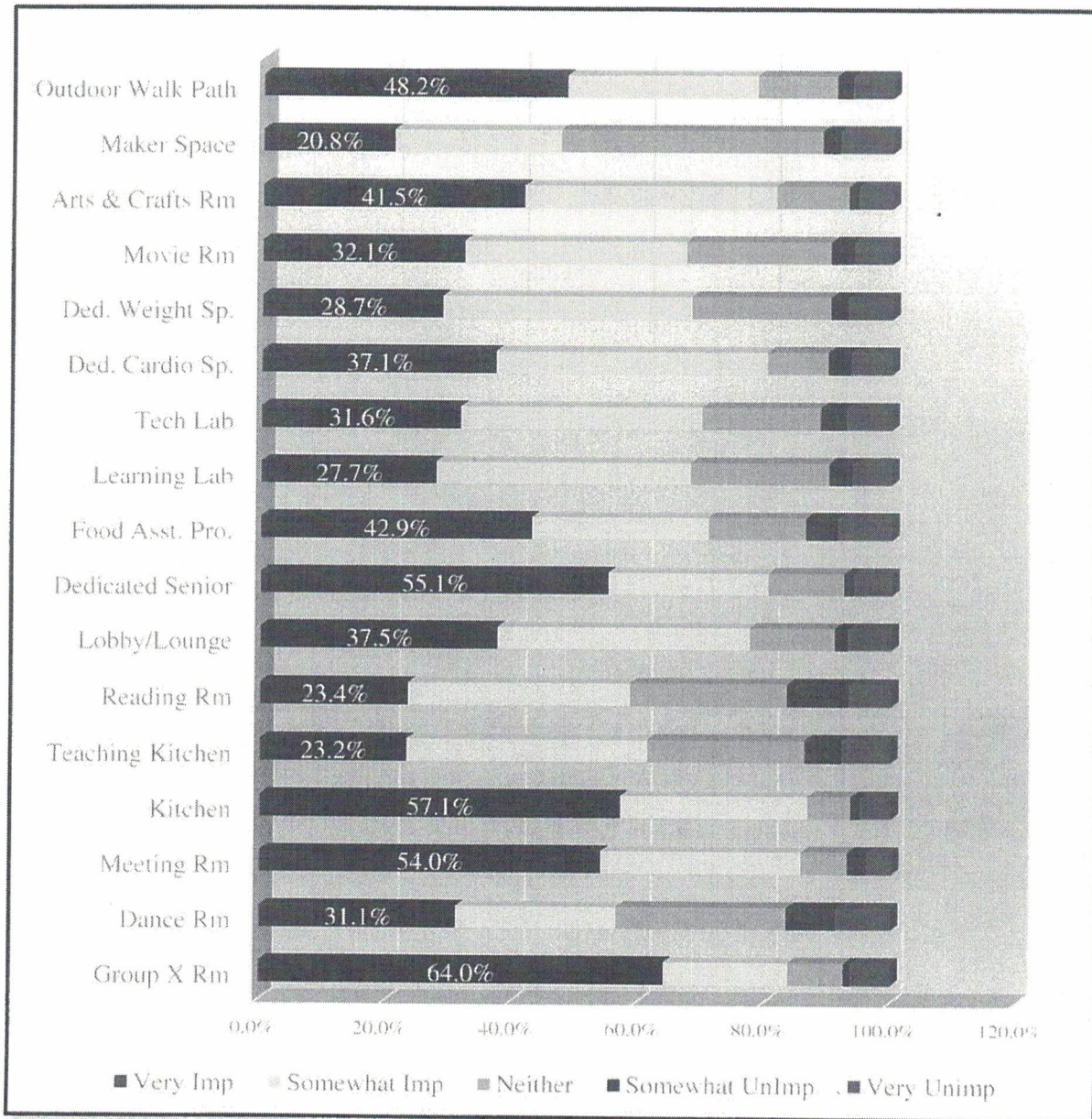
Very Likely – 80
Somewhat Likely – 83
Neither Likely nor Unlikely – 33
Somewhat Unlikely – 9
Very Unlikely – 19



BALLARD***KING**

& ASSOCIATES LTD
Recreation Facility Planning and Operation Consultants

Question #21 – In order to continue offering programs, and expand those programs, the Council on Aging/Norton Community Senior Center may need to invest in a new facility(s). Please rate how important each facility component is to your and/or your family?

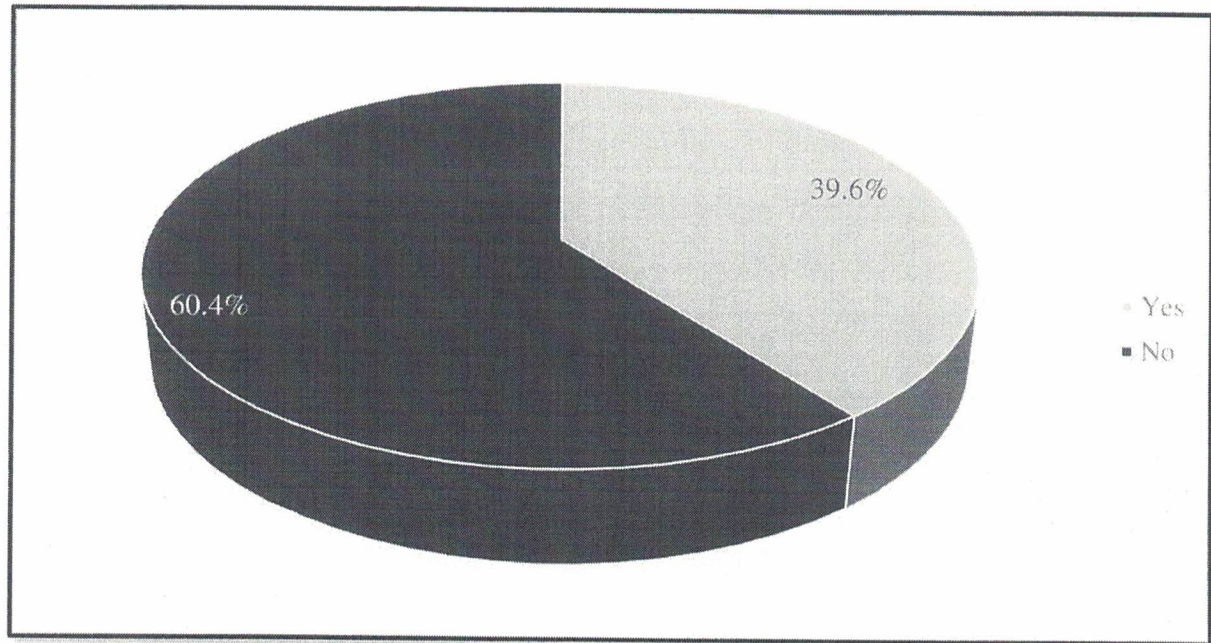




BALLARD*KING

& ASSOCIATES LTD
Recreation Facility Planning and Operation Consultants

Question #22 – Have you ever traveled to other Senior Centers or Community Centers to participate in programs or utilize the facilities those centers offered?



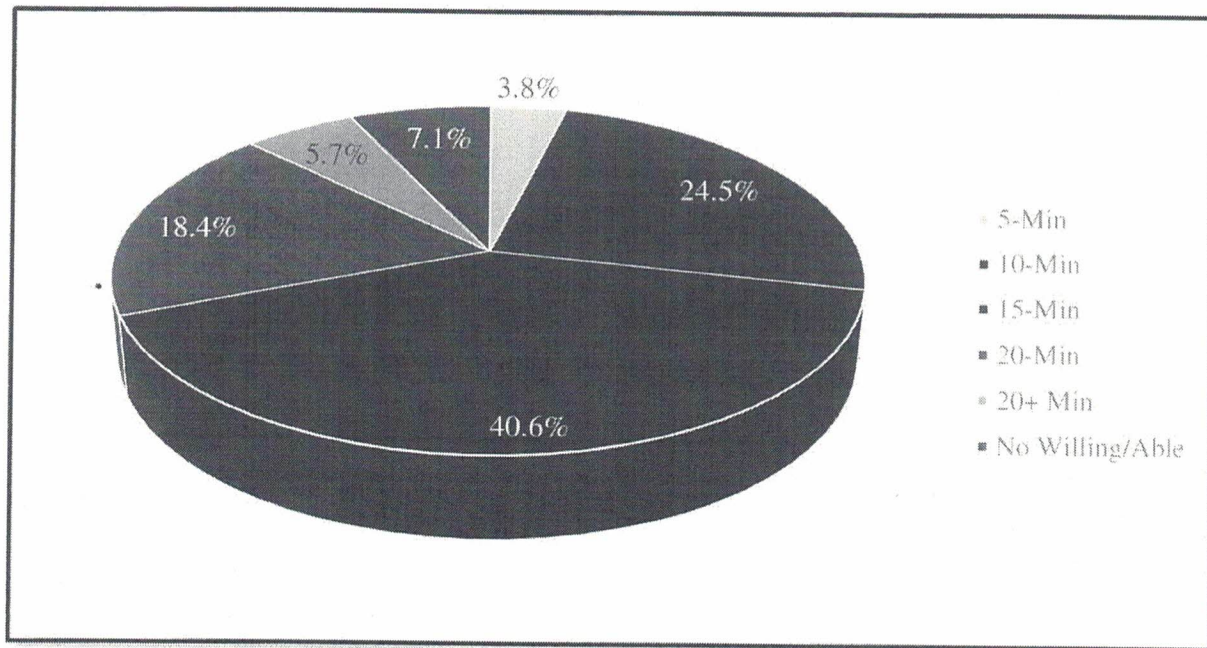
Yes – 84
No – 128



BALLARD * KING

& ASSOCIATES LTD
Recreation Facility Planning and Operation Consultants

Question #23 – How far are you willing to travel (drive time) to use a facility if it had the amenities and programs that are most important to you and your household?



5-Minute Drive – 8

10-Minute Drive – 52

15-Minute Drive – 86

20-Minute Drive – 39

More than a 20-Minute Drive – 12

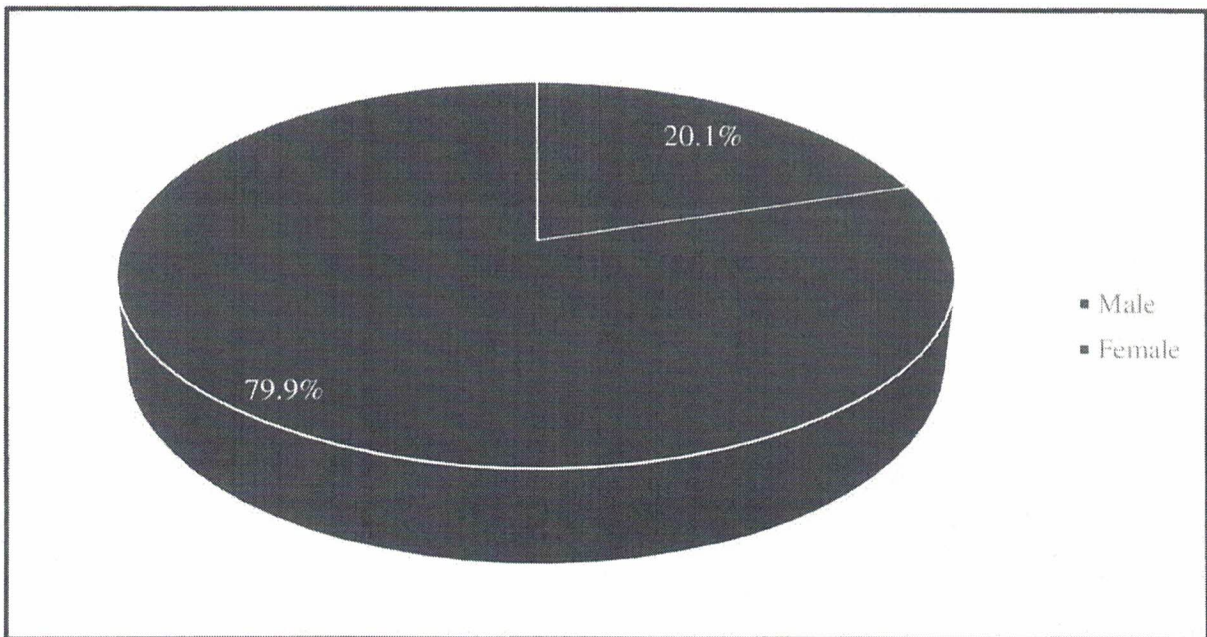
I'm not willing, or unable, to travel to use programs, services and facilities to this type – 15



BALLARD* KING

& ASSOCIATES LTD
Recreation Facility Planning and Operation Consultants

Question #24 – Please select your gender?



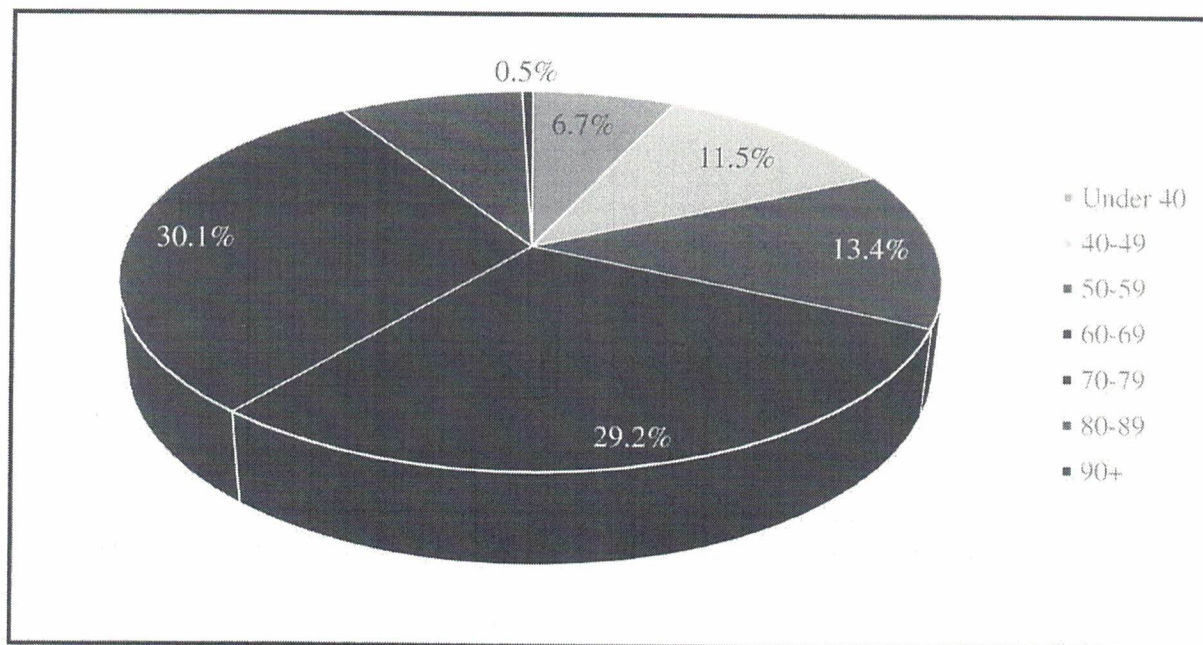
Male – 42
Female – 167



BALLARD***KING**

& ASSOCIATES LTD
Recreation Facility Planning and Operation Consultants

Question #25 – What is your age range?



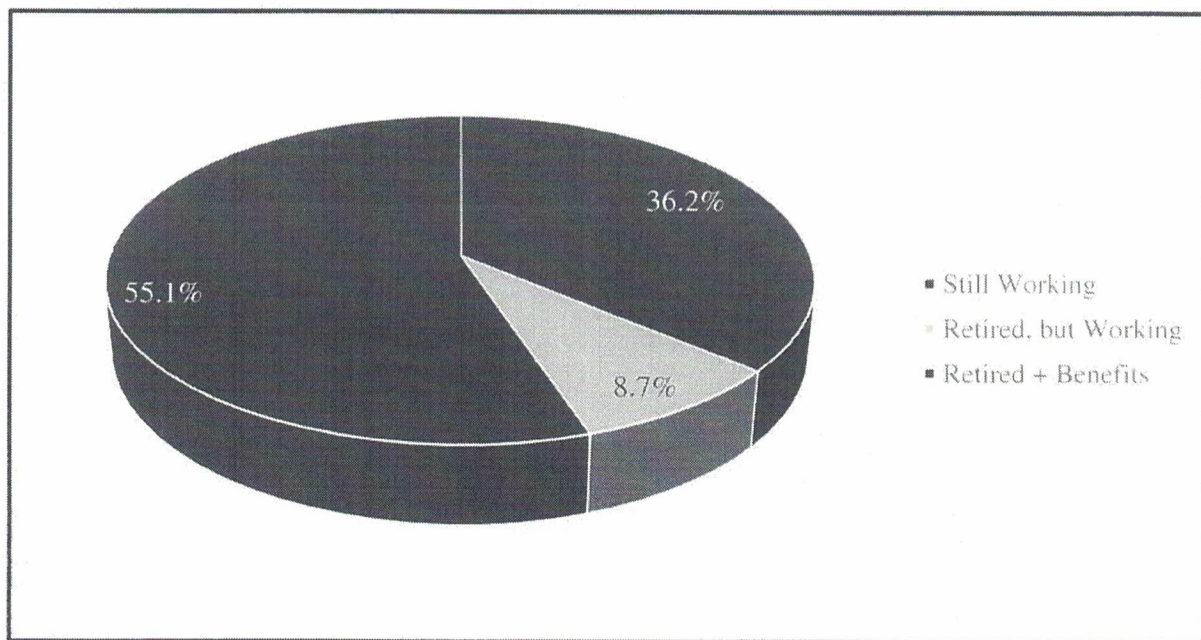
Under 40 Years of Age – 14
40-49 Years of Age – 24
50-59 Years of Age – 28
60-69 Years of Age – 61
70-79 Years of Age – 63
80-89 Years of Age – 18
90+ Years of Age – 1



BALLARD* KING

& ASSOCIATES LTD
Recreation Facility Planning and Operation Consultants

Question #27 – Current employment status:



Still in the work force – 75

Retired from primary employment, but still working – 18

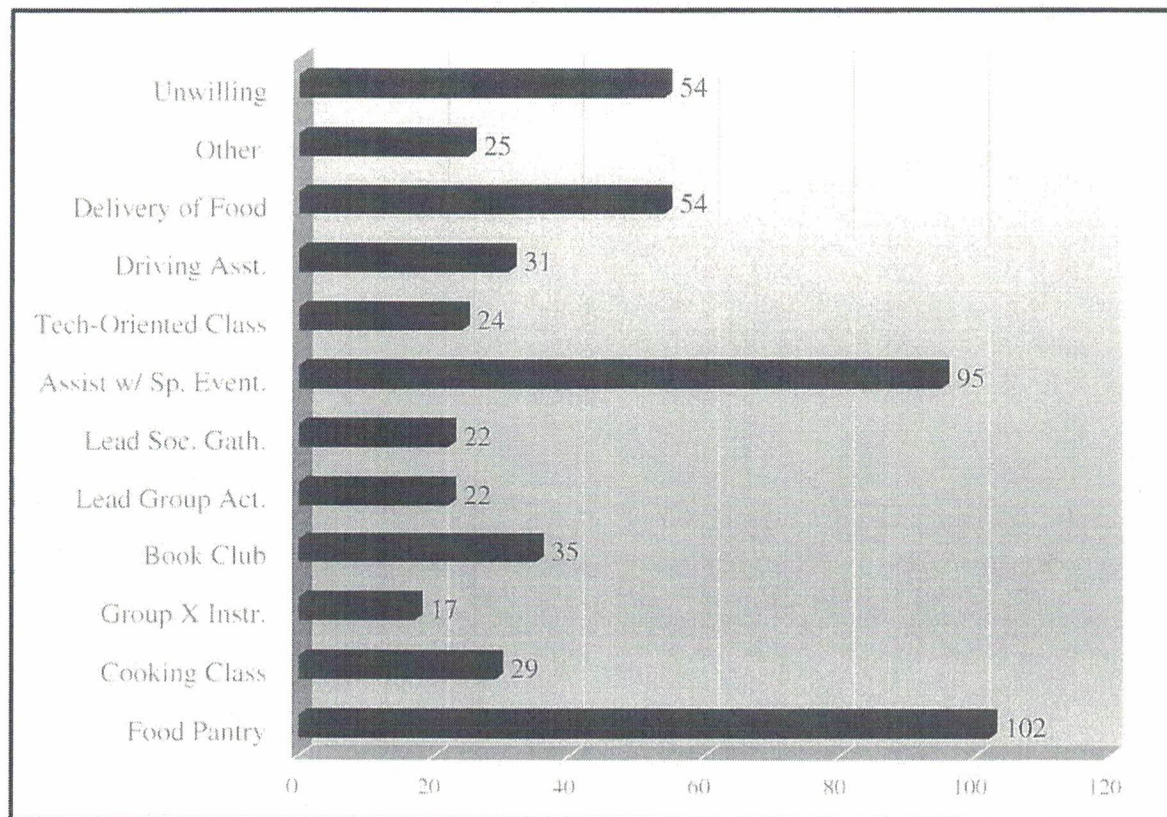
Retired from paid employment and collecting benefits – 114



BALLARD * KING

& ASSOCIATES LTD
Recreation Facility Planning and Operation Consultants

Question #28 – Please identify activities from the list below that you may consider volunteering for.



Norton Senior Center
December 3, 2018
PRELIMINARY PROGRAM COMPARISON

Exec Office of Elder Affairs Benchmarks
population over 60 4,020 basic
4 sf/senior 16,080 with kitchen
5 sf/senior 20,100

	Existing Building	10,000 sf Building	12,000 sf Building	14,000 sf Building	15,000 sf Building	Add Supportive Care
Lobby/Reception						
Lobby / Reception & Information Area		450	450	450	450	
Lobby Coat Room						
Café, Lounge, Social Area				260	500	
Administrative Offices						
Reception Desk / Receptionist		150	150	150	150	
Executive Director office	126	150	150	150	150	
Administrative Assistant	73			70	70	
SHINE Office		150	150	150	150	
Outreach Coordinator office (similar to social worker)	60	100	100	100	100	
Transportation Coordinator workstation or office		70	70	100	100	
Volunteer Coordinator workstation		70	70	70	70	
Program Coordinator workstation					70	
Professional Office			share w/nurse	share w/nurse	100	
Health Office/Nurses			150	150	150	
Waiting Area for offices or nurse					50	
Staff storage/kitchenette					100	
Administrative Storage, Copy & Supplies		100	100	100	100	
Program Spaces						
Library Reading & Lounge Area						
Conference Room		250	250	250	250	
Multi-Purpose Room	725	1,500	2,000	2,500	2,500	
Program Storage		100	150	200	200	
Program Room: General				450	450	
Program Room: Technology/Maker Space		650	650	650	650	
Program Room: Arts & Crafts	259	750	750	750	750	
Arts & Crafts Storage		50	50	50	50	
Wellness Center: Exercise Class Area		800	1,000	1,000	1,000	
Exercise Storage		25	50	50	50	
Game Room		800	1,000	1,000	1,000	
Storage	21	50	50	50	50	
Food Service						
Kitchen	134	400	600	600	800	
Dining Room		mpr	mpr	mpr	mpr	
Pantry Storage		50	50	50	50	
Walk in Cooler/Freezer			100	100	100	
Loading / Receiving / Storage		50	50	50	50	
Restrooms						
Women's Restroom	47	210	210	210	210	
Men's Restroom	47	210	210	210	210	
Men's 2nd Floor Restroom			70	130	130	
Women's 2nd Floor Restroom			70	130	130	
Companion Restroom		70		70	70	
Staff Restroom						
Support Spaces						
Mechanical / Electrical / Sprinkler	45	200	200	200	200	
Boiler Room						
Medical & Health Equipment Storage		150	150	150	150	
Custodian		70	70	70	70	
Interior Furniture Storage		70	100	100	100	
Supportive Care						
Activity Room						1,000
Staff Station						100
Companion Restroom with shower						80
Laundry (soiled and clean)						50
Total Net Area	1,537	7,695	9,220	10,770	11,530	1,230
Grossing Factor		1.30	1.30	1.30	1.30	1.30
Total Gross Area	1,838	10,000	12,000	14,000	15,000	1,600

Cost Benchmarks

estimated construction cost range
with grossing factor for total appropriation

\$5,000,000	\$6,000,000	\$7,000,000	\$7,500,000	\$800,000
\$6,000,000	\$7,200,000	\$8,400,000	\$9,000,000	\$960,000

changes to program areas from one program to the next are noted in red

Norton Senior Center Feasibility Study

December 4, 2018
Bargmann Hendrie + Archetype, Inc.



1

0 Rear East Main Street
East of 495 Site

47 Elm Street
Reed and Barton Site

2

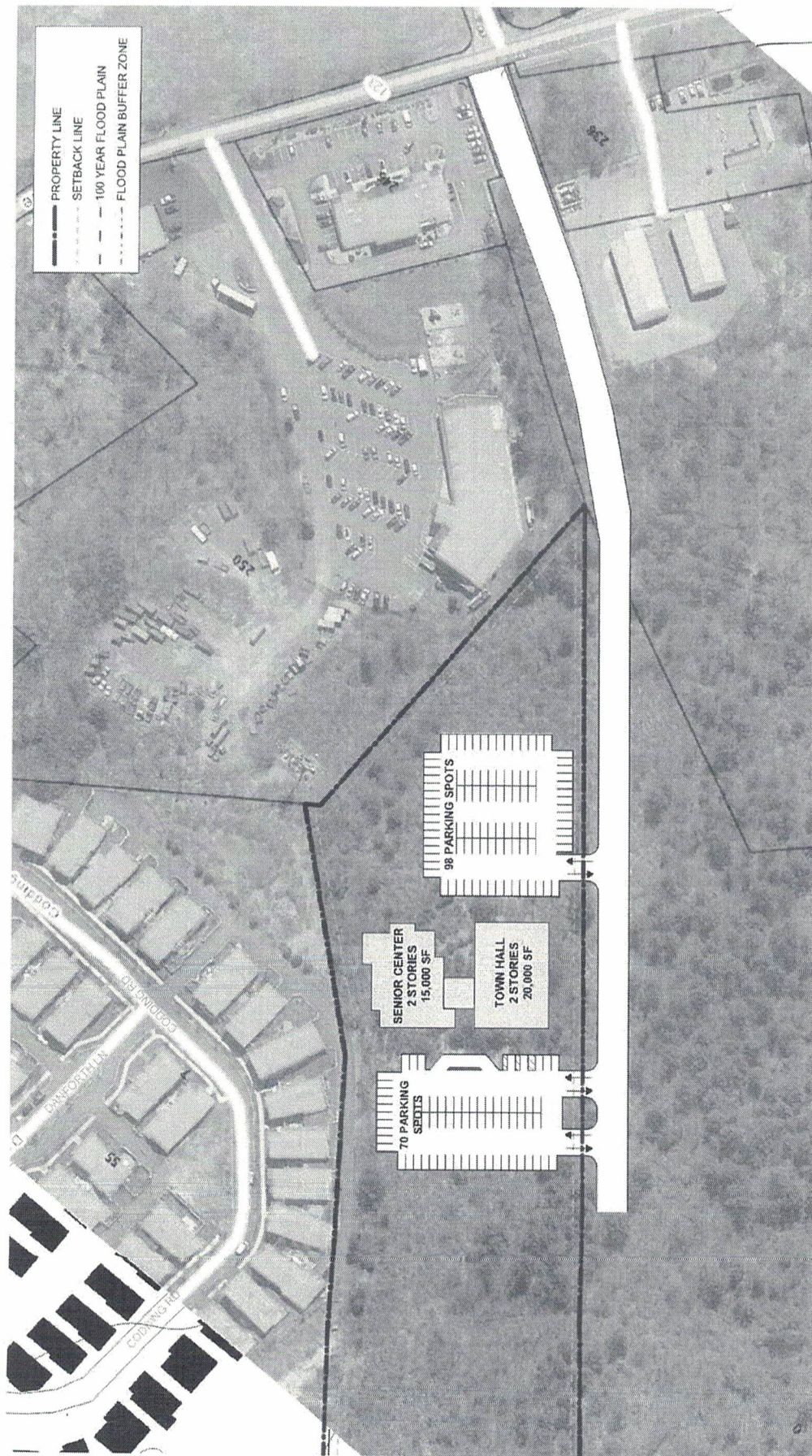
22 Summer Street
Wheaton College Site

3

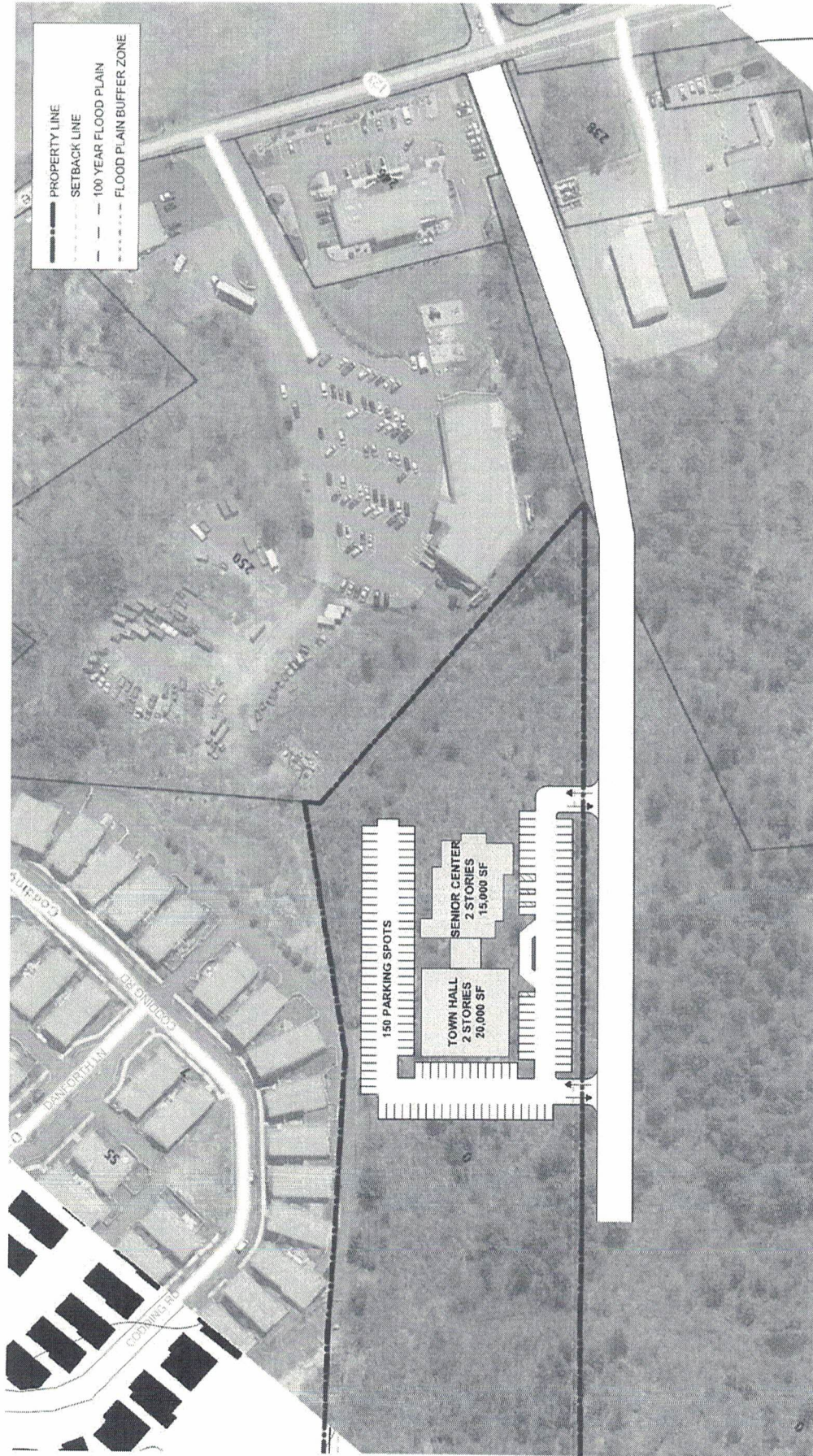
Existing Senior Center

140 West Main Street
Municipality Site

4

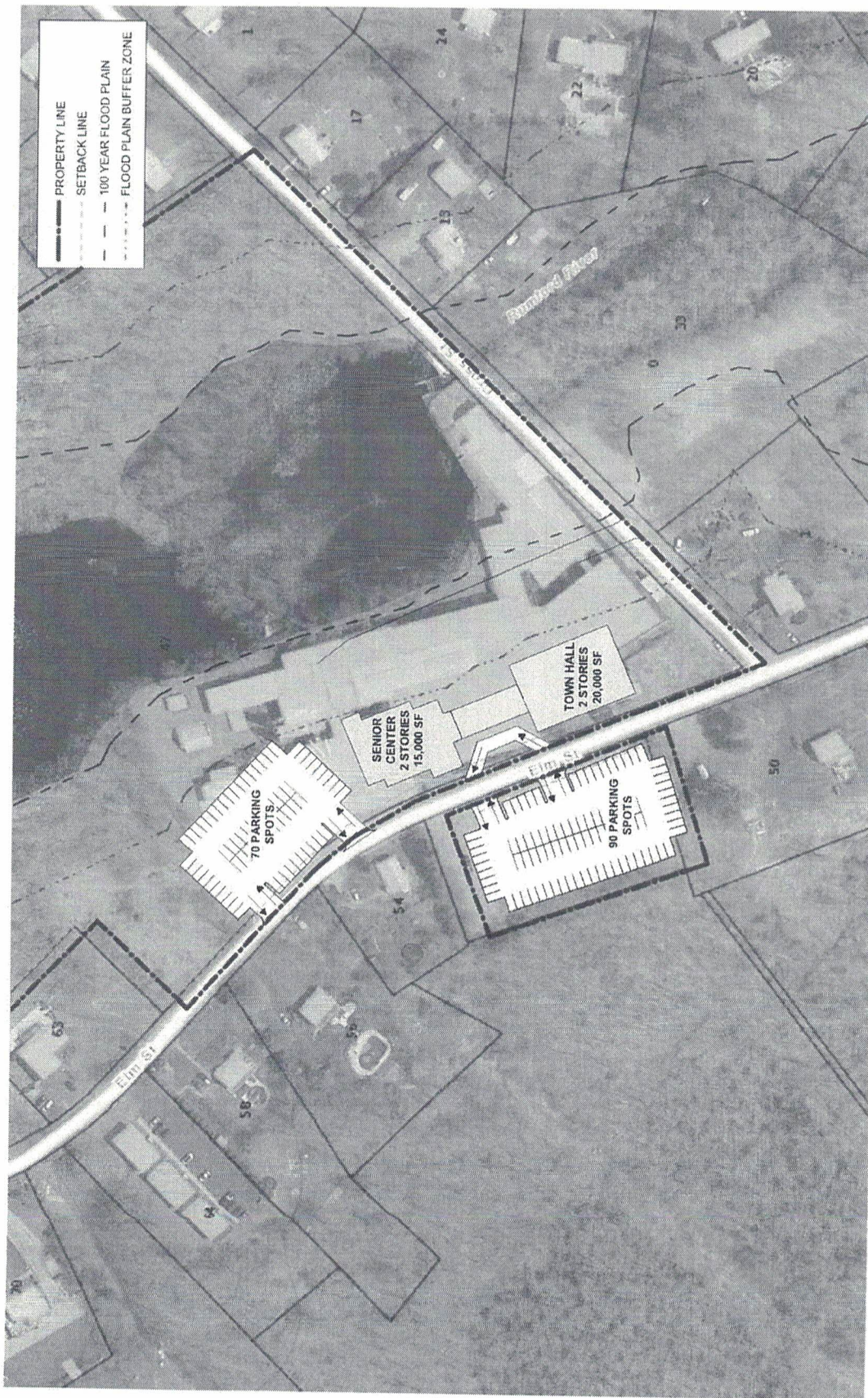


NORTON SENIOR CENTER
 0 Rear East Main Street – East of 495

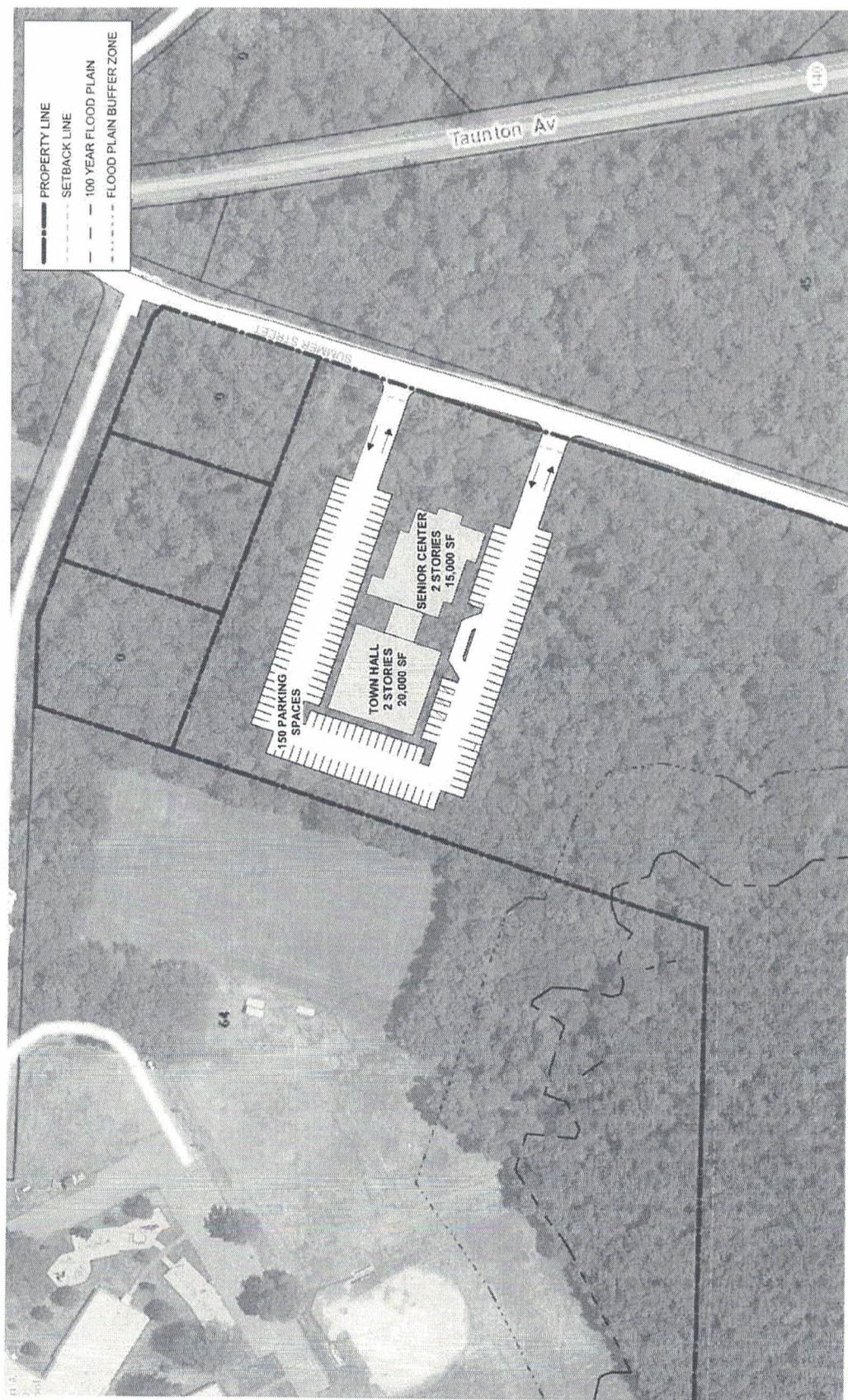


NORTON SENIOR CENTER
0 Rear East Main Street – East of 495

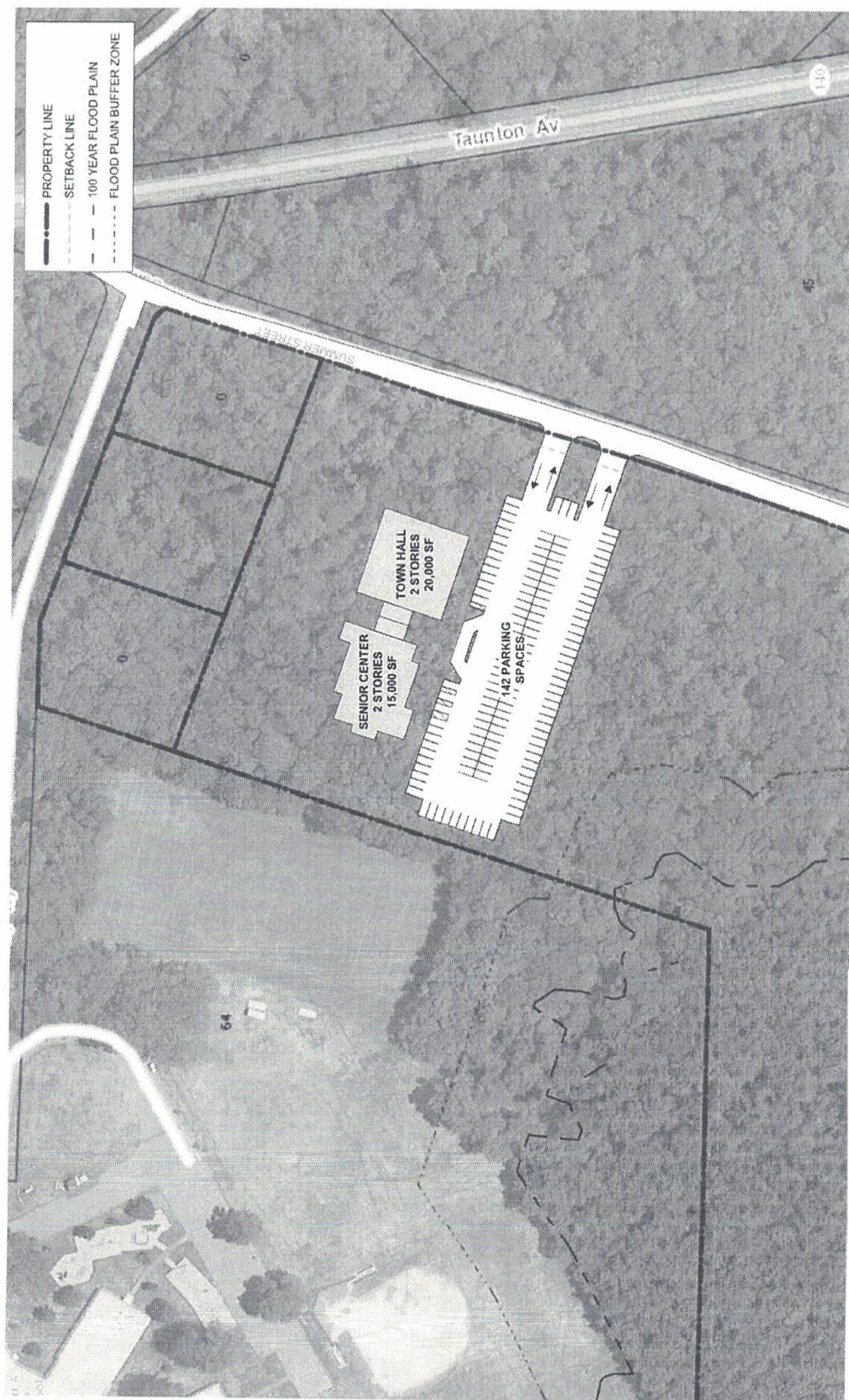




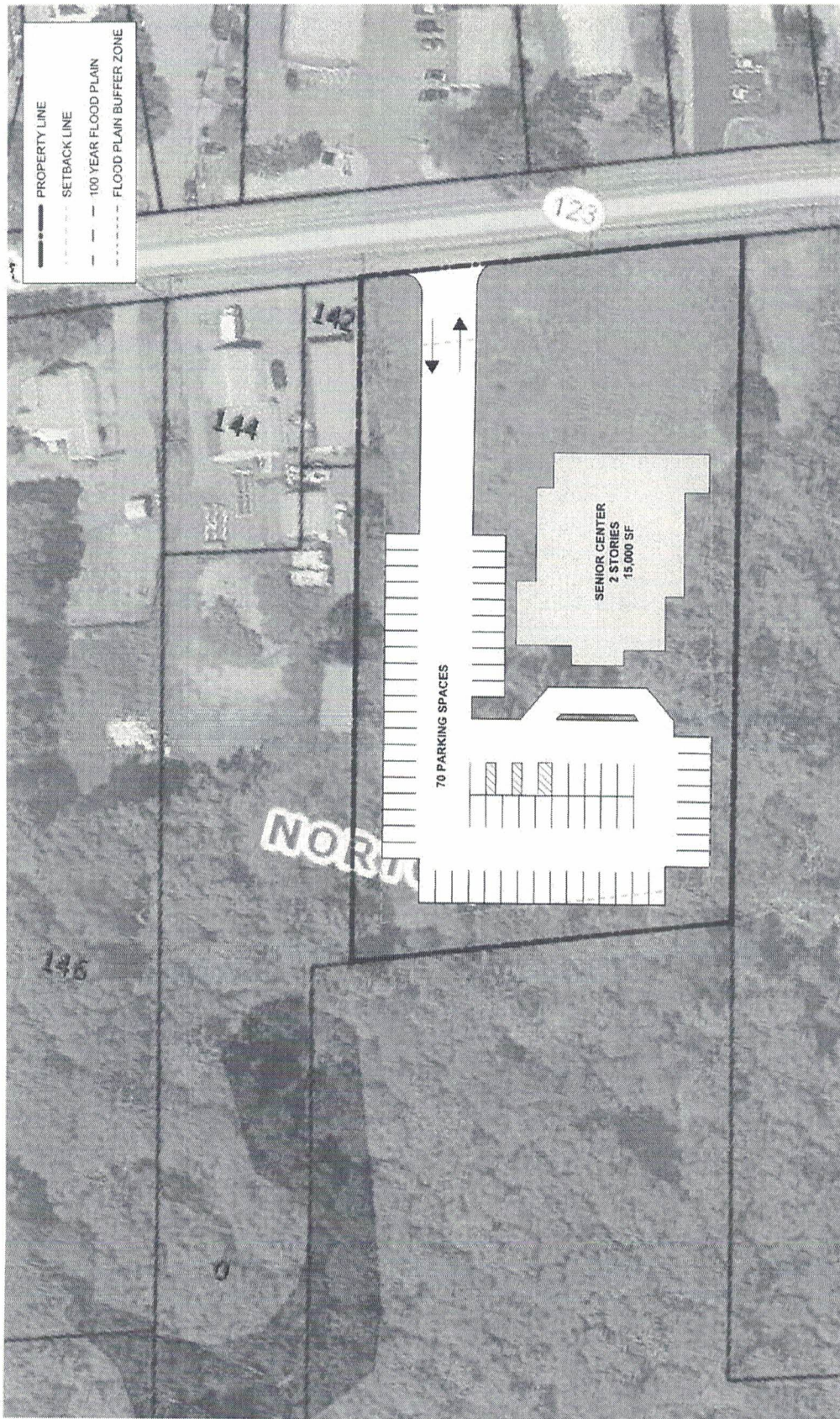
NORTON SENIOR CENTER
47 Elm Street – Reed and Barton Site



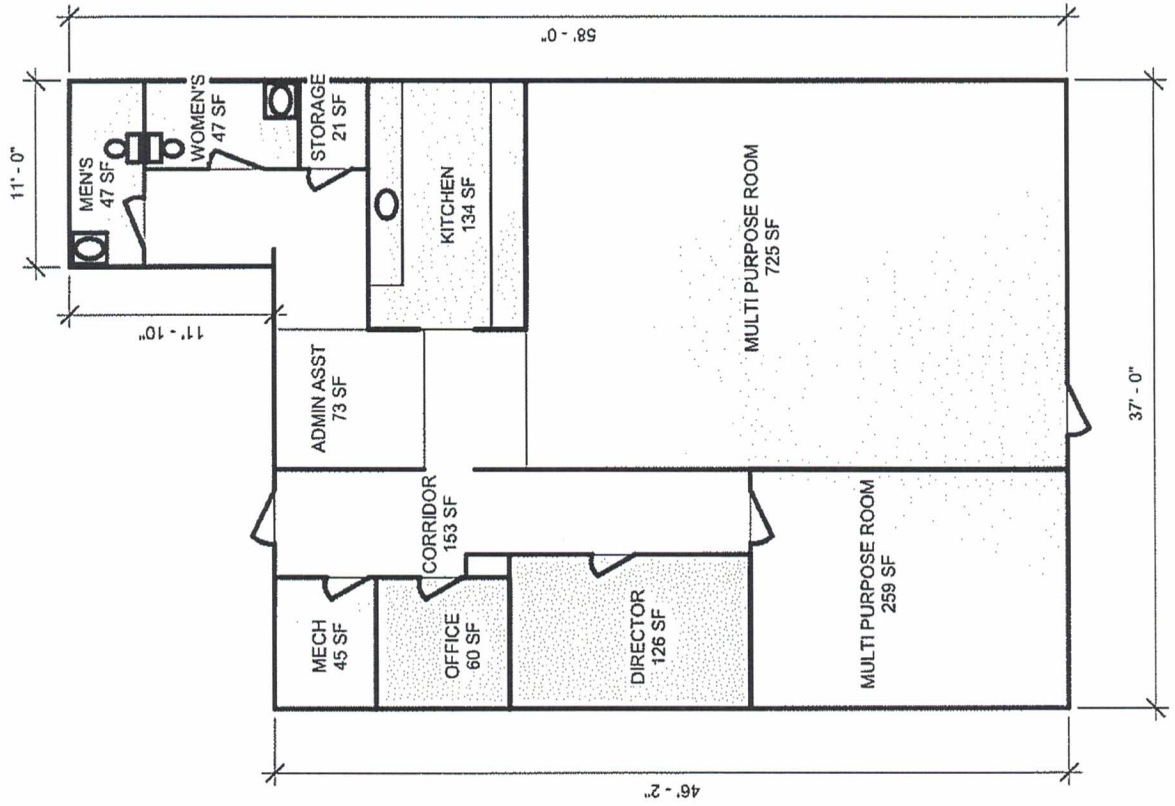
NORTON SENIOR CENTER
22 Summer Street – Wheaton College Site



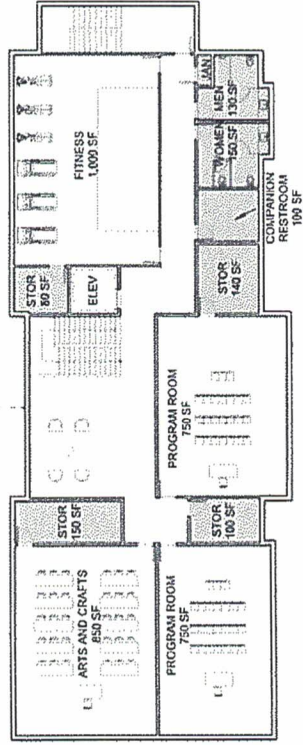
NORTON SENIOR CENTER
22 Summer Street – Wheaton College Site



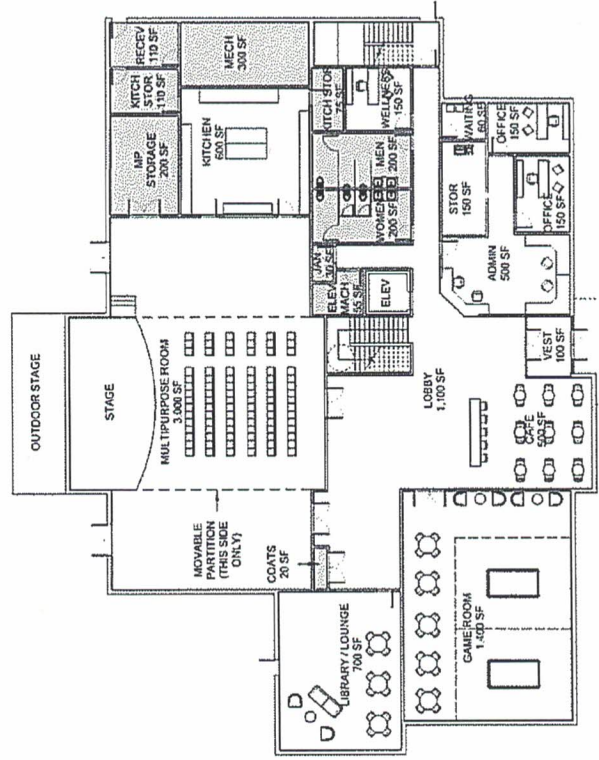
NORTON SENIOR CENTER
140 West Main Street – Municipality Site



Existing Senior Center
Floor Plan



Second Floor



First Floor