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Phone +1 929 205 6099 US (New York)

Community / Senior Center Subcommittee

Monday, August 2, 2021 @6:00 PM

Town Hall - Doc McIntosh Room

Special Meeting

1. Call to Order – Chairperson Donna Bovee
2. Audience of Citizens
3. Introduction by Chairperson Bovee and Review of Tasks
4. Comments from Mayor Mark Kaczynski
5. Comments from Jeff Donofrio, Corporation Counsel – distribution of ethic policy
6. Comments from Kevin Delaney, Finance Director and Kate Wall, Town Clerk – Referendum timeline
7. Comments from Michael Ahearn, Public Works Director – Public Building Commission timeline
8. Sub-Committee to establish meeting dates and times – check on contact information of members
9. Review of Statements of Need
10. Review of Berlin Community and Senior Center Information Matrix
11. Adjournment

Attachment A

Berlin Community / Senior Center Sub- Committee Tasks

- a. Facilitate and be liaison for town, architect, staff, etc.
- b. Create timeline to have work completed in February/March 2022 for Final Public Forums before referendum
- c. Visit with other towns who have a Community and Senior Center
 - i. Lessons learned
 - ii. Services Offered
 - iii. Any consultants used other than architect
 - iv. Cost & Funding – if grants or other funding sources than property taxes, did the town wait for those to be “final” before final presentation?
 - v. Operations – staffing, training, in-house, outsource, including “Y” option
 - vi. How did they sell it to the town for a successful referendum?
 - vii. Prepare questionnaire for teams to use during visit
 - 1. Staff and Commission and/or Town Council member to visit together
 - viii. Newington (new Community Center and separate from Senior Center), Mansfield – been in place for many years, Newtown recently built, received corporation funding, Bloomfield recently built but no pool, Plainville/Southington partners with the Y.
 - ix. With respect to “Y”, how would that work with Senior Center; build , operate, etc.? Making Berlin townspeople priority.
- d. Understand Berlin debt position and funding sources for construction
 - i. State, Federal, Corporate or Private grants
 - ii. National Organization grants
 - iii. Community Organizations
 - iv. Network & Contacts – Current & Past Political Leaders, Companies
 - v. Town and Impact to Taxes
- e. Operations: - two options to present (in house and outsource) with pros and cons
 - i. Create template and complete for operational costs
 - ii. Staffing - any organizational changes and staff backgrounds
 - iii. Utilities – any solar option?
 - iv. Technology
 - v. Maintenance – inside and outside
 - vi. If in house is maintenance outsourced? Any other outsourcing
 - vii. Savings offset; rentals and swim meets – check with other towns
 - viii. What is Berlin’s plans for current Community Center and Senior Center
- f. Any changes for public oversight (Commissions)

Suggested dates for Community / Senior Center Proposed Project

January 4, 2022	Town Council Meeting to set the Public Hearing and authorized the preparation of bond documents
January 18, 2022	Town Council Public Hearing – Can be continued to February 1 st (if need be)
February 1, 2022	Town Council adopts the ordinance
February 8, 2022	Board of Finance approves the ordinance
February 15, 2022	Town Council sends the ordinance to referendum and approves the question for the ballot

Town Council will also meet March 1st and March 15th

Board of Finance will also meet February 22nd and March 8th (meeting March 22 is too late no time for Council to send to referendum)

There is some leniency with the above dates.

Printer	Middle / End of March (about two or three weeks)
Absentee Ballots	April 7, 2022 (Available 19 days prior to referendum)
Referendum	April 26, 2022

Section 6-10-6. Department of Finance. Bond Authorization and Borrowing.

(a) The town shall have the power to borrow money for its general or special purposes and issue its bonds, notes, or other obligations in evidence thereof. Such bonds, notes, or other obligations shall be issued in accordance with the terms and conditions of any applicable special acts and the Connecticut General Statutes and may finance facilities or purposes within or outside of the town's geographic borders.

(b) All finance or capital leases whether or not subject to a non-appropriation clause, shall be approved in accordance with the provisions of this section.

(c) Bonds, notes or other obligations shall be authorized upon adoption by the Council of an ordinance authorizing the project, the issuance of the obligations, and appropriating the proceeds thereof and approved in its entirety by the Board of Finance. Notice of passage of the ordinance as approved by the Board of Finance and the Council shall be provided by newspaper publication of its title and a statement of its passage. Adoption of an ordinance exceeding five million (\$5,000,000.00) dollars shall be subject to automatic referendum approval by a majority of those voting thereon. Adoption of an ordinance of five million (\$5,000,000.00) dollars or less shall be subject to referendum approval by a majority of those voting thereon if (1) the Council, by majority vote concurrent with the adoption of the ordinance, sends the ordinance to referendum, or (2) not later than the fourteenth (14th) day from publication, counting the day of publication as the first (1st) day, a petition containing three (3%) percent or more of the total numbers of qualified electors whose names appear upon the last voting list is filed with the Town Clerk requesting the ordinance be submitted to referendum approval. The petition will be subject to certification in accordance with Section 3-9 of this Charter. The referendum shall be held within ninety (90) days of adoption of the ordinance or the Town Clerk's certification, whichever is applicable, provided that if a general election or a town election or referendum is to occur within six (6) months of such adoption or certification, the ordinance may be submitted at such election or referendum, unless prior thereto the Council repeals its approval. Notice of the referendum shall be published not more than fifteen (15) nor less than five (5) days previous to holding the referendum or in accordance with notice applicable to the election or referendum the vote on the ordinance is to be submitted in conjunction with.

(d) The Council and the Board of Finance, or such officials the ordinance shall designate, shall determine the rate of interest of such bonds, notes, or other obligations, their form, their date, the dates of principal and interest payments, the manner of issuance, the series of issuance and the amount thereof, by whom such bonds, notes, or other obligations shall be signed or countersigned, and all other particulars thereof.

(e) Any proceeds of bonds, notes, or other obligations which, upon a finding of the Council and the Board of Finance are determined to be not required for the purpose for which they have been issued, may upon vote of the Council, with the approval of the Board of Finance, be appropriated for any capital project or debt service.

(f) The town may borrow in anticipation of the receipt of taxes, provided that such obligations shall mature within the fiscal year in which such obligations were issued. Obligations issued in anticipation of taxes shall be authorized by resolution of the Council, with the approval of the Board of Finance, which may delegate to town officials the authority to determine all particulars with respect to such borrowings, and, notwithstanding any other section of this chapter, shall not be subject to referendum.

(g) In addition to the authority to issue bonds otherwise provided by this chapter, the Council, with the approval of the Board of Finance, may authorize the issuance of revenue bonds, notes, or other obligations to which the full faith and credit of the town need not be pledged. The payment of such obligations shall be secured by a pledge of the mortgage of the property used in, or the revenue derived from, any revenue producing project or enterprise of the Town of Berlin, or both mortgage of said property and said revenue, and such other revenue or property, the Council and the Board of Finance shall determine, and in connection therewith the town may enter into, such agreements of trust, credit enhancement, remarketing and other agreements necessary and appropriate to issue such obligations and secure the payment therefore. Such bonds, notes, or other obligations shall be authorized in the manner provided for bonds for general or special purposes of the town, and, except as above provided, shall be subject to all the limitations of this chapter.

(h) In the event the Board of Finance does not approve any authorization, appropriation, expenditure or other terms recommended by the Council pursuant to this section within thirty (30) days of the Council's action on the matter, a joint meeting of the Council and the Board of Finance shall be called and held within fourteen (14) days of disapproval by the Board of Finance or inaction within thirty (30) days, at which meeting the matter may be adopted only with the approval of at least nine (9) members of the joint board. Unless so adopted, said authorization, appropriation, expenditure or other term shall be rejected. The Mayor shall be the chairman of the joint board and seven (7) members shall constitute a quorum.

GOAL - provide factual info to TC in time for April 2022 Referendum (to be clarified 8/1/21)

Day/Date	Time	Location	Organizational	Main Focus Area	Task Supported
Monday, August 2, 2021	6:00 PM	Doc McIntosh Meeting Room, Town Hall	Organizational		Better understand tasks, Create timeline
Monday, August 30, 2021			Finalize Minimum Info to Collect from Visits, Schedule of Visits, Y invitation and date to present; Finance Director presentation of debt schedule, what if's to town budget and debt schedule, Funding Sources & Alternatives (J. Mahoney), Potential lists of savings		Visit with other towns, Understand debt position & funding sources, Savings offset
Wednesday, Sept 15, 2021			Visit Updates by Commission/Staff, discussion of design changes & eat cost impact, obtain operating estimates from architect, hear from staff on \$\$ value of potential savings, Invite State Reps and Larsen office for potential availability of funds...		Visit with other towns, Operations, Savings offset, including fees to charge if any
Monday, Sept 27, 2021			Visit Updates by Commission/Staff, discussion of design changes & est cost impact		Visit with other towns, Operations, Savings offset, including fees to charge if any
Monday, Oct 11, 2021			Discussion of design changes, if any with est cost impact, use of other facilities		Funding sources
Wed, Oct 27, 2021			Finalize pros and cons of Town operated facilities, summary of design changes & costs and how to fill need if any eliminated (may need other staff present)		Options to present to TC
Wednesday, Nov. 10, 2021			Y Invited to Present their suggested option, finalize pros and cons of Y option		Y option
Monday, Nov 22, 2021			Review factual data, finalize pros & cons of options		Options to present to TC
Monday, Dec 6, 2021			Review factual data, finalize pros & cons of options		Options to present to TC
Monday, Dec 20, 2021			Review factual data, finalize pros & cons of options		Options to present to TC
Monday, Jan 10, 2022					
Monday, Feb 7, 2022					

* Minimum - Additional meetings will be necessary to meet timeline

Item #8

COMMUNITY / SENIOR CENTER SUBCOMMITTEE

NAME/ADDRESS	TERM EXPIRES	AFFILIATION	INFORMATION:
Donna Bovee – Chairman 85 Steepleview Drive Berlin, CT 06037		Unaffiliated	
TELEPHONE: (203) 482-6139 EMAIL: donnastapletonbovee@gmail.com			
Barbara D. Gombotz 24 Sterling Drive Kensington, CT 06037		Republican	
TELEPHONE: (860) 828-6740 EMAIL: bgombotz@att.net			
Tim Grady 580 Beckley Road Berlin, CT 06037		Republican	
TELEPHONE: (860)-250-4586 EMAIL: tgrady@town.berlin.ct.us			
Brenden Luddy 68 Casner Drive Berlin, CT 06037		Republican	
TELEPHONE: (860) 828-3679 EMAIL: bluddy@town.berlin.ct.us			
Dave Cyr 245 Cole Lane Kensington, CT 06037		Republican	STAFF LIAISON: Jen Ochoa, Director jchoa@town.berlin.ct.us (860) 828-7010
TELEPHONE: (860) 828-9953 EMAIL: davecyr@comcast.net			
Mike Urrunaga 1075 Orchard Road Kensington, CT 06037		Democrat	
TELEPHONE: (860) 828-9532 EMAIL: murrunaga@town.berlin.ct.us			
TELEPHONE: EMAIL:			RECORDING SECRETARY: Dana Borges danaborges@ymail.com
TELEPHONE: EMAIL:			
TELEPHONE: EMAIL:			
Revised:		New appointments/Creation of subcommittee	

STATEMENT OF NEED

The Parks and Recreation Commission requests that the planning process for a new Community/Senior Center addresses needs of the residents of Berlin. The planning process should include a comprehensive assessment of the needs of the facility and its programs, services, activities, operations and patrons.

The current Community Center is located in the lower level of the Berlin-Peck Memorial Library. The Berlin-Peck Memorial Library's current location in the Town Hall Complex was built in 1989. In 1999, using state grant money, the Community Center was added to the lower level of the Library and opened to the public. The Town Council recognized that this was only a temporary situation and told the Library Board that in 10 years (2009), this lower level would be returned to the Library for its use. The Community Center is still housed in the lower level of this building.

In 2018, an elevator was constructed into the building to allow access from the Library to the Community Center respectively.

In its current space, the Community Center measures at a little over 24,000 square footage. It is open to all Berlin residents during normal business hours. A number of classes are held throughout the year and over 70 groups use the facility, including many Town Departments who use the building for meetings and trainings.

The current amenities include:

- Parks and Recreation Department (3,018 sq. ft.)
 - Includes offices, break room, storage rooms
- Activity Room (1,640 sq. ft.) – pool tables, air hockey, ping pong
- Exercise Room (1,750 sq. ft.) – free weights, universal gym, treadmills, stair/step machines, nautilus equipment, elliptical machines and stationary and recumbent bikes
- Meeting Rooms – rented for meetings, birthday parties, educational classes, etc.
 - Room 1 (880 sq. ft.)
 - Room 2 (820 sq. ft.)
 - Room 3 (700 sq. ft.)
 - Room 4 (770 sq. ft.)
 - Room 5 (400 sq. ft.)
 - Multi-purpose Room (2,450 sq. ft.)

The Community Center also currently houses the Friends of the Berlin-Peck Memorial Library Book Sale (1,500 sq. ft.).

The Community Center is a vital part of this town. The rooms are constantly being used by our local youth groups (both sports groups and civic groups), town departments and outside vendors. Residents may come and go as they please to use the exercise room and the activity room, free of charge. The Parks and Recreation Departments runs a variety of programs throughout the year in the meeting rooms as well as a very sought-after full day Summer Program for 60 participants.

The Parks and Recreation Commission recommends that the following criteria be included in the Request for Proposals for a professional consultant to conduct the Community/Senior Center Planning Process.

- Robust resident stakeholder input process. There should be an advisory committee that guides the planning process. The process should also include a survey of the public whether it be by public forum or by mail in order for residents to be given an opportunity to comment on the process.
- The Committee as designated should canvas other communities to finalize the specific needs in the Statement of Need.
- Site selection criteria:
 - The entire facility should be located in the central area of town.

- The parking area must be convenient to building and meet ADA standards.
- Facilities Criteria (57, 000 sq. ft.) – much of this area will be shared space coordinated with the Senior Center
 - Main Lobby Area – (600 sq. ft.)
 - Open access for the public, computer for internet, television, carpet, lounge furniture, coffee cart
 - Parks and Recreation Department (3,300 sq. ft.)
 - Includes offices, break room, storage room(s)
 - Activity Room (2,000 sq. ft.)
 - Exercise Room (3,000 sq. ft.)
 - Add more equipment and include space for classes (for example, spinning class)
 - Meeting Rooms (maintain current number, but increase size of each room)
 - Room 1 (1,000 sq. ft.)
 - Room 2 (1,000 sq. ft.)
 - Room 3 (1,000 sq. ft.)
 - Room 4 (1,000 sq. ft.)
 - Room 5 (800 sq. ft.)
 - Multi-purpose Room (3,000 sq. ft.)
 - Add modular flooring
 - Meeting rooms would also be better equipped with built in projector screens
 - 8 lane lap pool area (10,000 sq. ft. total area)
 - 8 lane pool (60 ft. by 75 ft.)
 - Including small office, storage room, filter room, retractable bleachers for spectator seating
 - Therapy pool
 - Diving Well
 - One (or two) 1-meter Diving Boards mounted in accordance with one of the following two options
 - Separate Diving Well
 - Minimum depth of 12 feet for a minimum length of 35 feet, 8 inches and minimum width of ~17 feet (1 board) or ~24 feet (2 boards) (reference: NCAA Rule 1 – Pool Dimensions and Equipment)
 - Diving Well Integrated into the Main Pool
 - Minimum depth of 12 feet for a minimum length of 16 feet forward from the plummet of the board and 8 feet to each side of the plummet of the board. (reference: CT Dept. of Health Reg. 6153 – Dated 3/17/2014)
 - Locker Rooms (2,000 sq. ft.)
 - Individual Family Changing Rooms
 - Men's and Women's locker rooms with showers, private changing area
 - Gym (14,000 sq. ft.)
 - 2 regulation basketball/volleyball courts with breakdown into side courts
 - Bleacher seating
 - Storage room
 - Suspended walking/jogging track (2 lanes)
 - Support Facilities (15,000 sq. ft.)
 - Boiler Room, Mechanical Room, Custodial Closets/Storage, Public Toilets, Corridors, Stairs/Elevator, Misc. storage

If the planning process includes an evaluation of building the new facility in partnership with the YMCA or another private entity, the final report must include an assessment of the costs and benefits of this arrangement to residents, such as whether the YMCA would take over existing town property; whether residents would be charged

membership fees and how much these might cost; and restrictions on usage. There should also be coordination with the current Parks and Recreation Department.

The new Community/Senior Center should be a smart building with all the most up to date technological advancements.

This statement of need is subject to change pending community and consultant input and review.

Statement of Need

The Commission for Aging requests that the planning process for a new Senior Center address needs at the current Berlin Senior Center. The planning process should include a comprehensive assessment of the needs of the facility and its programs, services, activities and operations.

The Berlin Senior Center is located at 33 Colonial Drive, which is adjoined to the Berlin Housing Authority Senior Housing Complex, Percival Heights, located at 31 Colonial Drive. The owner of this property is the Berlin Housing Authority. The Senior Center portion of the building is leased to the Town of Berlin. This building was originally built in 1956 as the Percival School, which closed in the late 1970s due to low enrollment. In 1981, it was proposed that it be turned into senior housing and the Senior Center. Renovation began in 1982 with the completion in 1985. Since that time there has been no major renovations or additions made to the Center.

The existing portion of the building used for the Senior Center is approximately 17,575 square feet in size, serving the 60 and over population of the Town of Berlin by providing its 5,865 members with programs, services and activities designed to provide access to leisure, intellectual, physical and cognitive activities, fostering new friendships and companionship, and developing strategies for successful aging for its members.

This is currently achieved primarily through an atmosphere of caring by the Center's Director and Assistant Director, staff, volunteers and user members, and by an efficient use of the existing and older undersized facility. Even though the building is well maintained, much of the facility is outdated and some areas have outlived their useful life.

The Senior Center is a vital part of this community. We are a lifeline for many seniors – enriching their lives, empowering and educating their minds. From July 2017 to April 2018, the Center served 2,916 congregate meals, transported 160 residents to medical appointments, grocery stores, the Senior Center itself, and had 25,366 (duplicated) seniors use the Center.

The Commission on Aging Recommends that the Following Criteria be included in the Request for Proposals for a Professional Consultant to Conduct the Senior and Community Center Planning Process

- Robust resident stakeholder input process. There should be an advisory committee that guides the planning process. The process should also include several public forums where residents are given the opportunity to comment on the project during the planning phase.
- Site selection criteria:
 - The entire facility should be located in a central area of town.
 - The parking area must be convenient to building with extra handicap parking available. Parking should be on a flat surface, rather than an incline in order to make it more accessible to older residents.
- Facilities criteria:

- Kitchen Area – large, commercial grade kitchen adequate for senior daily lunch program and special events.
- Craft room – ample amount of space for large tables and sewing machines.
- Library –needs to have ample amount of room for numerous shelving units for books and seating for groups to meet there.
- Meeting/classrooms – need to have plenty of storage along with counter space and sinks.
- Multi-purpose room with stage area– needs to have ample amount of space for daily lunch program and for our special programs which attract 100+ seniors. Music system with microphone/ directed speakers should be included.
- Exercise room- needs to have ample amount of space for exercise/yoga/dance classes with closets for equipment and cubbies or lockers for students to put belongings. Music system with microphone/ directed speakers should be included.
- Administration Offices – need to be centrally located in building so entrance can be monitored and members have easy access to front desk for questions. The Director's and Assistant Director's offices need to be located behind reception area to give staff privacy when working with members on confidential matters. Smaller office needed for part-time staff/volunteers/outreach.
- Computer room – need to have ample room and storage for technology classes.
- Conference room- ample amount of space to fit 10-12 chairs with table.
- Health room - needs to have plenty of storage with counter space and sink.
- Bus Drop Off Area - ample room for one bus drop off, shortest route for people with disabilities in getting to entrance of building and covered walkway.
- Bathrooms – need to have at least 2 main bathrooms, which include at least 4 stalls and two single bathrooms.

If the planning process includes an evaluation of building the new facility in partnership with the YMCA or another private entity, the final report must include an assessment of the costs and benefits of this arrangement to residents, such as whether the YMCA would take over existing town property; whether residents would be charged membership fees and how much these might cost; and restrictions on usage.

Berlin Community and Senior Center
Information Matrix for Visits to Other Towns
DRAFT

Item #10

Information To Gather		Newtown Community & Senior Ctr	Bloomfield	Mansfield Community Center
A	Basic Info			
1	Contacts (Name, Title & tel. #)			
	Date of visit			
2	Website , if any?			
3	Town Population (breakdown may be different)			
	% 62 and above			
	% 40 - 62			
	% 19-40			
	% 18 and under			
4	Architect & General Contractor			
5	Is it combined Community & Senior Center?			
6	Year built			
7	Sq Feet			
8	Pool, Aquatic Center?; if not included does town have other indoor pool facility?			
9	Gym?			
10	Activity Rooms? How many?			
11	Kitchen?			
12	Solar or any special construction materials?			
B	Funding & Cost Info			
	Cost to Build, including all soft costs			
	How design and build funded?			
	Town taxes			
	Federal grants			
	State grants			
	Non profit grants			
	Business Community			

Information To Gather		Newtown Community & Senior Ctr	Bloomfield	Mansfield Community Center
	Fundraising (name wall, rooms, etc)			
	What if anything, would you do differently?			
C	Operations			
	Annual operating costs (any breakdown welcome)			
	Fees charged to residents? Fees to non-residents?			
	What % of operating costs are covered by fees?			
	Is the town pool and gym covered under silver sneakers?			
	Do you permit out of towners to use facilities?			
	Staff Breakdown - how organized			
	Lessons learned?			
	Any issues between sharing of facility with seniors and rest of community?			
	Rentals and vendors who run programs?			
	Town Commission or Public Oversight Structure			
D	If Town Referendum?			
	How did you get public involved and knowledgeable before referendum?			
	Provide Fact Sheet for Voters?			
E	Other information pertinent			
F	Attach current programs offered by both Community & Senior Center			

Glastonbury Senior &
Community Center

Newington Community
Center

Rocky Hill Community
& Senior Center

Plainville Senior Center
& Y (separate entities)

Southington Senior
Center & Y (separate
entities)

Y Option

Others to Visit or Obtain Info