

Town of Boxford

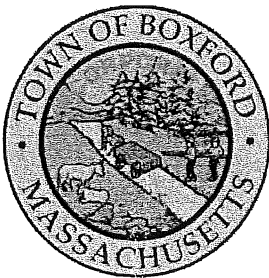
Senior Center

Study Committee

Final Report

To: Board of Selectmen
Cc: Council on Aging

From: Senior Center Study Committee
James Russo (Chair)
Mary Anne Nay (BOS)
David Smallman
Miika Ebbrell (PBC)
Elizabeth Murphy (COA)
Pam Blaquiére (COA, non-voting member)



Contents:

- Executive Summary
- Background and Charge
- Process
- COA Current Services and Programs
- COA Space Needs
- Comparable Communities Assessment
- Facilities/Location Study
- Town-Wide Survey
- Conclusion

Executive Summary

As of 2012, there were 1,824 residents aged 60+ residing in Boxford. Based on the current Town census numbers, this population is expected to grow to 3,710 people by the year 2022. The Senior Center Study Committee was formed in January 2012 to understand the current and future space needs of the Council on Aging so that they may continue to effectively deliver services to Boxford's senior population now and in the future.

The Senior Center Study Committee was charged by the Board of Selectmen to study the facilities and services to be provided by the Council on Aging to the projected 2022 population of seniors in Boxford. To that end the committee conducted three major tasks:

- Site visits to surrounding Senior Centers,
- Compilation of statistics from local and state authorities,
- Distribution and analysis of a town-wide survey,

The results are presented in the Conclusion below.

Senior Center Study Committee Charge

On January 30, 2012, the Town of Boxford Board of Selectmen voted to create the Senior Center Study Committee, consisting of five members, with the following charge:

1. The committee shall study the facilities and services to be provided by the Boxford Council on Aging (COA) to the projected 2022 population of seniors in Boxford
2. The committee will consider both the current services and programs provided by the Boxford COA and study the services provided by municipalities of similar size. The committee shall also compile statistics on senior services from various sources, including the Executive Office of Elder Affairs.
3. The committee will further determine the necessary space needs for the COA to provide said services
4. The committee shall analyze and compare various options, including but not limited to use of existing municipal facilities, expansion of existing municipal facilities, rental of facilities, and/or new construction.
5. The committee shall prepare and distribute a town-wide survey of all adult residents. The survey shall attempt to gauge the residents' support for various COA services and potential space need options. The committee shall incorporate the results of the survey in the recommendations in the final report to the Board of Selectmen.
6. Meetings shall be held pursuant to the Open Meeting Law, so called, MGL Chapter 39, Section 23B. Meetings shall be posted with the Town Clerk pursuant to said chapter and section.
7. The Committee shall appoint a Chair to coordinate meetings and to oversee progress. Copies of approved minutes shall be forwarded to the Office of Selectmen.
8. The Committee shall issue a written report to the Selectmen and the Council on Aging as soon as it is completed.

Process

The Senior Center Study Committee held monthly meetings from March of 2012 through June of 2013. The principal activities and discussions by the committee include the following:

- Review of Town Census data for the Town of Boxford to identify the current number of residents aged 60+ currently, and projected through the year 2022.
- Discussion of current services offered by the Council on Aging at their existing building in the Community Center building on Elm Street. Discussion of Pros and Cons of existing building and space requirements for the services offered.
- Evaluation of space needs required by the Council on Aging to support their current programs and future needs through interviews with current attendees, the COA staff, and through discussions with the MA EOEA.
- Visits to other Senior Centers in surrounding municipalities, discussions with staff and directors.
- Evaluation of possible facilities and sites to support the COA's space needs.
- Creation, administration and analysis of a Town-wide mail-in survey.

Council on Aging Current Services and Programs

There are currently 1,824 seniors in Boxford. The numbers of seniors residing in town continues to grow yearly and the COA is working hard to keep up with the new demands of Boxford's aging population, which is growing by over 100 people per year. The Boxford COA currently serves 1,700 individuals to some extent. The mission at the COA is to improve the quality of life of seniors and to encourage maximum independence for older adults by meeting their health, economic, social and cultural needs. The COA believes that this should be a time in their lives that is just as rich and fulfilling as all the others. Through their programs and enrichment opportunities they are committed to keeping Boxford Seniors active and engaged.

The following is a breakdown of the services at the COA according to type:

Social Groups/Classes/Activities

Friendship Club, Red Hats, Great Group, Dull Men's Club, Writing Classes, Art Classes, Cooking With Anna, News and Views, Pen Pal Program, Book Discussion Group, Travel, Weekly Movie, No Name Cafe, Game Day & Wii, Knitting/Crochet Group

Exercise Classes/Fitness

Hiking Group, Line Dancing, Zumba Gold, Yoga, ZENgevity Exercise

Health and Wellness Programs

Wellness Clinics, Flu Clinics & Cholesterol Screenings, Free Hearing Clinic, Seated Massage, Podiatry Appointments, Health and Nutrition Speakers

Transportation

Boxford COA Van, Northern Essex Elder Transport, Ring and Ride

Safety Programs

File of Life, Operation Concern, Smoke Detector and Fire Inspection, TRIAD

Services

Health Benefits Counseling, Form Assistance, Handymen, Medical Equipment Loans, Tax Assistance Program, Income Tax Assistance

Meals and Social Activities

Meals on Wheels, Congregate Meals, Weekly BBQs, Monthly Birthday Parties, Dances

Social Activities and Special Events

Holiday Party, St. Patrick's Day Party, Senior and Town Employee Cookout, Spofford Pond Concert, Masco St. Patrick's Day Meal, Special Day Celebrations: Mardi Gras, Chinese New Year, Valentine's Day, Ice Cream Socials, Pizza Parties, Etc.

Outreach Services

Outreach Coordinator, Emergency Management Calls, Friendly Visitor, Telephone Reassurance, Referral Service

The Boxford COA receives state funding of \$7.00 per senior (defined as individual of 60 years+) per year and provides services exclusively within the COA building at 4 Middleton Road in Boxford. Members pay a small fee for some activities. COA current hours of operation are 9am to 3pm Monday through Thursday. The Boxford COA does not currently rent space in other buildings for their programs, and programs are currently limited due to lack of space, many of which take place concurrently in the same room. Other challenges with the existing building include accessibility issues, aging infrastructure and limited parking.

Based on demographic data from the 2011 Census, the senior population is expected to grow by 1,561 persons over the next 10 years, for a total senior population of 3,385 by the year 2022. Please see **Appendix A** for census data.

Comparable Communities Assessment

The Committee has been in contact with the State of Massachusetts Executive Office of Elder Affairs, Program Manager of COA's and Senior Centers, Emmett Schmarsow. At his advice, he recommended seeing the following senior centers that are of similar size and community and to compare each from adding on to new construction. Our evaluation of the site visits of the Senior Centers were: Andover, North Andover, Merrimac, Bellingham, Franklin, and Northborough. The detailed report of each site visit is in **Appendix B** for your review.

COA Space needs

Challenges with the existing building are lack of sufficient space for the activities and accessibility issues within the building.

The Committee evaluated current and future space needs through interviews with Senior Center attendees. The current attendees expressed concerns of overcrowding and lack of space, especially with popular activities.

The recommendation from the State for the size of the building is 5-7sq. ft. per senior. Primary considerations would be to include accessibility into, around, and throughout the building, parking, general activities and allow for future expansion, if needed. Consideration of space for Supportive Care is realistic based on the town wide survey taken. In each of the senior centers we visited, there was overwhelming community involvement and participation in overseeing these projects to completion through volunteering and donations. We must be proactive in our

community by accepting private funding, participating in fundraising and be up to date with any state and/or federal funding if applicable. As this town moves forward with a new senior center, our community must demonstrate a willingness to achieve successful results.

State recommendations are include in **Appendix C**

Facilities/Location Study

The committee looked at the facility needs of the Council on Aging for the current and projected volume of users, and looked at all the current Town owned buildings and all the available private buildings including:

- Public: Lincoln Hall, East and West Libraries, Spofford School, East and West Fire Stations, Police Station, Town Hall, Cole school and the Red School House, Masco, DPW
- Rental: East and West churches, Family Life Center, strip mall at Georgetown Road, commercial building at 300 Washington Street. The two rental properties were determined to be too small and were not pursued.
- Vacant land: There are vacant parcels of Town-owned land in the geographic center of town off Spofford Road.

While studying the needs for a senior center the committee considered spaces, both public and private, in the Town. Please see **Appendix D** for summary. We looked at the library in West Boxford and both Congregational Churches as possible sites or rental possibilities. We looked at the schools and the private buildings available. The size of available buildings would likely require splitting services and dividing staff which would negatively impact the senior population. The current center was looked at, however it has existing space constraints. The committee looked at combined uses of current buildings with a senior center, however, concerns were that the seniors would not have enough space and could also compromise the host space.

Town-Wide Survey

Part of the SCSC's charge was to prepare and distribute a town-wide survey for all residences in order to gauge the support for the various COA activities and services and potential space need options. In summary, the committee had a total of about 14% of the surveys returned, slightly less than 600, a very good response. The committee presents the survey results in graph form for easier evaluation.

In brief, respondents of the survey were highly aware of the activities and services that the COA provides. Most respondents realize the importance of a senior center in our community. Although most who responded to the survey do not attend the senior center currently, they are seniors in the 60-84 years of age bracket and the majority are female. Those that answered they never attend currently, reasoned that they are still working, they are not interested, or they are not 60+.

The survey indicates that most respondents would not access the senior center by van service. A new senior center would definitely impact all residents of Boxford by increasing social interaction within our community as well as providing a sense of belonging to our community.

It was interesting to see the results of the use or anticipated use of the activities and services provided. Most responded to the future use in each of the activities and services, including supportive day care. Supportive day care provides daytime supervision and care for adults in a group setting. This program is growing in popularity as the senior population grows, a fee-based service.

Finally, most of the respondents overwhelmingly agree to support a new senior center. Those that responded "maybe" needed more information before they could agree, although they did answer that they plan to use the activities and services the senior center offers in the future.

Please Note: Not all surveys returned were answered completely. Some surveys returned had more than one answer on various questions.

See Appendix E for complete Survey results

Conclusion

The Senior Center Study Committee has met their charge and is able to offer an opinion on the issue of the future of the Senior Center.

The response to the survey proved the town is favorable both to the importance of having a Senior Center in the community, as well as their support of the construction of a new Senior Center. The needs of our aging population will be changing over the next 20 years - we saw this reflected in the survey responses. The best way to address this evolution is to remain flexible in the design plan to allow for possible future needs.

The SCSC was able to determine that the current site of the Council on Aging would not meet the needs of the aging population in Boxford through the year 2022. In brief: the size and condition of the building on Elm Street cannot accommodate the number of seniors today. If renovated it would need to be done to ADA compliance and would actually have less square footage per senior than recommended by the state. The SCSC considered all the sites and buildings that are available to the town. Upon review of all town-owned properties the committee was left with two viable choices.

The parcel of land in the geographic center of town off Spofford Road has been found to be the best choice for a new Senior Center. What was observed in all the towns that were researched was that a lack of planning for the future left many Senior Centers with space issues - sometimes before the building project had even been completed. These towns are looking at new and unforeseen building renovation costs or they are faced with severe space planning problems. It is the opinion of the SCSC that careful site planning is the most important step towards the future success of a Senior Center and would be a key determining factor in keeping the overall costs down. A parcel of land this size presents an opportunity to the town to fulfill the needs of more than just the COA. We would be acting on the recommendations first made 50 years ago in Boxford's Master Plan while remaining forward thinking with an eye to the next 50 years. A plan should be put in place that would address the immediate needs and fiscal concerns of the town while still taking future expansions into consideration.

The other much needed benefit of this piece of land is its location in the geographic center of town. With a centralized Senior Center it is the belief of this committee that the COA will be able to attract seniors from all over

Boxford. It was also attractive because of its close proximity to the Spofford Pond School. In our site visits the most successful Senior Centers were those with a multigenerational link to the community. Boxford's seniors are vital members of our community and we envision a Center that will strengthen that connection.

A renovation and expansion of the Gardner-Morse building (West Library) is another viable option. It would help to revitalize the West Village, would not need to meet with HDC approval, and once construction was completed, would fulfill the present space needs of the COA.

The committee also discussed at length the importance of community involvement in the planning and funding of any new Senior Center. Our site visits confirmed what we already suspected - in order to succeed the new Senior Center would have to be a town wide effort - both in the fundraising and design process.

The Senior Center Study Committee recommends setting up a new ad hoc Senior Center Building Committee to be established in the fall of 2013 to further study these possible options.

APPENDIX A
Census Data

Population from Town Census 2011

1908 Count	1
1909 Count	1
1912 Count	1
1914 Count	1
1915 Count	1
1916 Count	1
1917 Count	4
1918 Count	9
1919 Count	10
1920 Count	6
1921 Count	13
1922 Count	12
1923 Count	23
1924 Count	19
1925 Count	28
1926 Count	28
1927 Count	21
1928 Count	28
1929 Count	27
1930 Count	32
1931 Count	35
1932 Count	36
1933 Count	48
1934 Count	42
1935 Count	36
1936 Count	46
1937 Count	39
1938 Count	40
1939 Count	54
1940 Count	73
1941 Count	70
1942 Count	85
1943 Count	80
1944 Count	84
1945 Count	66
1946 Count	87
1947 Count	137
1948 Count	106

1949 Count	108
1950 Count	130
1951 Count	128
1952 Count	141
1953 Count	153
1954 Count	153
1955 Count	159
1956 Count	184
1957 Count	200
1958 Count	182
1959 Count	183
1960 Count	165
1961 Count	183
1962 Count	183
1963 Count	185
1964 Count	179
1965 Count	169
1966 Count	123
1967 Count	106
1968 Count	112
1969 Count	118
1970 Count	97
1971 Count	83
1972 Count	72
1973 Count	55
1974 Count	41
1975 Count	40
1976 Count	46
1977 Count	41
1978 Count	34
1979 Count	43
1980 Count	35
1981 Count	27
1982 Count	41
1983 Count	47
1984 Count	63
1985 Count	69
1986 Count	113
1987 Count	111
1988 Count	128
1989 Count	158

1990 Count	196
1991 Count	140
1992 Count	189
1993 Count	153
1994 Count	156
1995 Count	159
1996 Count	173
1997 Count	152
1998 Count	154
1999 Count	163
2000 Count	121
2001 Count	127
2002 Count	125
2003 Count	112
2004 Count	123
2005 Count	95
2006 Count	75
2007 Count	58
2008 Count	52
2009 Count	50
2010 Count	45
2011 Count	5

APPENDIX B

Site Visits

Senior Center Study Committee
Site Visits

Andover

Senior Center:

- Section of school, 10,000 sq. ft., population 33,000
- Current population of 60 yrs and up = 6,700
- Utilize every spot currently.
- Need more office space and more space for Outreach programs-privacy essential.

Includes:

-Walking into the basement of Town Hall, very dark to office area: Library is just simple 2) chair sitting area. All rooms are multipurpose. Recently, added a sunroom for games, television, ect. New senior center voted down.

-Fairly large dining area which is and can be separated by partition. 2 Large rooms with partitions, not enough storage space.

-Kitchen is commercial, preparation of foods done here. Town employees & others can buy lunch here.

-Supportive Day Center: Helps families-knows the seniors are safe. Charge is \$35/day includes food and activities. Up to 12 seniors at a time. One hire for this section.

-Outside grounds: not much, parking is a problem-need more spots.

For the size of the population, I was really surprised at what is offered to their seniors. It did not seem very active, but I did visit at lunch time. Did not see many seniors at lunch, but did notice many town employees present at lunch.

No. Andover

Senior Center:

- Additions to Town Bldg., population 32,000
- Current population of 60 yrs and up = 6,000
- Utilize every spot currently
- Looking to add 2nd floor to a section of the bldg.

Includes:

-Walking into a Front Entry with Registration Screen for seniors to check in (data base), Computer Lab: Donation of about 6-8 computers. Separate sitting area: TV, coffee, books. Offers support services, outreach services, etc.

-Offices are located in another section of bldg. on 2nd floor away separate from all.

-Conference Room for staff.

-Large dining area which is and can be separated by partition, for crafts, arts, etc

-2 Kitchens one large room with partitions, one commercial simple preparation of foods done here. Pool table is in commercial kitchen area.

-2 Large Rooms for discussions, etc.

-No Supportive Day Center

-No outside grounds, parking is a problem-need more spots is shared by others.

Fund-raising, Friends Group, CPC Funding, Community Drive: raised \$400,000 for latest addition.

This building rambles on and on with no continuity. Seemed like chaos, too many people in small areas. Did not like Director's offices were set apart from the rest.

Franklin: Karen Alves

Senior Center:

- 5 years old, 15,800sq. ft., population then ? / Architect: Court Street Designs
- Current population of 60 yrs and up = 4400
- Since built, triple the people that came

Includes:

-Walking into a building: Library area in separate room (book donations), Gift Shop, Fitness room (all purpose room), several conference rooms, pool room (hang out with television), Game room with television, Greenhouse (small), Craft room (added storage), Computer Lab, Health room (hair can be cut, nursing care done here)

-Very large dining area which is and can be separated by partition. Opened for large events. The café area has removable railings to be used for a stage area.

-Kitchen is a large commercial kitchen. They serve breakfast and lunch for a small fee. All help are serve safe certified.

-Supportive Day Center: Helps families-knows the seniors are safe. Charge is \$35/day includes food and activities. Up to 12 seniors at a time. One hire for this section. (Able to apply for Community Development Grant Writing with this program).

-Handicapped Accessible Sanitary Facilities

-Outside grounds tended to, parking is a problem-need more spots. There is a patio and furniture, Botchy Courts, sidewalks and a road all around facility-good walking available.

The community is very much involved as well. The schools are located at the back of the center and after school the kids come and join in with the seniors. There are intergenerational activities.

Senior Center Study Committee
Site Visits

Bellingham: Director, Laura DeMattia

Senior Center:

- 10 years old, 7400 sq. ft., population then 2073 / Architect: Gaffney Architects
- Current population of 60 yrs and up = 3000
- Utilize every spot currently; opened 5 days a week
- Need more office space and more space for Outreach programs-privacy essential.

Includes:

- Walking into a welcoming environment: television, sitting area for reading, books, puzzles, games. Very bright.
 - Very large dining area which is and can be separated by partition. Opened for large events. Closed for arts & crafts, cards/pool room, music.
 - Kitchen is very large but not commercial, simple preparation of foods done here. Would like to put a commercial kitchen in moving ahead to serve breakfast and lunch for a small fee.
 - Supportive Day Center: Helps families-knows the seniors are safe. Charge is \$35/day includes food and activities. Up to 12 seniors at a time. One hire for this section. (Able to apply for Community Development Grant Writing with this program).
 - Handicapped Accessible Sanitary Facilities
 - Outside grounds tended to, parking is a problem-need more spots. Patio with furniture and sidewalks to walk around. They have the space to add on & need to in the future.
- Most important is the warm and welcoming atmosphere. Storage is essential. Plan carefully for flooring options. Many volunteers use the Tax Work Off program, they prepare lunches for example. Community is very much involved. Many donations are given, example bread, etc. (Market Basket). They offer a town fair on site, raffles, bake sales, etc.

Merrimac;

Senior Center;

- 10 years old, 15,647 sq. ft. Bldg. was purchased by Town
- Current population of 60 yrs and up = 1,250 (Serves 2,000-difference from other communities)
- Senior Housing directly adjacent to Center

Includes:

-Walking into the Lobby area with Electronic Registration Screen for check in. Offices off Lobby (outreach, Director, etc.) There are 2 floors with accessible elevator. Upstairs: small, sunny sitting area; Game Room with pool table, large; Another room was for computer lab but they converted to Gift Shop; Craft Room large, games; Library & Meeting room. All rooms are multipurpose with mini kitchens with counter & cabinet space. All rooms have doors with glass (except nurse's room)

-Large dining area which is and can be separated by partition. Opened to community use.

-Kitchen is a very large commercial kitchen. They serve breakfast and lunch for a small fee. Dinner is served 1 night a week. Cook, all others are serve safe certified.

-Supportive Day Center: None

-Small Food Pantry: Seniors Helping Seniors (over 55 years & older) Donations from community.

-Handicapped Accessible Sanitary Facilities x 2 floors.

-Outside grounds tended to, plenty of parking. There is a patio and furniture, walking trail that the community maintains.

The community is very much involved as well. They are also talking to add on soon.

People are committed to this: Fund raising, Donations "In-Kind", Friends are the driving force with the COA Board.

Northboro: Kelly Burke

Senior Center:

- 2 years old, 14,000 sq. ft., population then ? / Architect: Court Street Designs
- Current population of 60 yrs and up = 2500
- Since built, triple the people that came

Includes:

-Walking into the Library area in (book donations), Gift Cart in the entrance, Fitness room (all purpose room), several conference rooms, pool room (hang out with television), Game room with television, Craft room (added storage), Computer Lab, Health room (spa, hair, facial, etc. for a charge). Closet areas are all open, which makes it easier to take off and put on coats.

-Very large dining area which is and can be separated by partition. Opened for large events. The café area has removable railings to be used for a stage area.

-Kitchen is a very large commercial kitchen. They serve breakfast and lunch for a small fee. Dinner is served 1 night a week. Chef (town employee), all others are serve safe certified. They get about 100 people per day for lunch.

-Supportive Day Center: None

-Handicapped Accessible Sanitary Facilities

-Outside grounds tended to, plenty of parking. There are 2 patios and furniture that overlook a small pond (lovely grounds), sidewalks around facility.

The community is very much involved as well. The café is opened to the public, seniors always first. They would like to include Supportive Day Center in the future but they need to have a shower and washer/dryer. At that point, this facility can be used for a safe shelter. This is also used for other community services: scouts, etc.

My opinion: There seems to be a lot of wasted space, the hallways are extremely wide (being able to fit 2 wheelchairs side by side).

APPENDIX C

Space Needs

BOXFOLD SENIOR CENTER
SPACE/ACTIVITY TABLE

R= REQUIRED

N= NICE TO HAVE

NAME/COA SPACE/ACTIVITY	PRESENT ACTIVITY	NUMBER/ PERSONS	PROJECTED ACTIVITY	NUMBER/ PERSONS	AREA REQ'D	PRIORITY/REMARKS
VESTIBULE	N/A		YES, HAT & COAT STORAGE	N/A	150SQ. FT.	R
WAITING AREA/ SIGN IN	N/A		YES	1	250SQ. FT.	R
A WING	(3) OFFICES		YES (4) OFFICES	4	500SQ. FT.	R
ADMINISTRATION	BOOKS IN CASES IN NARROW HALL/SHINE		YES	8 TO 10		R
QUIET SPOTS	NO OFFICE USE OUTREACH OFFICE		YES	N/A		R
DISPLAY AREA	SMALL SPACE IN HALLWAY		YES			R
NURSE / WELLNESS	VNA, PODIATRIST, HEARING SCREENING		YES	4 AT SCH TIMES	200SQ. FT.	R
LAVATORIES	(1) MEN'S & (1) WOMAN'S NEITHER ADA COMPLIANT		YES, (2) MEN & WOMAN REG. (2) MEN & WOMAN DAYCARE	(4) MEN (4) WOMAN MAX 10	400SQ. FT.	R
PRIVATE COUNSELING ROOM					110 SQ. FT.	R
IN WING/ SMALL HOUSEHOLD ITEMS						
REPAIR SHOP						
GREENHOUSE						
BOWLING ALLEY						
SWIMMING POOL						
GYM LOCKERS & SHOWERS						
EMERGENCY SUPPORT HEATING & COOLING						

NAME/COA SPACE/ACTIVITY	PRESENT ACTIVITY	NUMBER/ PERSONS	PROJECTED ACTIVITY	NUMBER/ PERSONS	AREA REQD	PRIORITY	REMARKS
AQUARIUM							
EXTERIOR SPACES DINING, GARDEN, RAISED							
AUDITORIUM	UPSTAIRS, LINE DANCING, YOGA, N/A, BAL CLASS, LUNCHESES FOR OVER 35 PEOPLE	40 EXC 75 LUNCH	DINING RM, LG. CONF RM, / BY (3) LUNCH & BREAKFAST	200 TO 400	3000 SQ. FT.	R	LARGE ENOUGH TO SEAT 200-300 FOR DINNER
ARTS & CRAFTS	IN LUNCH ROOM- HAS TO BE REMOVED FOLLOWING ACTIVITY		YES	10 TO 15	180 SQ. FT.	R	ART CLASSES, PUZZLES AND OTHER CRAFTS
WOODWORKING	NO SPACE		YES	8 TO 10	240 SQ. FT.	N	POSSIBLY MORE MEN WILL COME
KITCHEN	SMALL, NOT ADA COMPLIANT		COMMERCIAL 1500	1 TO 5	480 TO 500 SQ. FT.	R	POSSIBLY SERVE BREAKFAST AND SPECIAL MEALS
STORAGE	BASEMENT, WET & MOLDING		YES, 1ST & 2ND FLOOR	N/A	480 SQ. FT.	R	
GAME ROOM, POOL / TABLE TENNIS	NO SPACE		POOL TABLE	2	300 SQ. FT.	R	MORE MEN WILL ATTEND
COMPUTER TRAINING	NO SPACE		YES,	4 TO 6	120 SQ. FT.	R	
COFFEE BAR	IN DINNING ROOM	10	USE DINNING ROOM	SEE AUDITORIUM	N/A		
BREAKFAST SERV	NO			SEE AUDITORIUM	N/A		
DINNING ROOM	LUNCH, COFFEE, CAFE, ART CLASSES, MESSAGE, FRINDSHIP CLUB, MENS GROUP, NOT ADA COMPLIANT	24					
FITNESS CENTER, WITH EQUIPMENT	NO		YES		6 TO 8	R	MORE MEN WILL ATTEND
MEDICAL EQUIPMENT LOAN	IN THIRD FLOOR BALCONY		NEED SPACE THAT IS ACCESSIBLE	N/A	350 SQ. FT.	R	
STAGE	YES, NOT ADA COMPLIANT		SMALL STAGE IN AUDITORIUM	1 TO 10	120 SQ. FT.	N	STORAGE UNDER STAGE
ADULT DAYCARE	NO	N/A	YES		8	N	
THRIFT SHOP	NO	N/A	YES		1	N	
GIFT SHOP	NO	N/A	YES		1	N	
MEDIA ROOM	NO	N/A	YES		N/A	N	

Classes and Clubs

Book Discussion Group	11 regular attendees	
News and Views	19 regular attendees	
Art Class	8 regular attendees	Class limited to 8
Sketching Class	9 regular attendees	
Writers Group	10 regular attendees	
Bulletin collators	41 volunteers	
Red Hats	25 members	
Great Group	21 members + volunteers	
Thursday Movies	up to 20 depending on film	

New in May 12 Facts and Figures on Monday afternoon.

Wellness Programs

VNA 3x a month	40
Podiatrist	38
Hearing Screenings	2-4 people bi monthly
Seated Massage	6- 10 weekly

Exercise Totals

Zumba	36 registered	Wednesday
Zengevity	26 registered	Wednesday
Line Dancing	40 registered	2 x week Mondays and Thursdays
Yoga	37 registered	Tuesday

Duplicated Count	Unduplicated Count
139	86

Exercise totals for FY 2011 2435

Does not include Evidence based 8 week class "A Matter of Balance" 19 participants
Or 6 week class Chronic Disease Management 23 participants

Priority List

Large room that will seat over 200 that has dividing walls to make into three rooms.

Commercial Kitchen

Reception Area

Lounge area with bookshelves, TV, space to leave a puzzle set up and fireplace

Space for a pool table

4 offices for staff and 1 to be used by VNA, Podiatrist, Hearing Specialists, Veteran's Agent, SHINE, Income Tax Preparer, etc.

Thrift/Gift shop

Design Considerations for Senior Centers (2012)

Parking	Van or emergency access. Allow 1 parking spot/100 gsf.: less if good public transport or convenient walking. No parking islands! Covered ramp, enclosed (lit) entryway, adequate level lighting. Safety camera monitoring.
Entry, Enclosure	Enhance visibility, identification of center. Provide e-v-e-n lighting, esp. transition (exterior-to-interior). Assisted/automatic doors are <i>valued</i> . Consider <i>separate</i> exits for home delivered meals, durable medical equipment loan closet. (Erving, Hudson, Northampton are geothermal.)
Greeting/Waiting	PROMINENT sign-in registration/security area. High/low countertop to include horizontal cubbies for public info brochures, flyers and handouts. Coat storage. Seating area, esp. for groups awaiting departure.
Display	Use [enclosed] bulletin board, display rack and/or cork strips for notices, volunteer recognition.... Viewable by wheelchair users(?). Place sensitive materials (e.g., elder abuse brochures) in lavatories. Re-sale shop(pe)?
Recreation & Assembly	Multi-use for meals, presentations, assembly, (chair) exercise/fitness, dance/zumba instruction etc. Chair mix (with & w/o arms); interlocking arms may be required by code. Seniors to test chair samples in advance!
Auditorium/ Main Room	Noiseless (esp. ball-bearing hinges on large) doors. Major space divisible (60/40) or (3 x 1/3 ^{rds}) w/ soundproof partitions & overhead, divisible sound System & natural exits/pass-throughs. Floor plugs/jacks: both sides of partitions near center of wall. Hard-wired or battery powered/automated curtains, partitions, <i>especially if no janitors!</i> Storage: chairs, dollies+
Stage	Ramp access. Consider storage, toilets, wheel-in shower, dressing room/s.
Dining	Non-institutional feel via round/folding tables [wheeled legs], colorful decor, "café" canopies and adequate space for wheelchairs & service. Consider: access to outdoor areas. Consider "picture rails" at 7-8 feet above floor.
Kitchen	Refrigerated, dry and temporary storage. Ventilation for dry foods: 2" from walls, 6" from floor and ceiling: plastic DIY shelving OK. Use a "pass thru" for serving/food return. Restaurant style appliances, sinks, dishwasher. Sep-a-rate clean // soiled dishes, utensils. Store service/dishes in dining room. Broom closet & add'l small function prep space helpful. Use <i>Food Service Manager or professional chef for kitchen design consult!</i>
Classes Arts & Crafts	Multi-use space: adult education, training, rehearsals, music, sink/s, lockers. Seasonal and other storage. Dedicated space: computers, pottery/kiln. Classroom/movement space may need to hold 30-40 participants each.
Lounge and furnishings	Quiet spots; conversation, cards, reading. Use <i>PT or OT</i> to design/suggest supportive (i.e., FIRM) furnishings. Consider washability, #250 capacity & avoid protruding legs. Elders to pre-test samples!
Lavatories	Typically, <i>twice</i> as many women attend senior centers as do men! Locate "handicapped accessible" lavatory/ies near function room, along lengthy corridors, near front entrance &/or elevators. Consider assisted doors, emergency-call devices in lavs. Contrasting wall color behind commodes!

- Fitness/Rec. (Popular!!) Non-carpet floor in exercise room (& storage for mats). Allow (some) visibility for passers-by. Walk-in shower/s. Storage cubbies.
- Supportive Day Allow 50 sf per participant. A walk-in shower and washer/dryer (and hairdressing sink!) may be helpful. Keyed/coded doors, digital recording.
- Site movement Encourage walking (e.g., to lavs) that pass activities. Use translucent/clear panels in walls, solid doors to reduce collisions. Consider interior blinds for support groups/programs. Use mini track lights behind (deep) handrails or large-ish chair rails/bump-outs. Corridor allows *two* wheelchairs to pass?
- Building Services Corridors "short, wide, eventful." FM assist or loop for hearing impaired. Carpeting w/ color changes near walls. (Recessed) benches/alcoves? HVAC adjustable for fitness; photo-sensitive lights. Lockers for volunteers! Tool storage. → Keep fire department signal plate **away from** the plate for the automatic doors! Suggest two-hour firewalls + doors in multilevel buildings; add'l soundproofing if "noisy" activities abut "quiet" ones. Automate windows/partitions; janitors not always funded!! Large meeting room doubles for non-senior community use. *(often noted by directors)*
- Administration Staff, board meetings/special functions; individual (private) consult space. Use of glass/blinds/curtains to allow seeing "through" rooms. Computer/copier accessibility. Lavatory for admin staff, fridge/microwave break room esp. in an administrative wing. Intercoms. Supply storage.

Outdoor/ Indoor Recreation Fitness path, stretching stations, wheelchair garden, bike path, quiet areas, labyrinth.

OTHER

Maximize space possibilities through floor-ceiling (movable) partitions. Design for at least five to six (gross) square feet (SF) per elder: (*more SF* in towns with fewer than 1000 seniors, a little *less SF* for 6000+ seniors). Add 1 SF per elder for self-prep kitchen, supportive day programs. If you can't build to these guidelines at present, "stub" utilities and make accommodations with a nod for future expansion: *if you build it, they will come.*

Allow up to 30% of designed space for storage! (The ultimate users will thank you by not using metal pods outside or garage space elsewhere.) Re-check "elder" interior lighting levels. For electrical outlets use *commercial* (not home) specifications.

Cathedral ceilings appeal, but consider energy costs (reversible fans) and light bulb changing!

Design for ease of use (have Disabilities Commission member on your building committee).

A building committee should include engineers, architects, interior design professionals as well as someone familiar with adult/supportive day care; it is not the fund raising committee!

Ask architect for current/recent projects and permission to speak with the principals at those sites. A project manager/clerk of works is required by law. Document all changes and re-understandings and/or assumptions as they occur.

→ Suggestion: Ask directors in new facilities about changes in space needs & priorities since occupancy. It will be an eye opener.

Special, Non-typical or Occasional Uses Found at Senior Centers in Massachusetts

Supportive Day Care (or Adult Day Health – medical model) Standalone/Integrated space.

Fitness Center (uses equipment that may require initial assistance with operation)

Arts & Crafts (kilns not common; dedicated storage/lockers helpful)

Woodworking (Carving has fewer OSHA issues)

Small household items repair workshop (Fairly popular).

Private counseling and group support – see design suggestions

Computer training (may need separate room, but can be integrated).

Greenhouse

Kitchen for "cooking for one"—or large scale ovens;
also café style enclosure (low bookcase/planters & awnings)

Durable Medical Equipment Loan "closet"

Pool popular; table tennis

Bowling alley (in community center)

Diving/swimming pool (in community center)

Video production

Stage (accessible)

Gym (with Park/Rec or community center); Lockers; Showers – wheel in type.

Police sub-station (bicycle or regular patrol—good for elder abuse reporting issues,
scams & related matters, RUOK telephone reassurance calls)

Other health & human service agencies, or "Friends of COA" space (rental)

Resale Shop(pe). Can be mobile!

Library (lending -- including DVDs, videos; may be good for outreach)

Emergency Support (heating/cooling—"cooling/warming shelter"); defibrillator; generator

Breakfast services (e.g., "coffee shop" – run by COA)

Exterior spaces (e.g., dining, raised bed gardening, labyrinth)

Aquarium (esp. in conjunction with supportive day/adult day programs)

APPENDIX D

Site Data

Jan

Map	Block	Lot	Street #	Street Name	Building	Owner	Bldg Area Living SF
15	1	4	33	SPOFFORD RD	Spofford Pond School	TOWN OF BOXFORD	76819
10	1	27	585	MAIN ST	West Fire Station	TOWN OF BOXFORD	4130
10	2	5	563	MAIN ST	Lincoln Hall	TOWN OF BOXFORD	3744
19	3	28	7	SPOFFORD RD	Police Station	TOWN OF BOXFORD	8639
19	3	28	7	SPOFFORD RD	Town Hall	TOWN OF BOXFORD	14352
19	3	28	7	SPOFFORD RD	DPW	TOWN OF BOXFORD	5084
17	2	31	4B	STILES POND	Camp Stepping Stone	TOWN OF BOXFORD	1398
9	1	13	188	WASHINGTON ST	West Library	TOWN OF BOXFORD	2534
28	2	29	4	MIDDLETON RD	Community Center	TOWN OF BOXFORD	3834
32	1	21	28	MIDDLETON RD	Cole School	TOWN OF BOXFORD	75,323
28	2	33	6	MIDDLETON RD	East Fire Station	TOWN OF BOXFORD	4876
29	2	1	10	ELM ST	East Library	TOWN OF BOXFORD	4639
10	2	6	158	WASHINGTON ST	Colby Property	TOWN OF BOXFORD	1440

APPENDIX E

Survey Results



TOWN OF BOXFORD

7A Spofford Road
Boxford, MA 01921

The Senior Center Study Committee (SCSC) is an independent committee appointed by the Board of Selectmen to assess the current and future needs of Boxford's seniors to the year 2022 and beyond. The Boxford Council on Aging was established to help meet these needs. Part of the SCSC's charge is to prepare and distribute a town-wide survey of all adult residents in order to gauge resident's support for the various COA services and potential space need options. The Committee will incorporate the results of the survey in a final report to the Board of Selectmen.

The Mission at the Boxford Council on Aging reads as follows: *to improve the quality of life of our seniors and to encourage maximum independence for older adults by meeting their health, economic, social and cultural needs.* This mission has become harder for them to fulfill in their current location and we need your help to assess their future plans. There are currently 1,800 seniors in Boxford and that number is expected to double over the next 10 years.

We have included a question regarding "Supportive Day Care" in the survey. Supportive Day Care provides daytime supervision and care for adults in a group setting in the community. The programs are for adults who return to their homes and caregivers at the end of the day. These kinds of programs are growing in popularity as our senior population grows. It would be available as a fee-based service and would be offered to any Boxford resident and/or their family members.

Please take a moment to complete the following survey. It should not take more than a few minutes. Completed surveys may be taped or stapled and mailed to the SCSC at Town Hall (address and postage are provided). Please return survey no later than Nov. 16, 2012. Additional surveys will be available at the following locations, drop boxes will be provided at Town Hall, the Library, and the COA/Community Center.

We ask that you choose your answers thoughtfully as you will be helping to shape not only a new Senior Center but also your own future -- where do you see yourself in 10 years?

Thank you,
The Senior Center Study Committee



Boxford Senior Center Survey

1. Are you aware of Boxford's Senior Center and the services they provide?

Yes

No

2. How important do you think the Senior Center is for the members of the Boxford community?

Very Important

Somewhat Important

Not Important

3. Do you or a family member currently attend the Senior Center?

I do

A family member does

Neither

4. How old are you?

39 or under

40-59

60-84

85+

5. Are you?

Male

Female

Couple

6. How often do you attend the Senior Center currently?

Never

Daily

Weekly

Monthly

6a. If "Never", why? (Check all that apply)

I'm not 60+

Location

Working

Caring for a family member

Hours do not work for my schedule

Lack of transportation

Programs are always full

There is nothing that interests me

Parking

Accessability issues (ADA - Americans with Disability Act)

Comments:

7. The Boxford COA operates a van to provide transportation for individuals to the Senior Center. How likely are you to use this service to access the Senior Center?

Likely

Unlikely

Does not apply to me (I am under the age of 60)

Comments:

8. Please indicate your use/anticipated use of the Senior Center for each activity listed (Check all that apply)

	Often: Weekly or More	Occasionally: Monthly or Less	Plan to use in future	Would use in a new Senior Center
Cards/Games				
Arts/Crafts				
Woodcarving				
Book Club				
Writer's Group				
Cooking Classes				
Outdoor Activities				
Movies				
Travel: Day trips				
Travel: Overnight trips				
Shopping trips				
Congregate Meals/BBOs				
Holiday Celebrations				
Social Groups				
Discussion Groups				
Enrichment Programs				
Fitness/Exercise				
Massage therapy				
Health screenings (e.g. hearing test)				
Health services (e.g. podiatrist)				
Health Benefits				
Counseling				
Meals on Wheels				
Tax assistance				
Estate Prep				
Supportive Day Care				
Are there any other programs/services which you would like offered at the Senior Center?				

9. In what ways do you think a new Senior Center might impact you or other seniors? Check all that apply:

It would provide a sense of belonging in the community

There would be increased social interaction with others in the community

It would be nice to have a space to call our own

It would have little or no impact

10. Would you support the construction of a new Senior Center in Boxford?

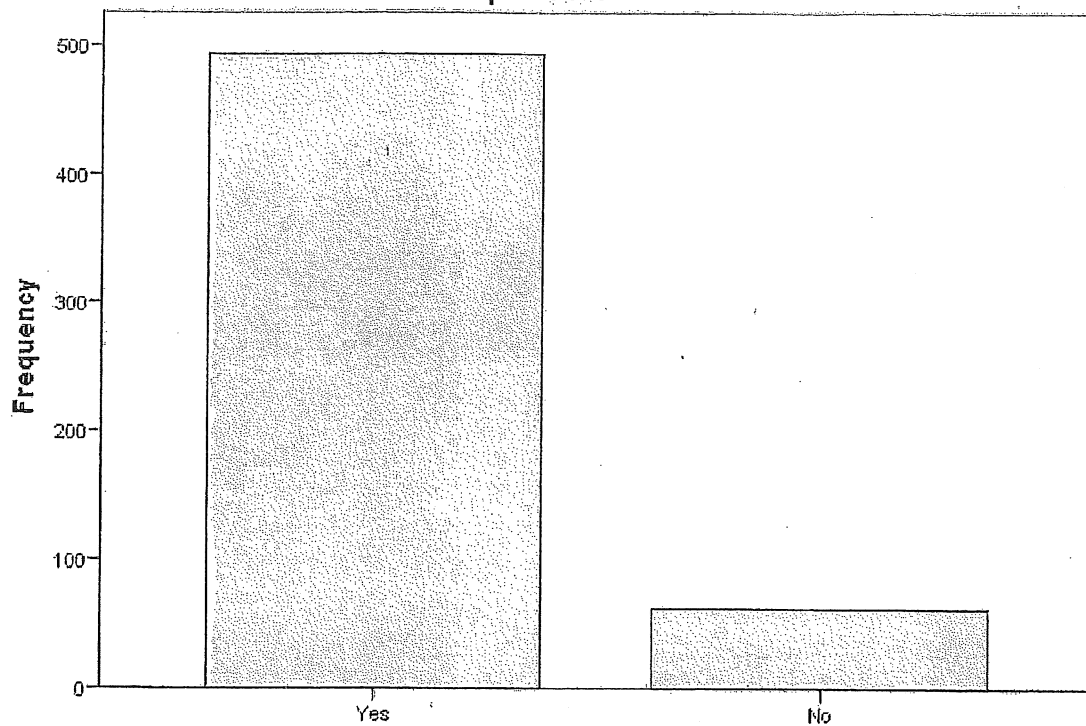
Yes

Maybe

No

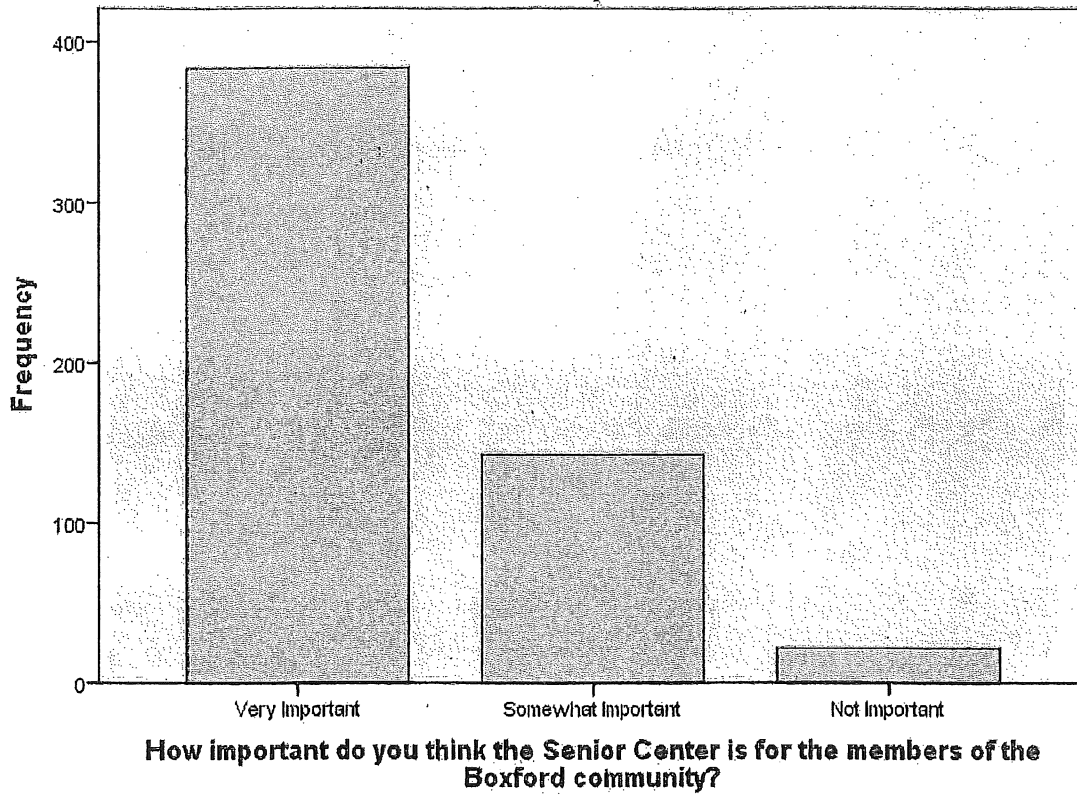
Comments:

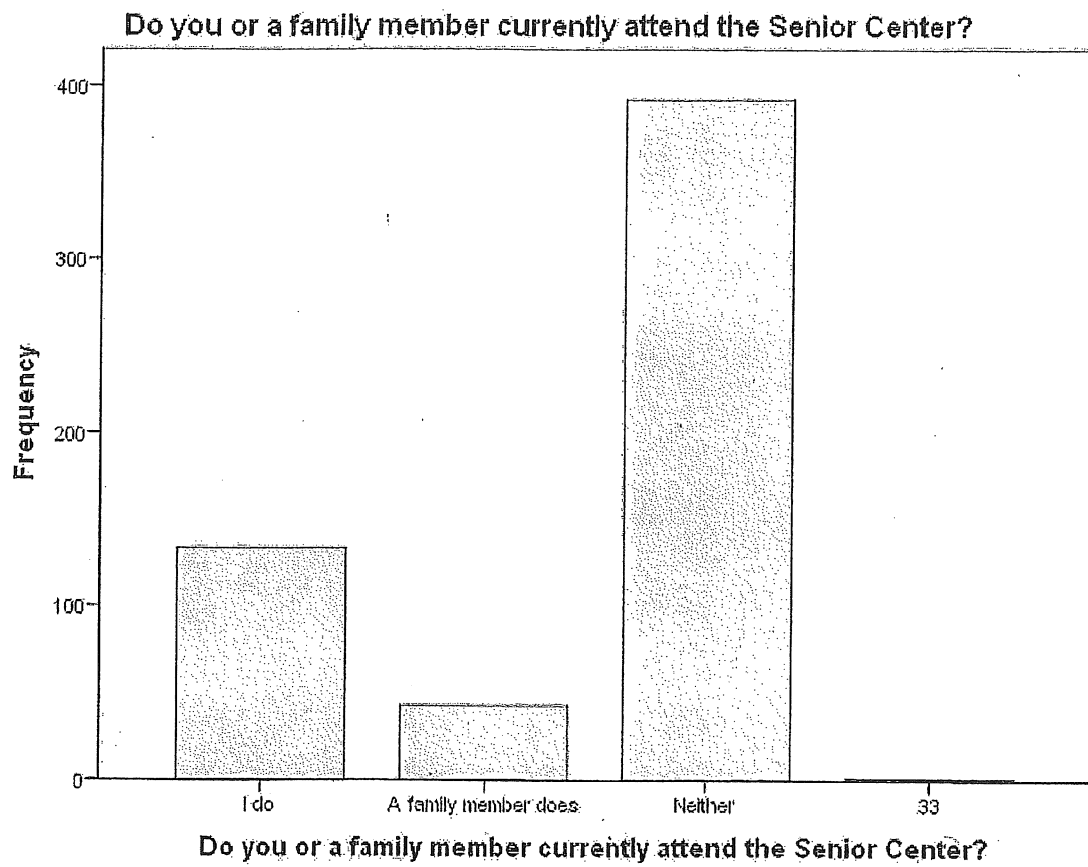
Are you aware of Boxford's Senior Center Activities and the services they provide?

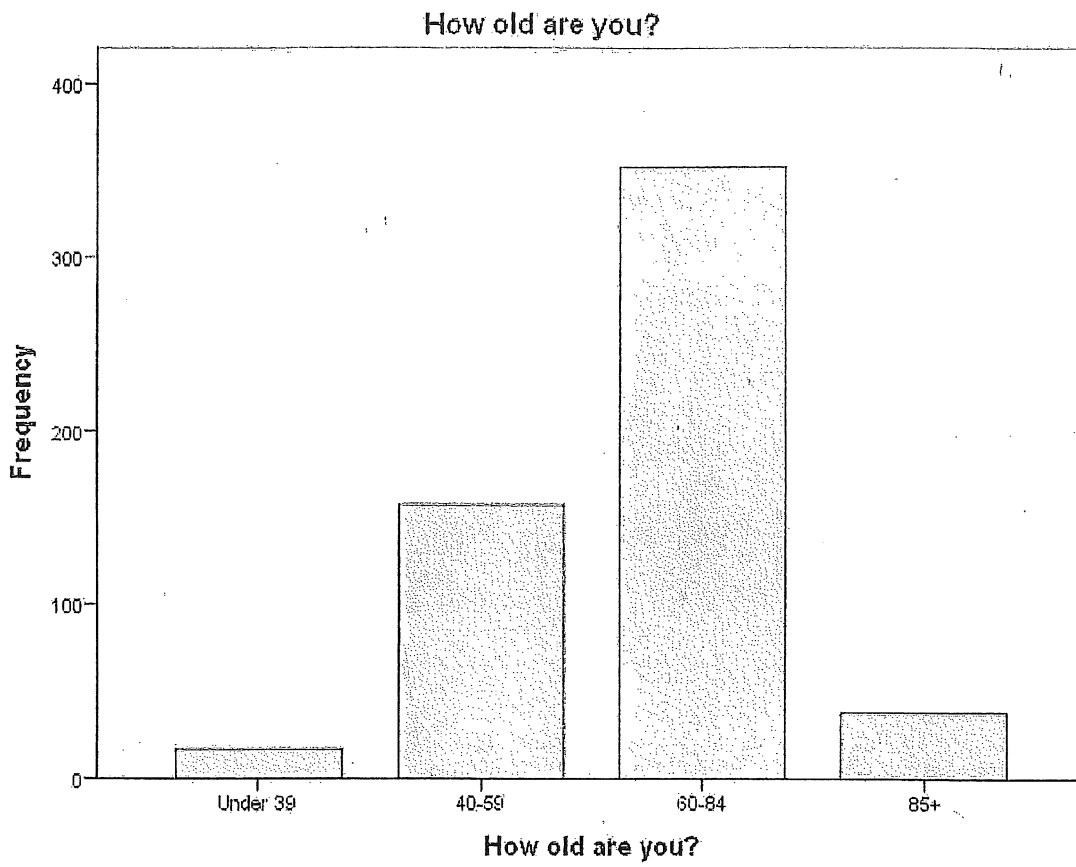


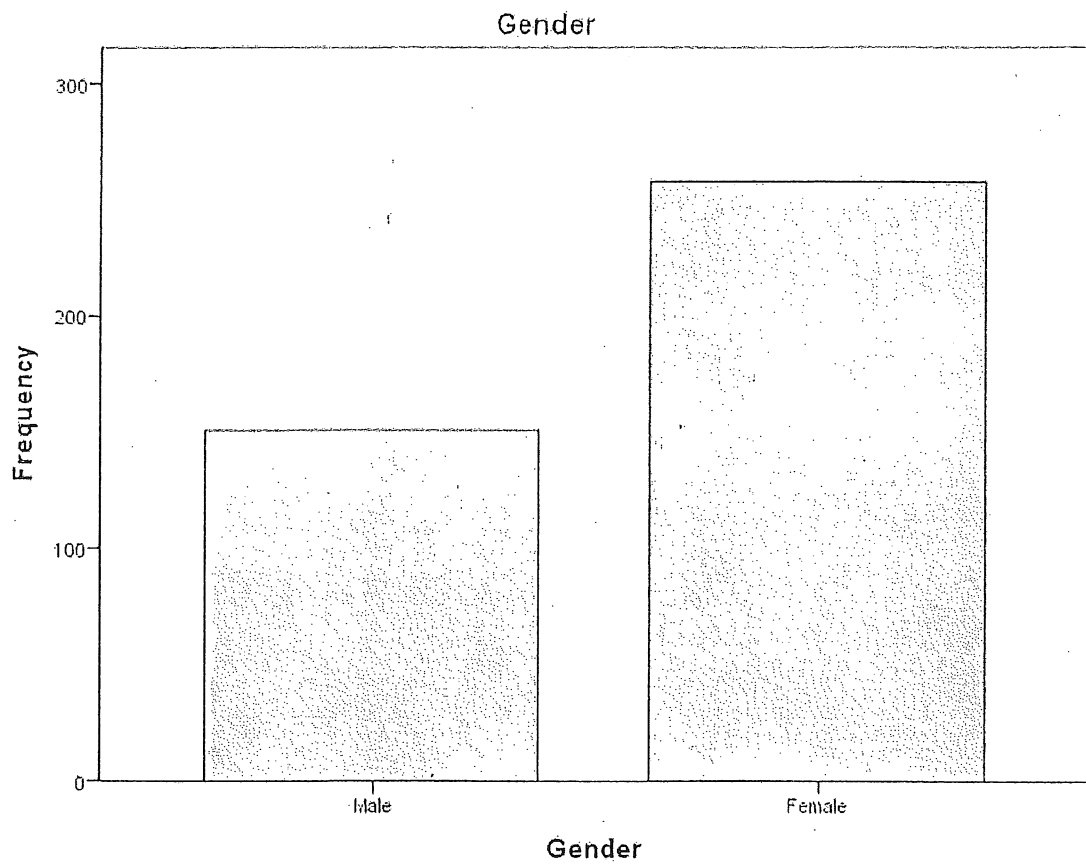
Are you aware of Boxford's Senior Center Activities and the services they provide?

How important do you think the Senior Center is for the members of the Boxford community?

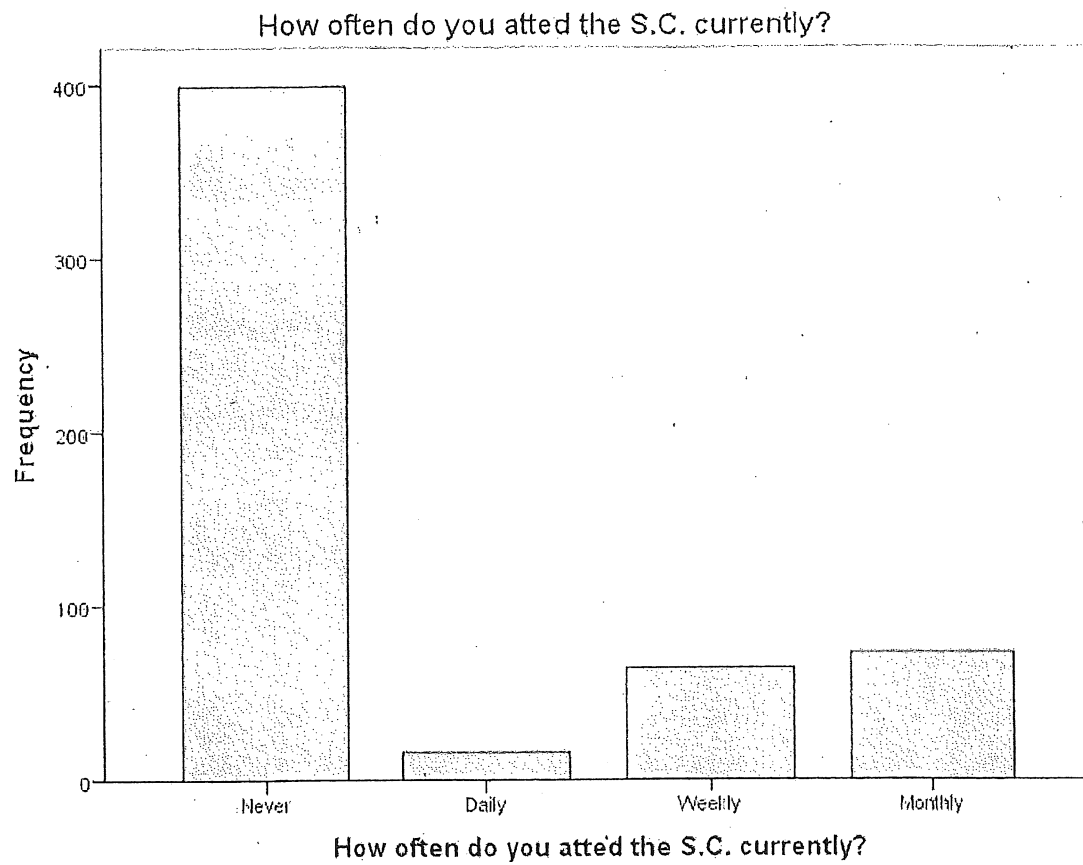


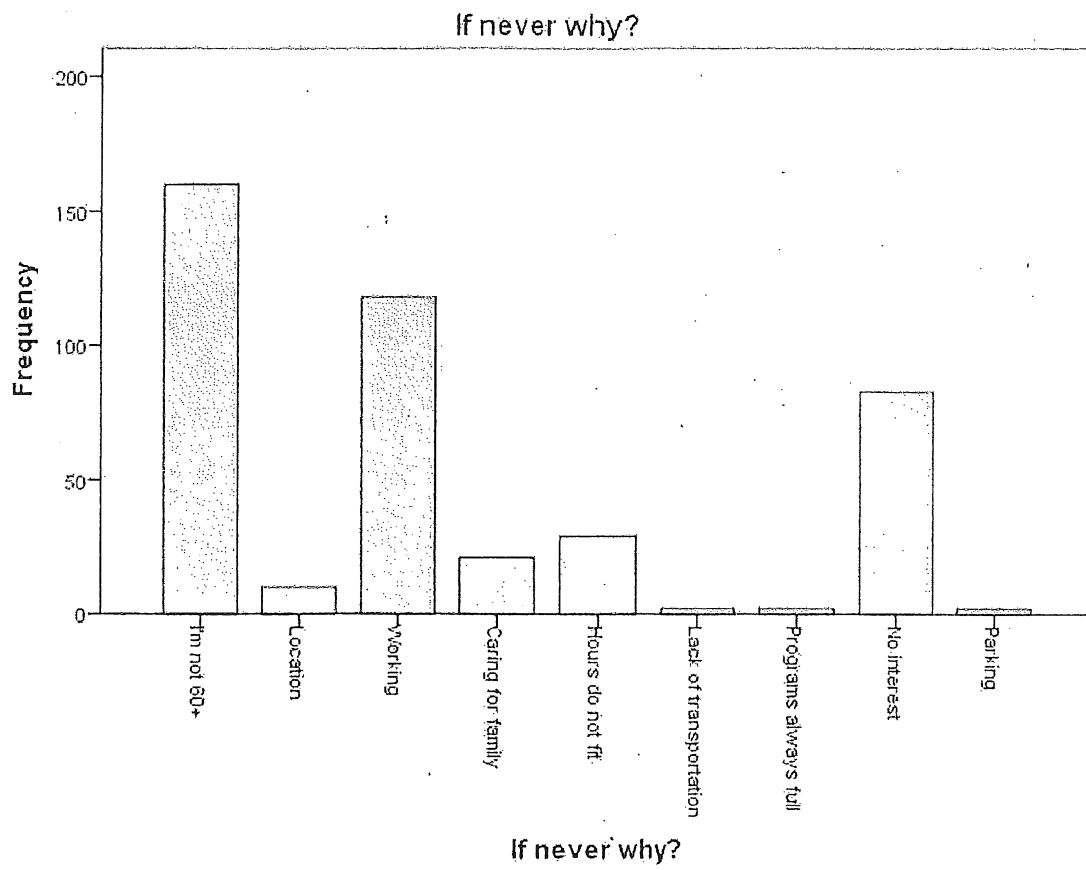


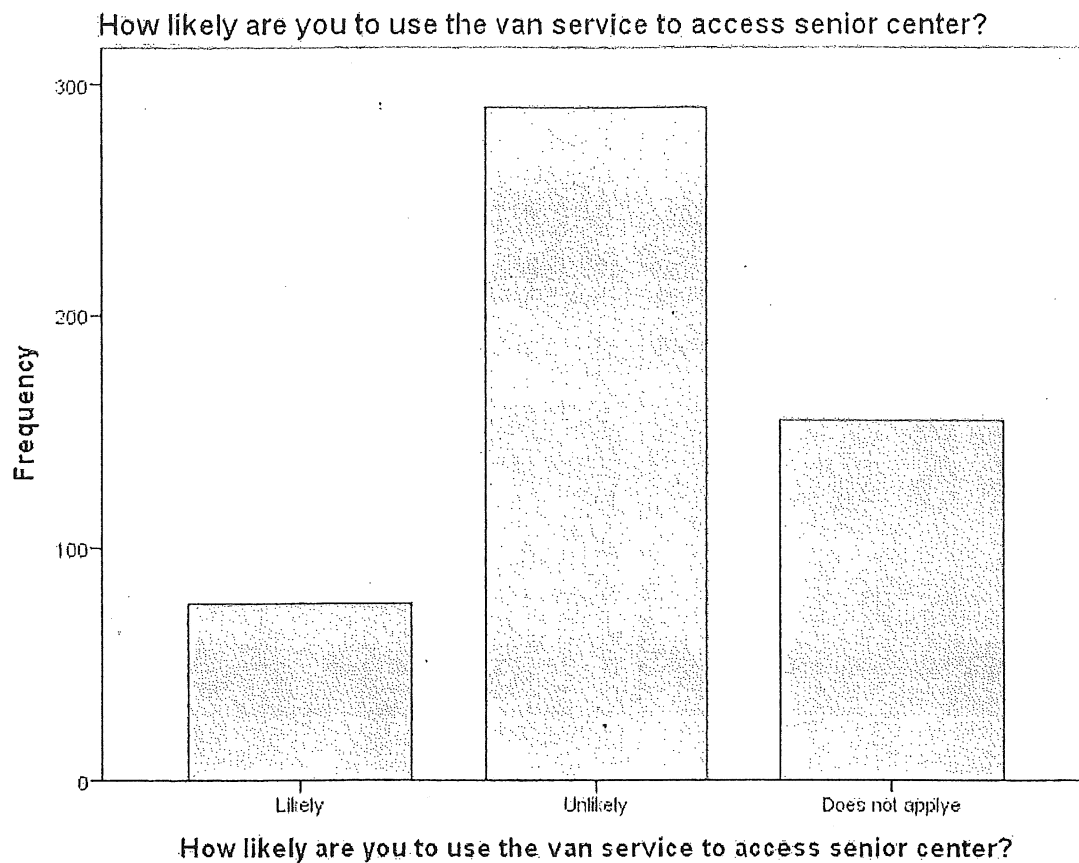




Married = 197 (No Chart)







QUESTION #9:

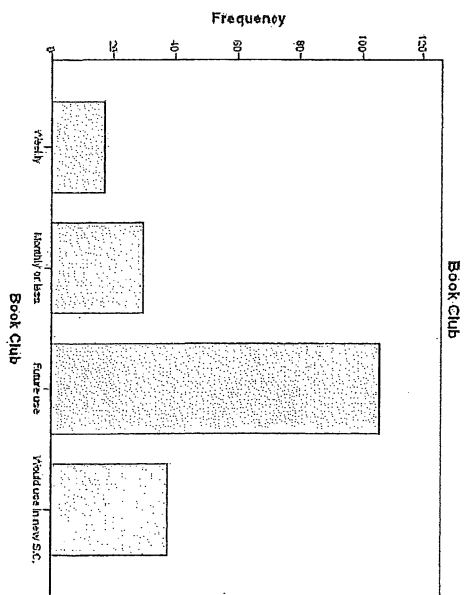
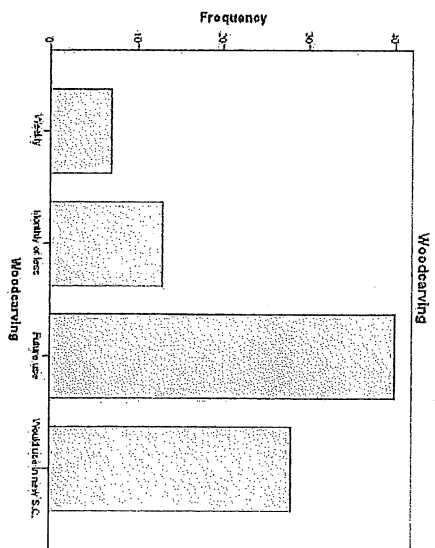
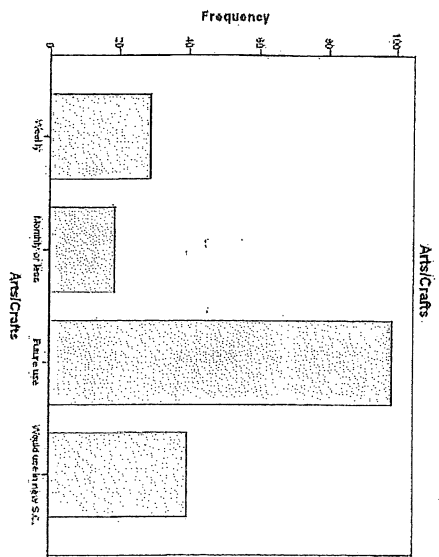
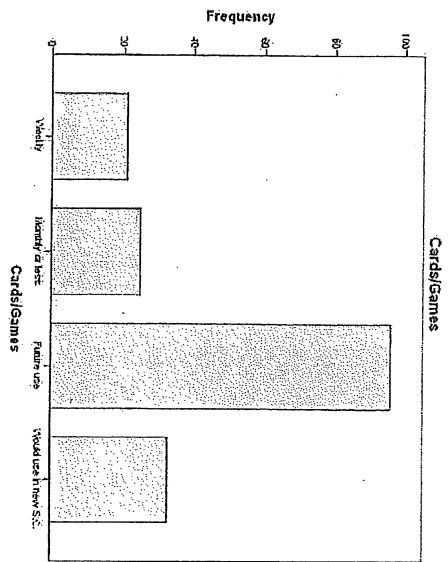
Too many people answered more than one time (therefore there is no graph)

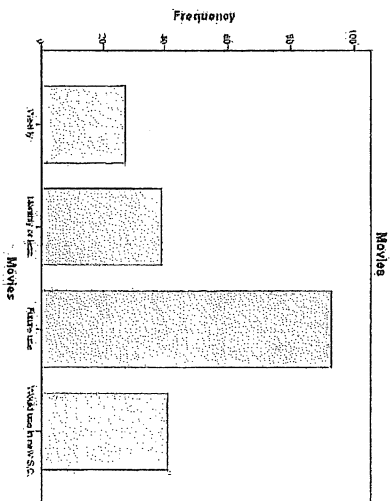
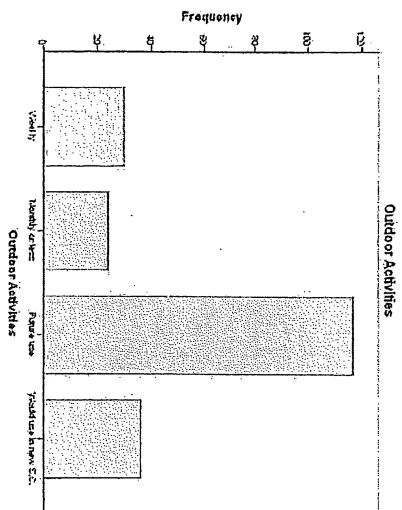
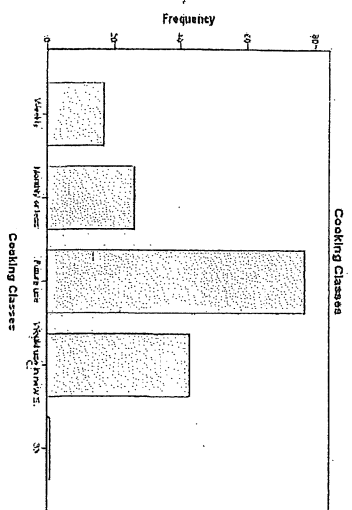
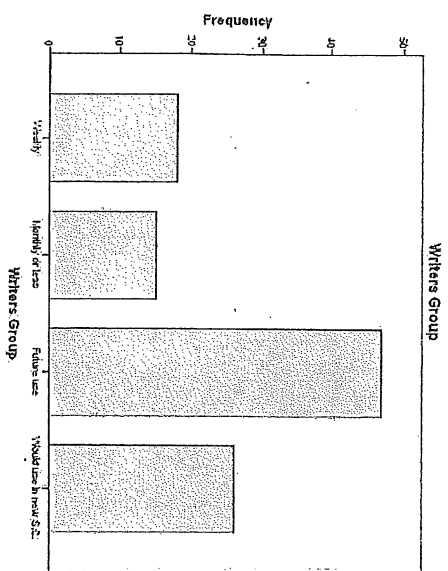
"It would provide a sense of belonging in community" = 296

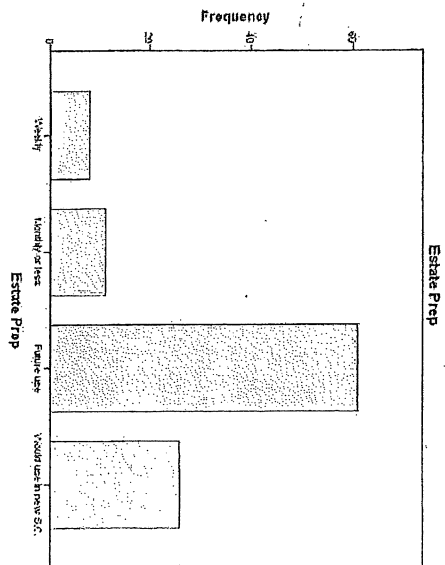
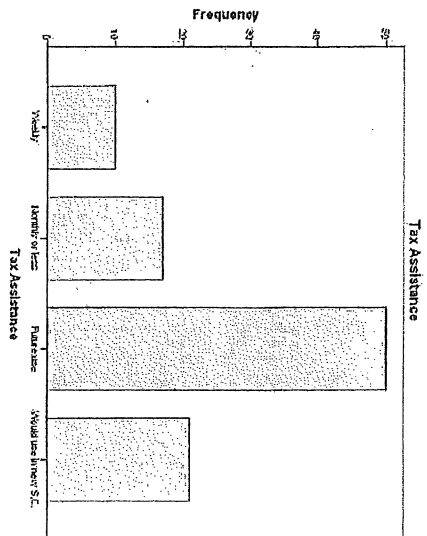
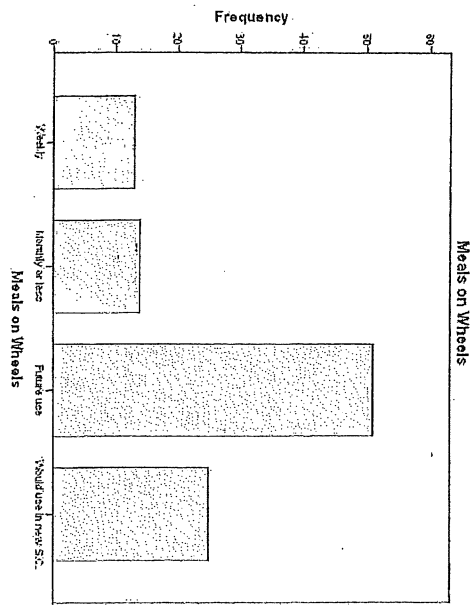
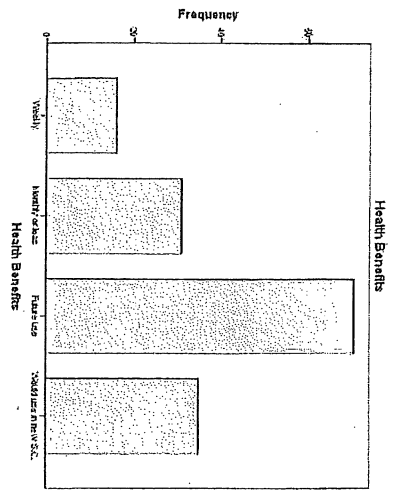
"There would be increased social interaction in community" = 325

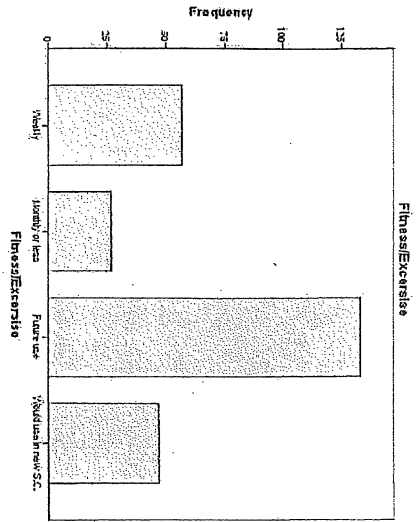
"It would be nice to have a space we could call our own" = 203

"It would have no impact" = 109

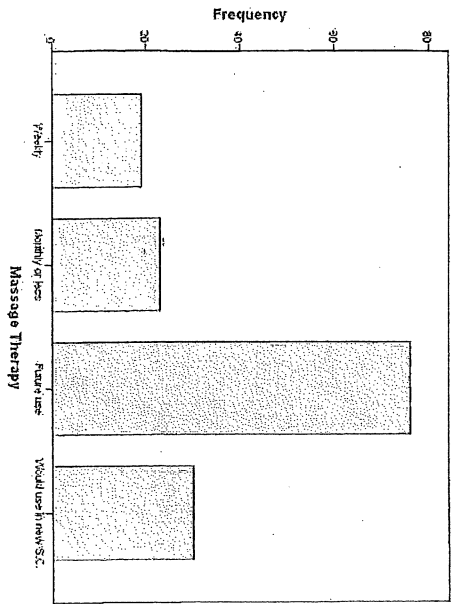




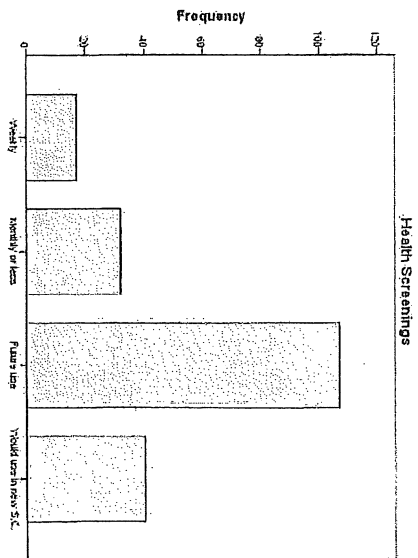




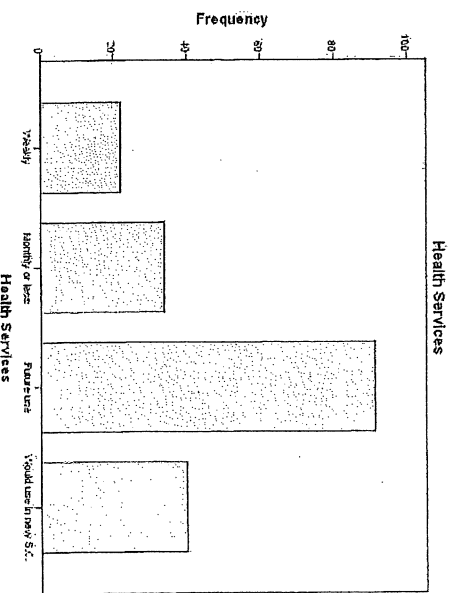
Frequency



Frequency



Frequency



Frequency

