

SENIOR CENTER FEASIBILITY STUDY

PREPARED FOR
THE TOWN OF MILLIS, MA

APRIL 2022

ABACUS [ARCHITECTS + PLANNERS]

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Prepared for the Town of Millis

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INTRODUCTION

The current senior center is located at 900 Main Street in Millis, in the Veterans Memorial Building, on the ground floor/basement. This building, renovated in 1999, is an old school building now used for the Town Programs – including the Building dept, Conservation, Finance, Zoning, Planning Board, DPW offices, and Veterans offices. This property is central to the town, across from the fire station, diagonal to the library, and behind it are the schools. The 1999 renovation replaced all the HVAC systems (although some piping is original), and electrical systems. They likely did not do asbestos or lead abatement at that time. The furnace is original but controls were added. They added an air handling units for the gymnasium. However, the town is not looking to turn this into an energy efficiency/envelope upgrade project, if it can be avoided.

The town has recently completed a new police station, fire station, library, DPW building, and elementary/middle/high schools. They are now looking to improve the senior center facilities, not only because it's next in line, but also because there is a Toll Brothers development that will be adding 324 55+ units in town in the next few years, and increasing the senior population. This new 55+ development is said to have their own senior facilities, but there was another 55+ community built years ago, and a large majority of those seniors are registered at the town senior center and use the town facilities as well.

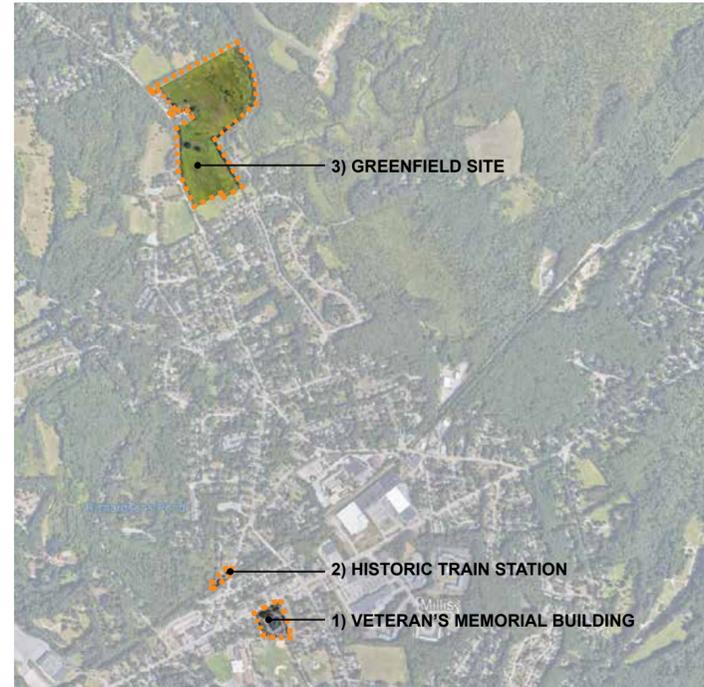


BACKGROUND

This feasibility study explores site and massing options for a new senior center in the town of Millis. The Consultant, Abacus Architects + Planners, started with three possible sites:

- Site 1: Existing Veteran's Memorial Building
- Site 2: Existing Historic Train Station
- Site 3: Greenfield Site

These were quickly narrowed down to just two sites - the Veteran's Memorial Building (VMB) and Cassidy Farms, the greenfield site, as the town decided to use the historic Train Station site for another town purpose.



Town of Millis - Potential Site Locations Map



Veteran's Memorial Building Site - Initial Site Study

Veteran's Memorial Building, a town-owned building where the current town hall and senior center are located at the center of town, near the near police station, library and schools.

- Pros:
- + Right in the center of Millis
 - + Existing space already allocated

- Cons:
- Limited land on site for expansion, open space and parking
 - Existing construction compromises flexibility
 - Existing construction creates construction uncertainties

BACKGROUND

Cassidy Farms, a town-owned property with open land off of Exchange Street / Route 115.

- Pros:
- + Sufficient land for expanded program, open space and parking
 - + A flexible design can meet current and future needs
 - + Most site uncertainties can be anticipated

- Cons:
- Not in center of Millis



Cassidy Farms Site - Initial Site Study

OBJECTIVES

In order to efficiently develop and evaluate the broadest range of possible solutions, the following objectives were established to guide the initial design studies:

1. Consider the two siting possibilities for new development, including addition and renovation at an existing building, and new construction at a town-owned greenfield site.
2. Consider programming needs of the senior population - What are both the current CoA programs as well as the desired programs? What types of programs do local senior centers nearby have for their members, and what has been successful and unsuccessful? Are there other town programs that can benefit from this new development? How is the programming limited by the current Town Budget?
3. Consider a range of programmatic densities - how much new CoA space could comfortably and appropriately fit based on the different siting and building alternatives?
4. Integrate Council on Aging staff and Board input, and design consistent with parameters established by similar projects.
5. Define the demolition and construction required to reconfigure both sites to accommodate a new senior center.
6. Work with the PBC & CoA to define a common program to appropriately meet the current and future needs of the senior residents of Millis.
7. Develop preliminary plans for a building representing Preferred Options to meet the programmatic needs of the Council on Aging.
8. Develop a preliminary cost estimate for the Preferred Options including associated demolition and site development requirements.
9. Prepare a report and make recommendations on the best way to proceed with the development of a new Millis senior center.

PROCESS AND DELIVERABLES

The work of this feasibility study was carried out in three phases:

- Phase 1 - Building and site evaluation, survey of existing departments, and preliminary site development strategies
- Phase 2 - Development of Programming & Design Plans
- Phase 3 - Refinement of the Design Options

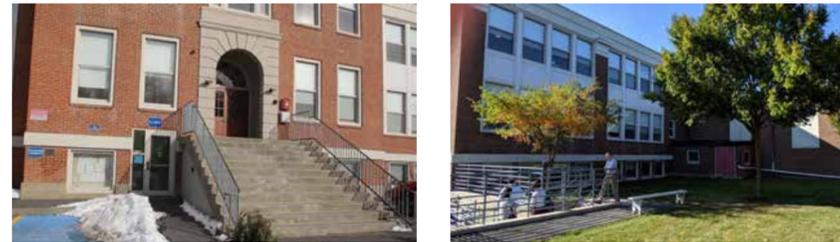
Phase 1 - Building and site evaluation, survey of existing departments, and preliminary site development strategies.

The Phase 1 work was carried out January-February 2020, and focused on the Veteran's Memorial Building (VMB) site since more in-depth investigation work was required to understand the feasibility of a renovation and addition project in that location. Cassidy Farm has ample open space for a new construction project, and it was agreed that the Consultant would use the majority of their resources investigating and developing a proposal for the VMB site. The work of this phase resulted in a better understanding of the existing conditions of the building and site, as well as the current senior center spaces and programming. The Phase 1 work included the following tasks:

VMB Site & Building Existing Conditions Meeting in January 2020:

The process began with an on-site meeting with the Permanent Building Committee (PBC) and the Council on Aging (CoA) to review the existing site and building conditions of the Veteran's Memorial Building itself, as well as the Senior Center space on the ground floor. The Consultant took note of existing conditions such as MEP systems and locations, structural components, circulation elements (ramps, stairs, elevator), land use, grading, parking and access. This was followed by additional site visits by the Consultant team.

At the same time, the Hazardous Materials consultant surveyed the existing VMB to test select samples of floor tile, ceiling tiles, joint compound at the walls, and caulking at the windows for asbestos containing materials. This is necessary to understand any required precautions while renovating the building, which ultimately affects the cost and feasibility of a renovation project. The reports for both the Senior Center portion of the building and the Town Offices portion of the building, are available in Section 7 of this report.



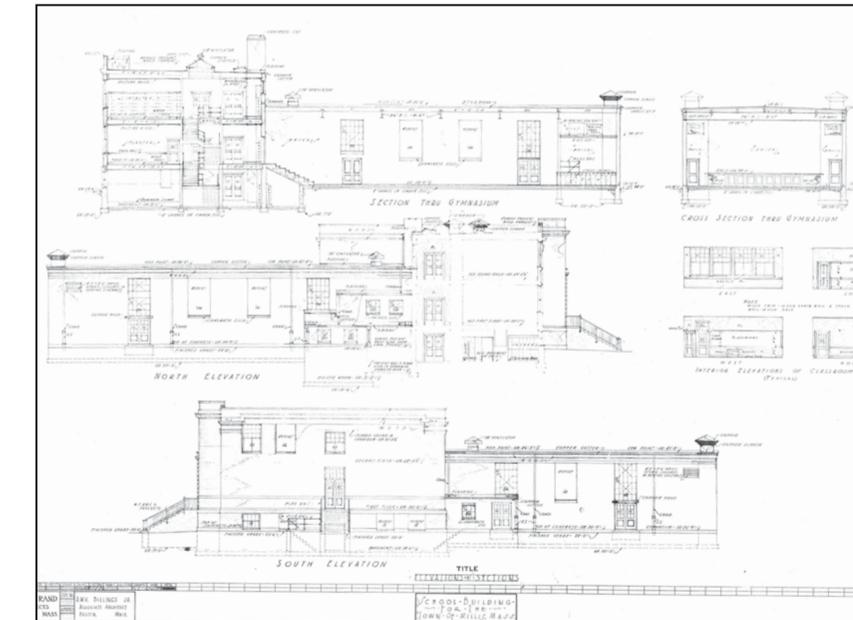
Existing Conditions Walk-through, photo of the Senior Center entrance

PROCESS AND DELIVERABLES

Building Evaluation:

In parallel with site evaluation and programming, the Consultant evaluated the existing buildings to determine feasibility of renovation & addition, as well as the space needs. Besides on-site evaluation of the condition of the buildings, original construction documents and construction documents for subsequent renovation projects were reviewed as well. The Consultant scanned all the plans into digital copies, built the existing conditions into a 3D Revit Model, and gave these files to the town on a flash drive for their use. These original plan documents included:

- 1930 - Veteran's Memorial Building Original Construction Plans
- 1963 - Alterations of the Heating System
- 1996 - Renovations to the Millis Community Center and Town Offices



1930 Construction Documents - Elevations of the VMB

Investigation of Cassidy Farm Parcel:

The Consultant obtained information about the Cassidy Farm parcel, noting where the wetlands are in relation to the property line, and access points from the road. The Consultant, given the direction to minimize resources on this site option, used a previously designed but recent community/senior center as a template for that site, to test fit a new facility and parking on that site.

Survey of the Existing Building Space:

The Consultant distributed surveys to the Council on Aging board to fill out regarding their office, hours of operation, employees, schedule & events, function and space needs, interaction with the public, security and overlapping of program spaces with other departments. The Council on Aging also provided their attendance data, planned events, scheduled activities with times, and program offerings so the Consultant would have a better understanding of the use of space.

The Consultant distributed a survey to the town hall offices on the first and second floors, to better understand if they had any needs that could be addressed with this Senior Center project, or if there was an opportunity to rearrange and share spaces. Storage was a major concern, and the Consultant recommends this be handled with a separate digital conversion project.

These surveys and information can be found in Section 7 of this report.

ROOM	1930	1963	1996	2020
RECEPTION	RECEPTION	RECEPTION	RECEPTION	RECEPTION
OFFICE	OFFICE	OFFICE	OFFICE	OFFICE
CONFERENCE	CONFERENCE	CONFERENCE	CONFERENCE	CONFERENCE
MEETING	MEETING	MEETING	MEETING	MEETING
STORAGE	STORAGE	STORAGE	STORAGE	STORAGE
RESTROOM	RESTROOM	RESTROOM	RESTROOM	RESTROOM
WATER	WATER	WATER	WATER	WATER
MECHANICAL	MECHANICAL	MECHANICAL	MECHANICAL	MECHANICAL
ELECTRICAL	ELECTRICAL	ELECTRICAL	ELECTRICAL	ELECTRICAL
PLUMBING	PLUMBING	PLUMBING	PLUMBING	PLUMBING
PAINT	PAINT	PAINT	PAINT	PAINT
ROOFING	ROOFING	ROOFING	ROOFING	ROOFING
GLAZING	GLAZING	GLAZING	GLAZING	GLAZING
LANDSCAPE	LANDSCAPE	LANDSCAPE	LANDSCAPE	LANDSCAPE
ASBESTOS	ASBESTOS	ASBESTOS	ASBESTOS	ASBESTOS
MOISTURE	MOISTURE	MOISTURE	MOISTURE	MOISTURE
TERmites	TERmites	TERmites	TERmites	TERmites
LEAD	LEAD	LEAD	LEAD	LEAD
PCB	PCB	PCB	PCB	PCB
HAZARDOUS	HAZARDOUS	HAZARDOUS	HAZARDOUS	HAZARDOUS
WATER	WATER	WATER	WATER	WATER
PLUMBING	PLUMBING	PLUMBING	PLUMBING	PLUMBING
ELECTRICAL	ELECTRICAL	ELECTRICAL	ELECTRICAL	ELECTRICAL
MECHANICAL	MECHANICAL	MECHANICAL	MECHANICAL	MECHANICAL
PAINT	PAINT	PAINT	PAINT	PAINT
ROOFING	ROOFING	ROOFING	ROOFING	ROOFING
GLAZING	GLAZING	GLAZING	GLAZING	GLAZING
LANDSCAPE	LANDSCAPE	LANDSCAPE	LANDSCAPE	LANDSCAPE
ASBESTOS	ASBESTOS	ASBESTOS	ASBESTOS	ASBESTOS
MOISTURE	MOISTURE	MOISTURE	MOISTURE	MOISTURE
TERmites	TERmites	TERmites	TERmites	TERmites
LEAD	LEAD	LEAD	LEAD	LEAD
PCB	PCB	PCB	PCB	PCB
HAZARDOUS	HAZARDOUS	HAZARDOUS	HAZARDOUS	HAZARDOUS

Calendar of current Senior Center Activities, which is limited due to the lack of dedicated program space.

Additional program space would allow more diverse program offerings for the seniors.

Phase 2 - Development of Programming & Design Plans

The Phase 2 work was carried out Feb-July 2020, culminating in a presentation of options and discussions. The Phase 2 work included the following tasks:

Visioning Meeting with the Council on Aging in February 2020:

This meeting visited the Medfield Senior Center as a precedent, discussed overall vision and goals for the future Millis Senior Center, and had detailed conversations about current programming issues and needs.

Precedent Study: First, the group toured the recently completed Medfield Senior Center and talked with their Council on Aging Director on the process and outcome of the project. Some take-aways:

- Medfield Senior Center is about 7,900 SF. They reduced the size to pass the second town meeting, but are now in need of a 3,000 SF addition.
- Medfield records about 100 people per day and recently started to open on Saturdays, which has been popular.
- Medfield is not close to the town center, and has 100 parking spots. It does not usually use all of these spaces, but does occasionally during events like voting/polling.

Vision & Goals: The group agreed on their vision and goals for the new Senior Center:

- Plan for 50 years in the future. Design for full day and Saturday program. The town is expecting new development (320 more 55+ units), which is a 10% increase of housing in town. 2030 projection is 3,000 seniors in Millis.
- Address needs for the “older” seniors, as well as active adults aged 30 to 60
- Focus on Health, Fitness, and Well-being
- Connection to landscape, natural light

Building Program: The group then discussed the core building program and programmatic requirements for the future Millis Senior Center. Based on this conversation, the Consultant created a program space list with established appropriate square footages for each program element consistent with other similar facilities to aid in the production of a Senior Center plan.

Proposed Senior Center Programs:	Proposed SF	Adjacencies
Entry	250	Entry
Vestibule with bench	100	
Entry off parking lot	150	
Reception / Lobby	250	Entry, Offices
Receptionist Desk	100	
Check-in Station	25	
TV/Smartboard/Today's Calendar	25	
Storage area for coats	100	
Office Suite	1475	Reception Desk
Director Office	190	
Program Manager's Desk	100	
Outreach Office	190	
Department Assistant Office	140	
Flexible / Rotating Desk	140	
Private Counseling Room	120	needs separate entry
Files / Counter / Storage	130	
Recreation Dept Office & Related offices / storage	465	close proximity to gym access
Lounge/Drop-in Space	920	Entry
Library Space (6 shelves)	100	
Comfortable Sitting area - Reading / Lounge	150	
Fireplace area	150	
Counter area - Donated Goods / Coffee	50	
Tables and chairs for puzzles and visiting	150	
TV area (w/ dvd storage)	250	
Candy's Corner	70	lockable shelves, entryway for maximum visibility
Dining Room	2,650	
Room Divider & Storage	200	
Everday Circular Seating for 40-50 people, Sit-down meal for 170 people	2450	
Commercial Kitchen	650	truck access to outside
HESSCO worker office	150	next to dining area
Typical Equipment / Counter / Work space	500	
Multi-purpose Room 1	1,000	Natural Light, Flexible Furniture
Presentations, Workshops, Stage, Health Fair, Community Gatherings, Movies		
Cabinet Storage and sink		

Site Program:

Certain site elements play an important role in renovating the Senior Center to be more accessible and inviting to seniors, and to remove the feeling of being in a basement of a building:

- On-grade landscaped area (by pulling back the earth at the basement level) which opens up the north building elevation to be less underground
- Outdoor walkways, paths, gardens, and patios for the seniors to enjoy lush and secure outdoor space
- Drop-off and entry sequence to have a protected driving aisle, and a low-sloping, covered ramp for accessibility with nearby additional accessible parking spaces
- Additional Parking Spots to account for increased building use
- Dedicated Contractor entrance and parking lot for Building Dept.
- There is minimal tree removal required to develop in this area
- This site will have a minimal amount of push-back from neighboring properties

Zoom Meeting in April 2020 to Discuss Development of Preliminary Site and Building Options:

Based on discussion and direction coming out of the February meeting with the COA, the Consultant prepared preliminary site and building options.

The Consultant developed a site plan for renovation and addition at the VMB, with two different massing options, taking into account the parking count, access roads & traffic patterns, daylighting strategies, as well as earthwork manipulation for accessible circulation and entry. The square footages of the additions were based on renovation of the existing ground floor plan, and the building programming that was developed.

The Consultant also test fit a senior center design onto the Cassidy Farm site plan with parking, making sure to include similar programmatic square footages as the VMB site.



Option 1:
Veteran's Memorial Building 1-story addition (6,400 SF Footprint)

Senior Center would be on one level, except the one program room on the first floor



Option 2:
Veteran's Memorial Building 2-story addition (4,800 SF Footprint)

Two-story addition, connecting directly to program room and circulation on the first floor of the VMB



Option 3:
Cassidy Farms Town owned land. Large, level, and open site ideal for new development.

Ample parking space and site could be expanded to include outdoor amenities/programming

Zoom Design Option Meetings in May 2020 with PBC and COA:

The Consultant presented three options for the expansion and renewal of the Millis Senior Center – walking through the site, plans and programming for each.

- The Updated Site Plan shows the four parking sections – main west lot (63), parallel spots along Park Rd (11), parallel spots along Park Street (7), and the “Contractor Lot” (36). The site plan also shows the drop-off sequence and courtyard.
- Option 1 was presented as a 1-story addition to the Veteran’s Memorial Building. The majority of the Senior Center would be on the ground floor except for one program room on the first floor
- Option 2 was presented as a 2-story addition to the Veteran’s Memorial Building (VMB). This option allows for a smaller footprint and more parking accessibility. Multi-purpose rooms on the upper floor of the addition could be shared with other town departments and organizations.
- Option 3 was presented as new construction at Cassidy Farm on Exchange Street. Cassidy Farm offers a large, open site with plenty of room for parking and expanded outdoor options such as walking trails.



Option 1 - Ground Floor Plan



Option 2 - Ground Floor Plan



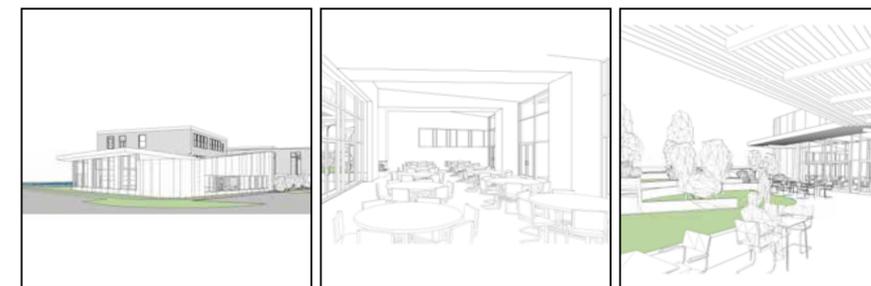
Updated Site Plan at Veteran’s Memorial Building

With options 1 & 2 comes expanded parking at the VMB and a drop off lane for the Senior Center along Park Street. A new courtyard area and main entrance would be on the Park Street side as well. The courtyard would be at the same level as the existing Senior Center and would be a walk-out patio area.

Options 1 & 2 suggest that the Building Department move to the Emergency Management Room with its own dedicated exterior door. The Recreation Department would move near the Council on Aging office on the ground floor. A double height lounge is proposed where the Recreation office is currently and a there would be a craft room where the Building Department currently sits.

Zoom Massing Design Meetings in June & July 2020:

The Consultant refined the plans for the VMB options, and developed the 3D Massing and elevations at the same time. See Section 2 for more detail.



Phase 3 - Refinement of the Design Options

The Phase 3 work was carried out Dec 2020-Dec 2021, and a Draft Report was submitted in March 2022. Based on feedback on that submission, additional refinement was done resulting in this final Design and report dated X 2022. Phase 3 included the following meetings & tasks:

Zoom Meeting with PBC and CoA in December 2020 on Outreach, Surveys & Work Groups:

The Consultant met with the PBC and CoA to discuss next steps in confirming that the design options will meet the current and future programming needs of the senior population in Millis. The CoA did research on general services provided by Senior Centers in nearby towns as well as the state, and worked on a full-time proposed budget for the Senior Center.

The PBC discussed the general time-line for this feasibility study based around Town Meeting dates as well as COVID-19 guidelines. It was determined that in-person presentations would be delayed until Spring 2022. The Consultant discussed options for virtual meetings/outreach, and proceeded to develop a Town Survey.

Town Survey to gather support and data: Due to COVID-19, there were limited options for holding a public community meeting and to introduce the new Senior Center project options. The Consultant created a community survey for the Town to distribute to it’s Seniors and Residents in order to hear feedback from the public on their needs and vision for the town facility. An important question is whether this survey is going to be targeted toward CoA Members and other Millis seniors, or more broadly at the entire community.

- Targeting seniors correlates with the assumption that the Study Committee’s purpose and Charge are to investigate the renewal of the Senior Center and that the needs and desires of that constituency should be the focus of the information outreach.

- Targeting a broad spectrum of residents correlates with the assumption that the Senior Center exists within a matrix of town facilities and services that together meet the broader needs of all residents. While the decision of whether to advocate for a stand-alone CoA or a multi-generational community center may still sit with the CoA, that decision should be informed by input from the broader Millis community.

The specific survey questions may require some revisions based on the choice of target constituency for the survey outreach.

Millis Senior/Community Center: Draft Survey Outline

An important question is whether this survey is going to be targeted toward CoA Members and other Millis seniors, or more broadly at the entire community.

- Targeting seniors correlates with the assumption that the Study Committee's purpose and Charge are to investigate the renewal of the Senior Center and that the needs and desires of that constituency should be the focus of the information outreach.
- Targeting a broad spectrum of residents correlates with the assumption that the Senior Center exists within a matrix of town facilities and services that together meet the broader needs of all residents. While the decision of whether to advocate for a stand-alone CoA or a multigenerational community center may still sit with the CoA, that decision should be informed by input from the broader Millis community.

The specific survey questions may require some tailoring based on the choice of target constituency for the survey outreach.

Note on survey formatting: The outline below is information-focused and not a finalized format. The final format will be in Survey Monkey and take advantage of the software's robust formatting toolkit.

PART 1 – RESPONDENT BACKGROUND

- How old are you?
 - Under 20 years old
 - 20-30 years old
 - 30-40 years old
 - 40-50 years old
 - 50-60 years old
 - 60-70 years old
 - 70-80 years old
 - 80 or older
- Do you live within walking distance of the Veterans Memorial Building (VMB)?
 - Yes/no
 - If yes, do you usually walk, or drive, or use a ride service?
- How often do you visit the Senior Center?
 - Regularly – usually at least once a week
 - Sometimes – every few weeks
 - Rarely – maybe once or twice a year
 - Never
- What other town resources do you regularly make use of?
 - Library
 - Recreation Programs
 - School Programs
 - Fill in other resources
- What private community resources do you regularly make use of?
 - Health/exercise club
 - Swimming pool

Page 1 of the Town Survey

Zoom Meeting with PBC, CoA, Library & Recreation in September 2021:

The Consultant held a working group session with the PBC, CoA, Library trustees, and Recreation department to further evaluate the programming needs of the target audience (60+ years old). This expanded evaluation included the Library & Recreation senior programs to better understand a holistic view of town needs. The Consultant created a programming chart, listing out the senior programs (in green) by Town Department and organizing them by which architectural space they would occupy.

At the same time, the Consultant included multi-generational programming (in yellow) to understand if utilization would effect exclusive CoA use. In many cases, it showed that the multi-generational programs can utilize the same spaces; its just a matter of scheduling.

The desired programming was assigned to the appropriate architectural spaces, and confirmed that the space allocation in the conceptual designs supports the programming needs. This led to the final list of programmatic spaces and their square footages.

COUNCIL ON AGING PROGRAM	RECREATION DEPT PROGRAM	LIBRARY PROGRAM	
Multi-purpose Rooms			
<ul style="list-style-type: none"> • Presentations from: Mass Commission for the Blind, AARP, VNA, Attorney General Office, HESSCO, Legal Clinics, CommCan (CBD), MA + National Councils on Aging, Financial Planning, SHINE 	<ul style="list-style-type: none"> • Music Lessons 	<ul style="list-style-type: none"> • Legal Counsel (Citizenship Study Groups, Small Business Legal Consults, Know Your Rights classes, Real Estate Procedure, Family Law + Divorce counsel) 	Yes
<ul style="list-style-type: none"> • Musical Performances, Sing along group, Music Classes • Monthly Events - HESSCO Aging Consultations, Podiatry, Coalition of newsletter, Public Health Nurse Consultations 	<ul style="list-style-type: none"> • Certification Programs • Movie Nights 	<ul style="list-style-type: none"> • Travel/Outdoors (Planning trips, Hiking guides, Booking trips, Boat courses, Winter Camping) • Financial Empowerment (Wealth mgmt, Trust/Wills/Estate Planning, Loans+Mortgages, Credit + Medicare Counsel, Food Access Snap Info) 	Yes
<ul style="list-style-type: none"> • Community Gatherings, Movie Nights 	<ul style="list-style-type: none"> • Various Classes (prefer not carpet, include sink) • Teen Room 	<ul style="list-style-type: none"> • Speakers on Various Topics, Book Discussion Groups 	Yes
<ul style="list-style-type: none"> • Cultural Events - Art Shows, Virtual Travel, Historical Performers, Story Tellers 	<ul style="list-style-type: none"> • Space that is large enough to accommodate 40+ and available on nights and weekends. 	<ul style="list-style-type: none"> • Memory Café 	Yes
<ul style="list-style-type: none"> • Healthy Aging - Fairs, clinics, memory testing, fan the flame 	<ul style="list-style-type: none"> • Computer Classes 	<ul style="list-style-type: none"> • Health + Wellness Programs - Caregiver Support Group, COVID Training, Mental Hygiene, First Aid, Emergency • Technology (Social Media Classes, Navigating Info landscape, Windows/Office/Excel classes, News Literacy training) 	Yes
<ul style="list-style-type: none"> • Educational Groups - Language, Memoirs, Budgets, Planning 		<ul style="list-style-type: none"> • Career Training (Career Coach, Small Business counsel, Apprenticeship Info, Military Test Prep, Remote+Flex jobs) 	Yes
<ul style="list-style-type: none"> • Cabinet Storage 			Yes

Part of the Programming Worksheet

Millis Senior Center – Design Options – Programming & SF

VMB - 2-story partial renovation & addition

TOTAL NET SF = 11,915 NSF | TOTAL GROSS SF = 14,855 GSF

- 1760 Net SF Lobby/Lounge w/ Check in, Candy's Corner, Coffee station, Bookshelves, Seating, Game Room (Ground Floor VMB)
- 1285 Net SF Office Suite w/ Program manager, outreach, flexible office, Dept. assistant, CoA Director, Private Counsel/Health Room (Ground Floor VMB)
- 475 Net SF Recreation Dept. (Ground Floor VMB)
- 730 Net SF Storage for Medical Supplies (Ground Floor VMB)
- 980 Net SF Fitness Gym & Storage (Ground Floor New Addition)
- 2290 Net SF Dining Area (Ground Floor New Addition)
- 115 Net SF Storage (Ground Floor New Addition)
- 535 Net SF Kitchen (Ground Floor New Addition)
- 125 Net SF HESSCO Office (Ground Floor New Addition)
- 330 Net SF 4 Single-Use Restrooms (Ground Floor New Addition)
- 775 Net SF Multi-purpose Room 1 (1st Floor New Addition)
- 700 Net SF Multi-purpose Room 2 (1st Floor New Addition)
- 900 Net SF Multi-purpose Room 3 (1st Floor New Addition)
- 585 Net SF Craft Room (1st Floor VMB)
- 350 Net SF Upper Lounge Area (1st Floor VMB & New Addition)

List of Programming Needs (showing VMB Option)

New Construction Plans:

After the Sept 2021 meeting, the Consultant confirmed the design options included the necessary programmatic spaces, and produced final floor plans for the following narrowed-down design options:

- Option 1 - VMB 2-story Renovation & Addition
- Option 2 - Cassidy Farm 1-story New Construction
- Option 2A - Cassidy Farm 1-story New Construction w/ Gym

Option 1: Veteran's Memorial Building Location



Option 2: Cassidy Farm Location



PROCESS AND DELIVERABLES

The Cassidy Farm option has an alternate including a Gymnasium facility, to compare with the use of the Gymnasium at the VMB, which is in constant use for the wildly popular pickle ball. This Gym is a regulation size basketball court, and can fit up to three pickle ball courts. This Gym could be used for many other town purposes as well.

Option 2A: Cassidy Farm Location with Gymnasium



See Section 2 for the Renovation and Addition plans for the Veteran's Memorial Building, as well as the New Construction plans for the Cassidy Farm Site.

Three Dimensional Development:

The Consultant developed conceptual building massing, fenestration and interior spaces to suggest the character and quality of the building, its visibility and its connection to the surrounding context. The Floor Plans, Elevations and 3D Renderings that follow are all based on the 3D computer model - utilizing Revit, a Building Information Management (BIM) software, to insure that all facets of the building design are fully coordinated, and can be found in Section 2 of this report.

OPTION 1 - VMB - 2 STORY PARTIAL RENOVATION & ADDITION



OPTION 2 - CASSIDY FARM - NEW CONSTRUCTION



OPTION 2A - CASSIDY FARM W/ GYM - NEW CONSTRUCTION



PROCESS AND DELIVERABLES

Cost Estimating:

The Consultant prepared Scope of Work Narratives for the following design options and submitted them to PM&C for professional cost estimating:

- Option 1 - VMB 2-story Renovation & Addition
- Option 2 - Cassidy Farm 1-story New Construction
- Option 2A - Cassidy Farm 1-story New Construction w/ Gym

The narratives included the assumptions for materials, systems, project type, and construction type. These estimates are based on a Fall 2023 construction start, and will be useful in gathering funding and support for the future project.

The final Cost Estimates as well as a comprehensive overview & detailed specification outline for all the costs is included Section 3 of this report.

PRELIMINARY COST SUMMARY

COMPARES PROJECT LOCATION, TYPE, SIZE & COST

Option	Description	Gross Square Footage	Total Cost
1 - VMB	Reno and Addition	14,855 GSF	\$15,500,000
2 - Cassidy Farm	New Construction	15,000 GSF	\$16,000,000
2A- Cassidy Farm w/ Gym	New Construction	+ 7400 GSF	Combined with building \$21,000,000

The summary findings of this study are as follows:

1. The Millis Senior Center can feasibly be built on both the Veteran's Memorial Building site as well as the Cassidy Farm site. These locations each have positives and negatives associated with them:
 - The VMB renovation and addition is in the center of town nearby lots of other town activities and resources, and already has existing space allocated to the senior center. However, the VMB would be occupied during construction, so phased construction and temporary relocation would be necessary.
 - New Construction at Cassidy Farm would provide a flexible site for expanded program, open space, and parking, but is located outside the center of town. This would also require more of the Town's operating costs due to the standalone facility.
2. The VMB & Cassidy Farm Design Options have similar programming spaces and square footages, so as to compare "apples to apples" when the Town reviewing both options.
3. This programming will satisfy current and future CoA Programming needs, as well as other senior program needs organized by the Library and Recreation departments. The spaces may also be useful for multi-generational needs as well, at either site.
4. The CoA will need to reconcile the Town Budget in order to expand current CoA programs for either option.

Based on these findings, recommendations and next steps include:

- Initiation of a pre-development process in pursuit of project support and project funding, possibly through Focus Groups.
- Initiation of a civic engagement process to make this study available to the public and to gauge public opinion.
- Social media outreach to build support for an adequate senior center.
- Open the process up to the public to gather information on the senior programs, and other town needs, through the use of the Town Survey developed by the Consultant.
- Development of the design as needed to achieve the goals of the Town of Millis.



RENOVATION & NEW CONSTRUCTION STRATEGIES

This Section contains the final programming list as well as three proposals:

- Option 1: Veteran's Memorial Building, a double-story addition and renovation
- Option 2: Cassidy Farm - 1-story new construction
- Option 2A: Cassidy Farm w/ Gym - 1-story new construction

Each proposal contains the following:

- Site Plan
- Floor Plan
- 3D Renderings of Exterior & Interior
- Square Footages

Abacus Architects + Planners created a survey that will collect data on the needs of the seniors and residents of Millis, and which proposal would best suit those needs. This is included at the end of the Section.

OPTION 1 - VMB - 2 STORY PARTIAL RENOVATION & ADDITION



OPTION 2 - CASSIDY FARM - NEW CONSTRUCTION



OPTION 2A - CASSIDY FARM W/ GYM - NEW CONSTRUCTION



PROGRAMMATIC SPACES & SQUARE FOOTAGES

OPTION 1 - VMB - 2 STORY PARTIAL RENOVATION & ADDITION

VMB - 2-story partial renovation & addition

TOTAL NET SF = 11,915 NSF | TOTAL GROSS SF = 14,855 GSF

1760 Net SF	Lobby/Lounge w/ Check in, Candy's Corner, Coffee station, Bookshelves, Seating, Game Room (Ground Floor VMB)
1285 Net SF	Office Suite w/ Program manager, outreach, flexible office, Dept. assistant, CoA Director, Private Counsel/Health Room (Ground Floor VMB)
475 Net SF	Recreation Dept. (Ground Floor VMB)
730 Net SF	Storage for Medical Supplies (Ground Floor VMB)
980 Net SF	Fitness Gym & Storage (Ground Floor New Addition)
2290 Net SF	Dining Area (Ground Floor New Addition)
115 Net SF	Storage (Ground Floor New Addition)
535 Net SF	Kitchen (Ground Floor New Addition)
125 Net SF	HESSCO Office (Ground Floor New Addition)
330 Net SF	4 Single-Use Restrooms (Ground Floor New Addition)
775 Net SF	Multi-purpose Room 1 (1 st Floor New Addition)
700 Net SF	Multi-purpose Room 2 (1 st Floor New Addition)
900 Net SF	Multi-purpose Room 3 (1 st Floor New Addition)
585 Net SF	Craft Room (1 st Floor VMB)
350 Net SF	Upper Lounge Area (1 st Floor VMB & New Addition)

Total Net SF: lists the total for programmatic spaces and does not include the circulation spaces

Total Gross SF: includes the entire building footprint, exterior and interior walls, service spaces, closets, chases, etc.

OPTION 2 - CASSIDY FARM - NEW CONSTRUCTION

Cassidy Farms - 1-story new construction

TOTAL NET SF = 11,315 NSF | TOTAL GROSS SF = 15,000 GSF

2250 Net SF	Lobby/Lounge w/ Check in, Candy's Corner, Coffee station, Bookshelves, Seating
1670 Net SF	Office Suite w/ Program manager, outreach, flexible office, Dept. assistant, CoA Director, Private Counsel Room) & Recreation Dept.
415 Net SF	Storage for Medical Supplies
600 Net SF	Fitness Gym
2200 Net SF	Dining Area
150 Net SF	Storage
680 Net SF	Kitchen
255 Net SF	HESSCO Office
930 Net SF	Multi-purpose Room 1
910 Net SF	Multi-purpose Room 2
820 Net SF	Multi-purpose Room 3
690 Net SF	Craft Room
200 Net SF	4 Single-Use Restrooms
150 Net SF	2 Single-Use Restrooms with Showers
600 Net SF	Locker Rooms w/ 2 stalls each
775 Net SF	Game Room

OPTION 2A - CASSIDY FARM W/ GYM - NEW CONSTRUCTION

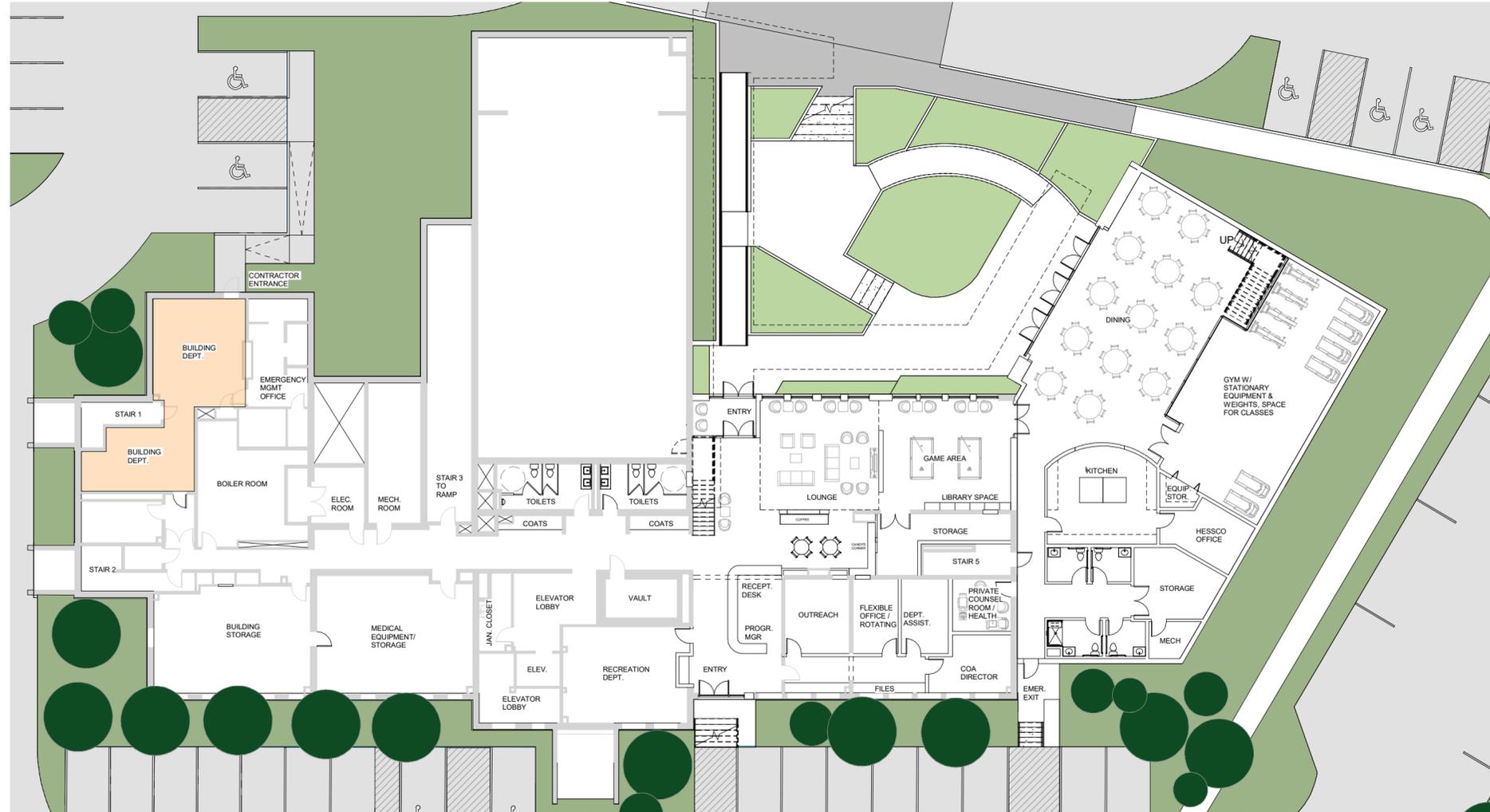
TOTAL NET SF = 22,000 NSF | TOTAL GROSS SF = 22,400 GSF

7000 Net SF	Regulation Size Basketball Gym
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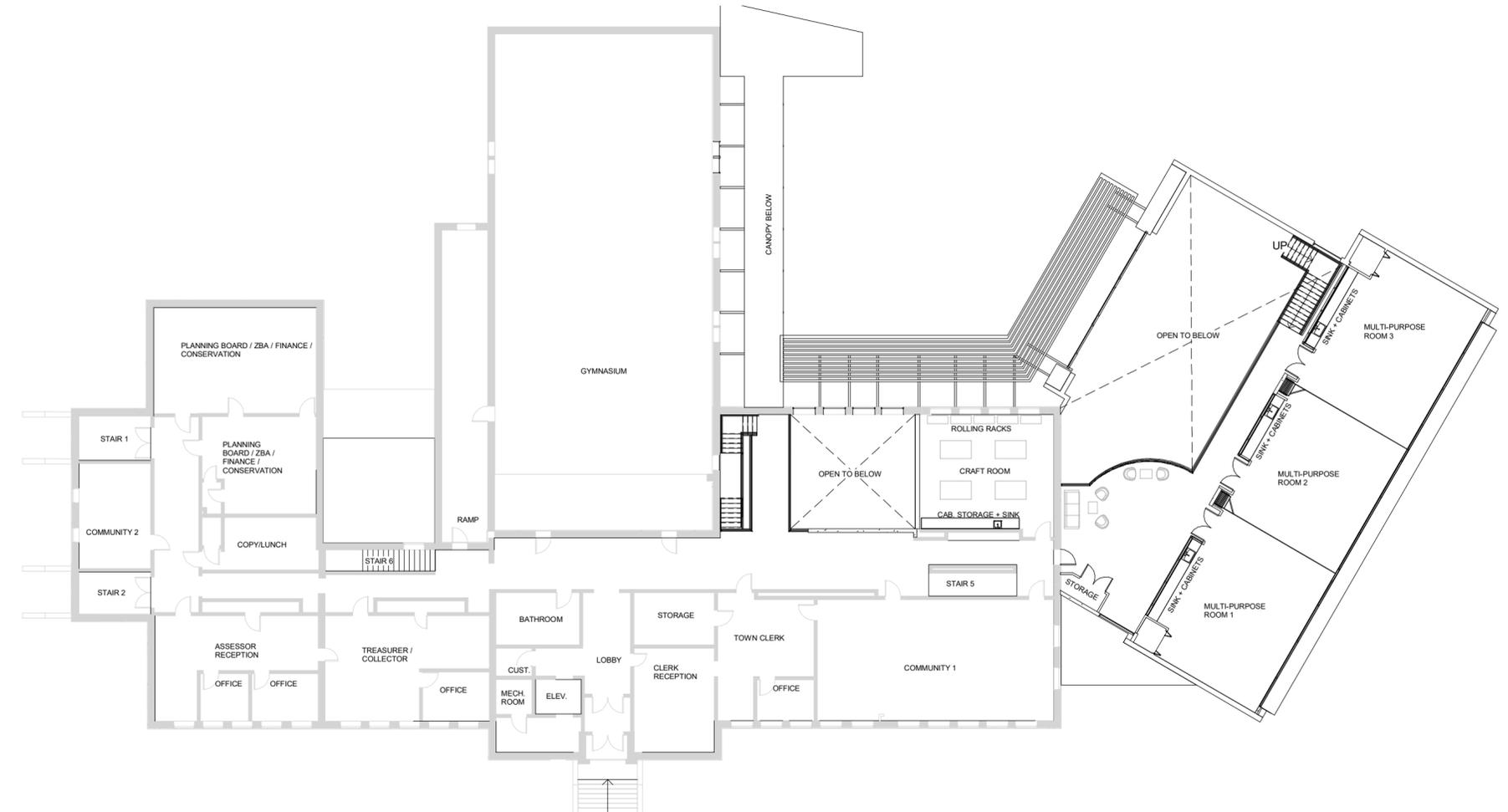
OPTION 1 VMB - SITE PLAN



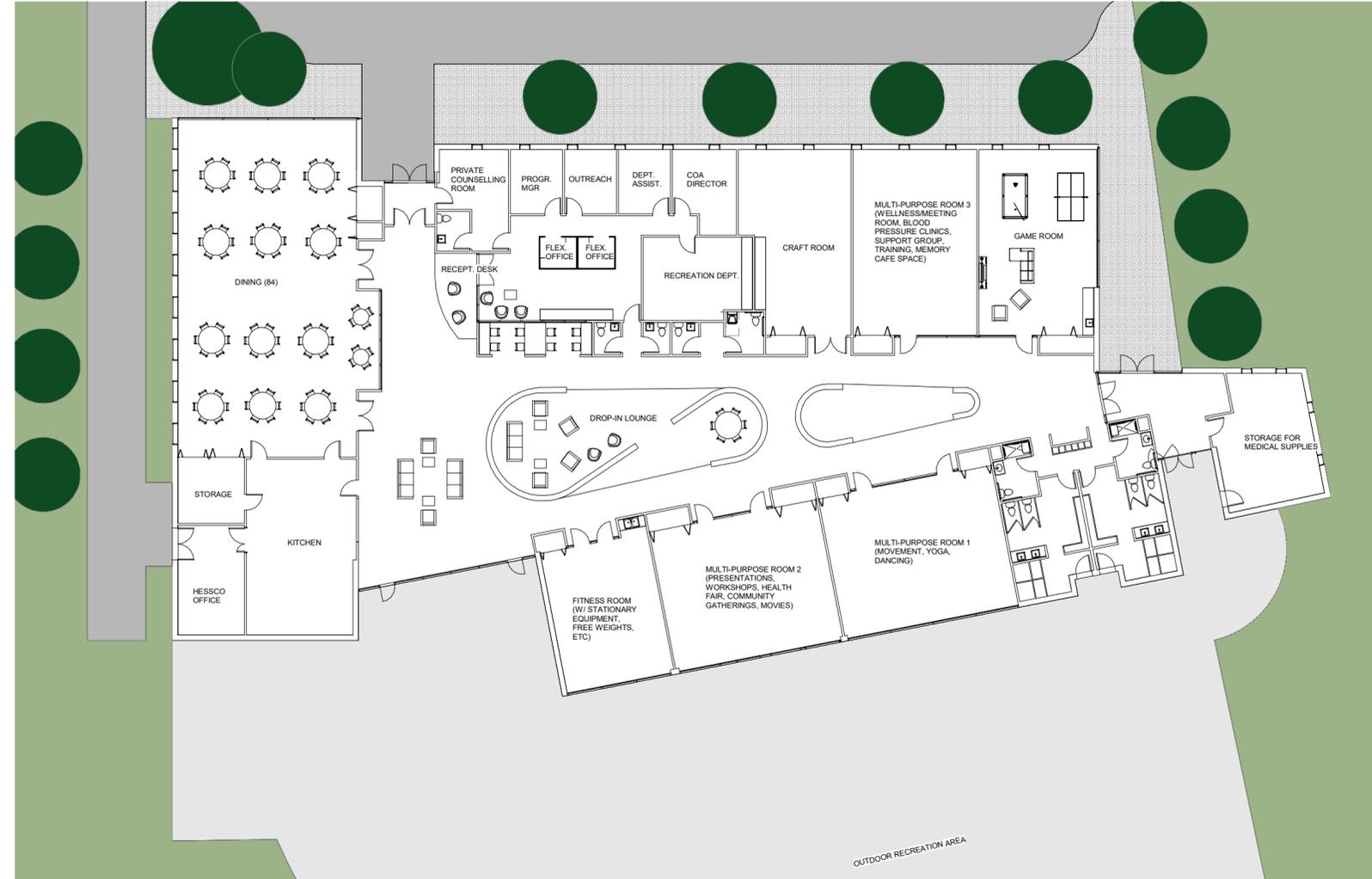
OPTION 1 VMB - GROUND FLOOR PLAN



OPTION 1 VMB - FIRST FLOOR PLAN



OPTION 2 CASSIDY FARM - GROUND FLOOR PLAN



OPTION 2 CASSIDY FARM - RENDERINGS



3D VIEW - EXTERIOR BIRDS EYE



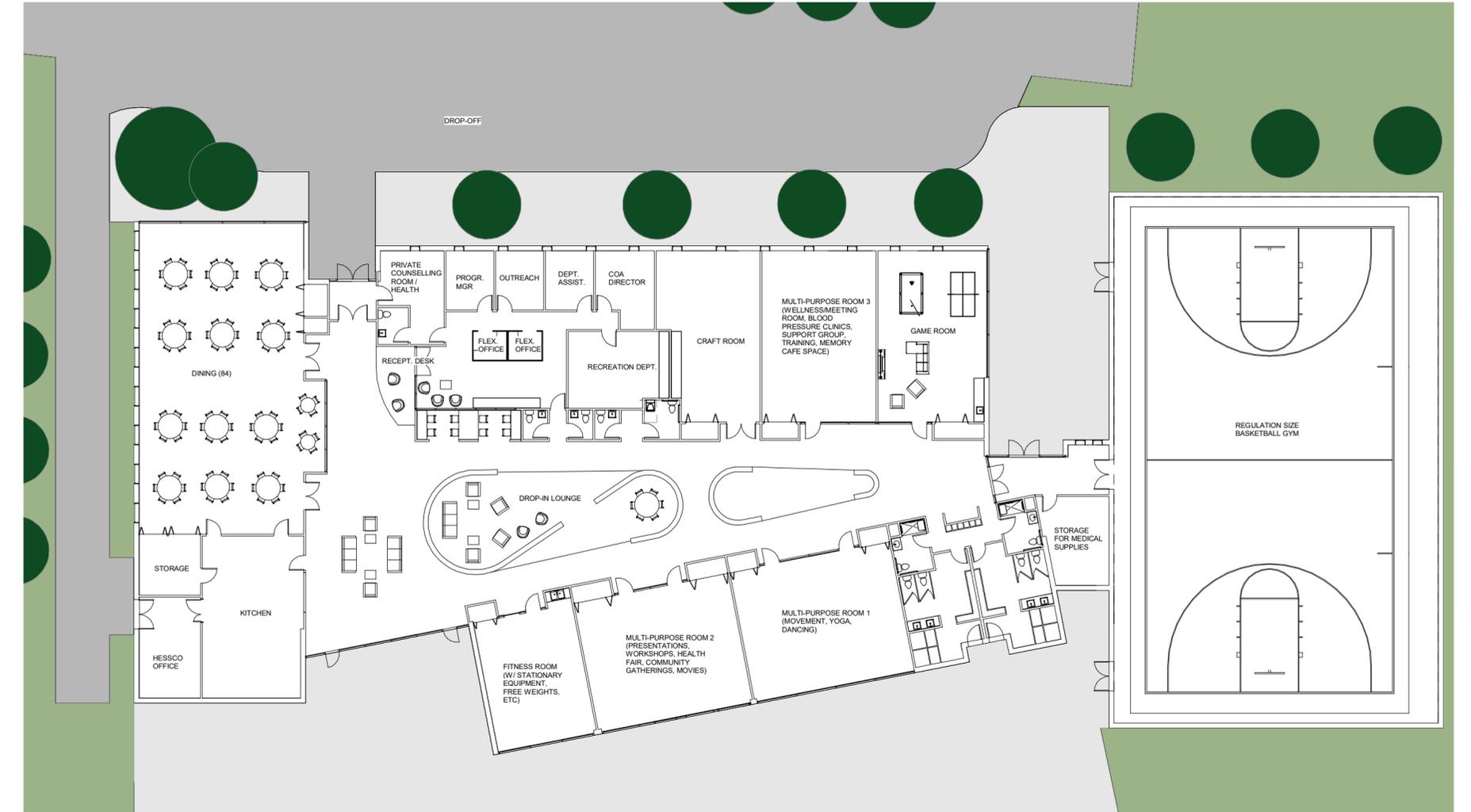
3D VIEW - INTERIOR DINING ROOM



3D VIEW - EXTERIOR



3D VIEW - INTERIOR LOUNGE





3D VIEW - EXTERIOR BIRDS EYE



3D VIEW - INTERIOR GYM



3D VIEW - EXTERIOR



3D VIEW - INTERIOR LOUNGE

Millis Senior/Community Center: Draft Survey Outline

An important question is whether this survey is going to be targeted toward CoA Members and other Millis seniors, or more broadly at the entire community.

- Targeting seniors correlates with the assumption that the Study Committee’s purpose and Charge are to investigate the renewal of the Senior Center and that the needs and desires of that constituency should be the focus of the information outreach.
- Targeting a broad spectrum of residents correlates with the assumption that the Senior Center exists within a matrix of town facilities and services that together meet the broader needs of all residents. While the decision of whether to advocate for a stand-alone CoA or a multigenerational community center may still sit with the CoA, that decision should be informed by input from the broader Millis community.

The specific survey questions may require some tailoring based on the choice of target constituency for the survey outreach.

Note on survey formatting: The outline below is information-focused and not a finalized format. The final format will be in Survey Monkey and take advantage of the software’s robust formatting toolkit.

PART 1 – RESPONDENT BACKGROUND

1. How old are you?
 - a. Under 20 years old
 - b. 20-30 years old
 - c. 30-40 years old
 - d. 40-50 years old
 - e. 50-60 years old
 - f. 60-70 years old
 - g. 70-80 years old
 - h. 80 or older
2. Do you live within walking distance of the Veterans Memorial Building (VMB)?
 - a. Yes/no
 - b. If yes, do you usually walk, or drive, or use a ride service?
3. How often do you visit the Senior Center?
 - a. Regularly – usually at least once a week
 - b. Sometimes – every few weeks
 - c. Rarely – maybe once or twice a year
 - d. Never
4. What other town resources do you regularly make use of?
 - a. Library
 - b. Recreation Programs
 - c. School Programs
 - d. Fill in other resources
5. What private community resources do you regularly make use of?
 - a. Health/exercise club
 - b. Swimming pool

- c. Social club or gathering – book group, games (bridge, poker, etc.)
- d. Arts/crafts workshop or classes
- e. Adult education classes
- f. Other

PART 2 – A RENEWED AND EXPANDED SENIOR CENTER

The Millis Senior Center is in the Basement of the VMB which is where it has been since the empty building was re-occupied for community use over 20 years ago. While the Senior Center is actively used by around 675 members (31% of the current senior population in Millis), the spaces it occupies in the VMB are inadequate to meet the needs of Millis’ growing senior population.

6. Are you in favor of spending town funds to expand and improve the Senior Center? Yes/No

Two sites are under consideration: Remaining at the VMB in renovated space with a light-filled addition that addresses the current facility issues, or building a new building at the Cassidy Farms property on Exchange Street. Each site has its advantages:

- Expanding at the VMB takes advantage of adjacency to other uses in the building, the nearby school, library and other town center amenities, is more walkable, and avoids the need to identify another use and renovate the VMB space for another user.
- A new building at Cassidy Farm can be purpose built to the program, and has plenty of land for parking and outdoor uses.

7. Do you have a site preference?

- a. Expand at VMB
- b. New at Cassidy Farms
- c. Whichever is less costly and/or more likely to get built

PART 3 – A RENEWED AND EXPANDED MULTI-GENERATIONAL COMMUNITY CENTER INCORPORATING THE COUNCIL ON AGING AND SERVING ALL MEMBERS OF THE COMMUNITY

8. Millis currently offers only limited programming for elementary, middle- and high school kids outside of school-sponsored programs and after-school programs for the younger grades. Would you support and take advantage of additional town-sponsored programming for these age groups? Yes/No

9. Which of the following programming options that may not be currently offered would you support? (Check all that apply)

- a. Fine Arts
- b. Computers & Technology
- c. Crafts & Skills
- d. Dance, Sports & Exercise
- e. Food and Cooking Classes
- f. Misc. Hobbies
- g. Special Guests
- h. Future Life Skills & Mentorship
- i. Music
- j. Performing Arts

- k. Private Instruction
 - l. Field Trips
10. Millis currently offers only limited programming for adults outside of Council-on-Aging sponsored programs. Would you support and take advantage of additional town-sponsored programming for adults? Yes/No
11. Which of the following programming options that may not be currently offered would you support? (Check all that apply)
- a. Arts
 - b. Computers & Technology
 - c. Crafts & Skills
 - d. Dance & Exercise
 - e. English as a Second Language
 - f. Finance & Career
 - g. Food & Wine
 - h. Foreign Language
 - i. Homes & Hobbies
 - j. Humanities
 - k. Lectures & Specials
 - l. Life Skills
 - m. Movement & Yoga
 - n. Music
 - o. Performing Arts
 - p. Private Instruction
 - q. Walks & Tours
 - r. Writing & Communication Skills
12. The current initiative to make much-needed improvements to the Senior Center offers the opportunity to expand the constituency of this facility to serve all town residents. Conversely, there is not current effort to expand programming for youths and adults, and no conversation about building an independent community center or recreation center. Do you support taking advantage of the current opportunity to expand programming for all residents, as opposed to staying with a more narrowly focused (and presumably less costly) project to just expand and improve the Senior Center? Yes/No
13. Do you see advantages for seniors in a multi-generational center?
- a. Opportunities to work/play/socialize/teach kids on a regular basis
 - b. More facilities and a broader spectrum of adult classes and activities to choose from
 - c. Greater possibility of passing a debt override to fund the project with more residents standing to benefit and participate
 - d. Other:
14. Are you concerned that there are any disadvantages to a multi-generational center that would make you inclined to favor a Senior (only) Center?
- a. Noise, disruption, running kids
 - b. Competition for program rooms during after-school hours and school vacation periods
 - c. Smaller, less costly project might be easier to fund.
15. Please provide any additional comments: (text box for comments)



COST ESTIMATE

ESTIMATING DEVELOPMENT COSTS

This Section contains the following:

- Cost Estimate - Narrative for Cost Estimator
- Cost Estimate - Summary - Option 1
- Cost Estimate - Summary - Option 2
- Cost Estimate - Summary - Option 2A

The construction costs assume a Fall 2023 construction start. If construction were to start later than that, it would involve price escalation.

PRELIMINARY COST SUMMARY

COMPARES PROJECT LOCATION, TYPE, SIZE & COST

Option	Description	Gross Square Footage	Total Cost
1 - VMB	Reno and Addition	14,855 GSF	\$15,500,000
2 - Cassidy Farm	New Construction	15,000 GSF	\$16,000,000
2A- Cassidy Farm w/ Gym	New Construction	+ 7400 GSF	Combined with building \$21,000,000

Millis Senior Center Feasibility Study – Cost Estimate Narrative

Please provide two conceptual level cost estimates:

- 1) Veteran’s Memorial Building Renovation & Addition scheme
- 2) Cassidy Farms scheme
 - a. Cassidy Farms with add alternate

See descriptions below as well as the attached plans and 3D views of both schemes. Assume the following for both buildings:

- MGL Chapter 149 design/bid/build project
- Use Group A-3
- Type V-A, NFPA-13 sprinkler system, full alarm

VMB - 2-story, partial-renovation and addition (4,800 SF footprint; 12,000 SF of Program):

- Demolition of existing site: asphalt drives & parking, landscape & plantings, tree removal, drainage work, earth work, site utilities
- New site work: 114 parking spaces, retaining walls, asphalt drives & parking, landscape & plantings, drainage, signage, exterior lighting, sloped walkways and ramps, patio with ipe trellis, gardens
- Stormwater re-charge system
- Partial demolition and renovation of an existing masonry building.
- Minor Asbestos work at VCT tile floors – see asbestos report
- Move building department from 1st floor to basement area with new accessible entrance and parking lot
- 3-hour fire wall between existing masonry building and new construction w/ 3-hr rated fire doors.
- 2-story addition new construction
- All glass is storefront glass wall w/ automatic roller shade devices
- Rooftop Air Handlers and VRF system
- Cembrit - High Density Fiber Cement Siding
- LVT flooring throughout
- Wood stair at dining area with glass railings at stair and mezzanine
- Wood stair at lounge area with glass railings at stair and mezzanine
- At multi-purpose spaces windows, exterior horizontal metal fin shade device
- Commercial kitchen w/ grease exhaust hood vent and shaft
- Movable partitions in multipurpose spaces
- Overhead lighting throughout

Cassidy Farms - 1-story new construction (15,000 SF footprint; 13,300 SF of Program):

- 1-story new construction on flat open land
- All new utilities from street
- Stormwater re-charge system
- Site work – asphalt drives and parking (98 spots), landscape & plantings, entrance canopy, drainage, signage, exterior lighting, patios in back
- All glass is storefront glass wall w/ automatic roller shade devices
- Rooftop Air Handlers and VRF system
- Cembrit - High Density Fiber Cement Siding
- LVT flooring throughout, except carpet at drop-in lounge areas
- At multi-purpose spaces windows, exterior horizontal metal fin shade device
- Commercial kitchen w/ grease exhaust hood vent and shaft
- Movable partitions in multipurpose spaces
- Overhead lighting throughout

Add Alternate: Cassidy Farms - 1-story new construction w/ Gym (22,400 SF footprint; 20,700 SF of Program):

- 7,400 SF Gym, associated footprint, structure, finishes, doors, earth work, MEP, lighting, etc.
- Movable partitions
- Basketball hoops

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 Millis, MA
 21-Mar-22
 Feasibility Estimate

MAIN CONSTRUCTION COST SUMMARY

PROJECT HARD COSTS - CONSTRUCTION: OPTION 1	Construction Start	Gross Floor Area	\$/sf	Estimated Construction Cost
OPTION 1				
VETERAN'S MEMORIAL BUILDING				
PARTIAL RENOVATION		6,280	\$281.85	\$1,770,004
ADDITION		8,575	\$416.86	\$3,574,581
COSMETIC UPGRADES IN RELOCATED BUILDING DEPARTMENT - ALLOW 750 SF				
			\$100.00	\$75,000
HAZARDOUS MATERIALS - DINING ROOM VINYL FLOOR TILE REMOVAL				
				\$5,000
SITWORK				
				\$2,206,642
SUB-TOTAL	Fall 2023	14,855	\$513.71	\$7,631,227
DESIGN AND PRICING CONTINGENCY	12.0%			\$915,747
ESCALATION TO START	7.42%			\$566,237
SUB-TOTAL				\$9,113,211
GENERAL CONDITIONS / GENERAL REQUIREMENTS*: 16 MTH DURATION				
				\$1,280,000
SUB-TOTAL				\$10,393,211
BONDS	0.80%			\$83,146
INSURANCE	1.25%			\$129,915
PERMIT				\$182,264
SUB-TOTAL				\$10,788,536
PROFIT	5.0%			\$539,427
SUBTOTAL OF ALL CONSTRUCTION		14,855	\$762.57	\$11,327,963
OWNER CONTINGENCY				
				Excluded
TOTAL OF ALL CONSTRUCTION	Fall 2023	14,855	\$762.57	\$11,327,963

*Assumes building will remain occupied during construction

TOTAL DEVELOPMENT COSTS (TDC) FOR PROJECT \$15,500,000

CONSTRUCTION CONTINGENCY, A&E FEES, OPM. LAND SURVEY, 3RD PARTY TESTING (SOILS, STRUCTURE, CONCRETE, GEOTECHNICAL), COMMISSIONING (MECH & ENVELOPE), UTILITIES, FF&E

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 Millis Senior Center
 Millis, MA
 21-Mar-22
 Feasibility Estimate

MAIN CONSTRUCTION COST SUMMARY

PROJECT HARD COSTS - CONSTRUCTION: OPTION 2	Construction Start	Gross Floor Area	\$/sf	Estimated Construction Cost
OPTION 2				
CASSIDY FARMS				
1-STORY NEW CONSTRUCTION		15,000	\$424.60	\$6,368,959
SITWORK				
				\$1,829,497
SUB-TOTAL	Fall 2023	15,000	\$546.56	\$8,198,456
DESIGN AND PRICING CONTINGENCY	12.0%			\$983,815
ESCALATION TO START	7.42%			\$608,325
SUB-TOTAL				\$9,790,596
GENERAL CONDITIONS / GENERAL REQUIREMENTS: 12 MONTH DURATION				
				\$960,000
SUB-TOTAL				\$10,750,596
BONDS	0.80%			\$83,146
INSURANCE	1.25%			\$129,915
PERMIT				\$195,812
SUB-TOTAL				\$11,159,469
PROFIT	5.0%			\$557,973
SUBTOTAL OF ALL CONSTRUCTION		15,000	\$781.16	\$11,717,442
OWNER CONTINGENCY				
				Excluded
TOTAL OF ALL CONSTRUCTION	Fall 2023	15,000	\$781.16	\$11,717,442

TOTAL DEVELOPMENT COSTS (TDC) FOR PROJECT \$16,000,000

CONSTRUCTION CONTINGENCY, A&E FEES, OPM. LAND SURVEY, 3RD PARTY TESTING (SOILS, STRUCTURE, CONCRETE, GEOTECHNICAL), COMMISSIONING (MECH & ENVELOPE), UTILITIES, FF&E

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 Millis, MA
 Feasibility Estimate
 21-Mar-22

MAIN CONSTRUCTION COST SUMMARY

PROJECT HARD COSTS - CONSTRUCTION: OPTION 2A	Construction Start	Gross Floor Area	\$/sf	Estimated Construction Cost
OPTION 2				
CASSIDY FARMS				
1-STORY NEW CONSTRUCTION		15,000	\$424.60	\$6,368,959
SITework				\$1,829,497
SUB-TOTAL	Fall 2023	15,000	\$546.56	\$8,198,456
DESIGN AND PRICING CONTINGENCY	12.0%			\$983,815
ESCALATION TO START	7.42%			\$608,325
SUB-TOTAL				\$9,790,596
GENERAL CONDITIONS / GENERAL REQUIREMENTS; 12 MONTH DURATION				\$960,000
SUB-TOTAL				\$10,750,596
BONDS	0.80%			\$83,146
INSURANCE	1.25%			\$129,915
PERMIT				\$195,812
SUB-TOTAL				\$11,159,469
PROFIT	5.0%			\$557,973
SUBTOTAL OF ALL CONSTRUCTION		15,000	\$781.16	\$11,717,442
OWNER CONTINGENCY				Excluded
TOTAL OF ALL CONSTRUCTION	Fall 2023	15,000	\$781.16	\$11,717,442
ADD ALTERNATE; Gymnasium Addition @ 7,400 GSF		7,400	\$492.51	\$3,644,565
TOTAL CASSIDY FARMS INCLUDING GYMNASIUM		22,400	\$685.80	\$15,362,007
TOTAL DEVELOPMENT COSTS (TDC) FOR PROJECT				\$21,000,000

CONSTRUCTION CONTINGENCY, A&E FEES, OPM, LAND SURVEY, 3RD PARTY TESTING (SOILS, STRUCTURE, CONCRETE, GEOTECHNICAL), COMMISSIONING (MECH & ENVELOPE), UTILITIES, FF&E

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 Millis Senior Center
 Millis, MA
 Feasibility Estimate
 21-Mar-22

This Schematic Design cost estimate was produced from drawings prepared by Abacus Architects + planners and their design team dated October 19, 2021. Design and engineering changes occurring subsequent to the issue of these documents have not been incorporated in this estimate.

This estimate includes all direct construction costs, General Contractors overhead, fee and design contingency. Cost escalation assumes start dates indicated.

Bidding conditions are expected to be public bidding under Chapter 149 of the Massachusetts General Laws to pre-qualified general contractors, and pre-qualified sub-contractors, open specifications for materials and manufactures.

The estimate is based on prevailing wage rates for construction in this market and represents a reasonable opinion of cost. It is not a prediction of the successful bid from a contractor as bids will vary due to fluctuating market conditions, errors and omissions, proprietary specifications, lack or surplus of bidders, perception of risk, etc. Consequently the estimate is expected to fall within the range of bids from a number of competitive contractors or subcontractors, however we do not warrant that bids or negotiated prices will not vary from the final construction cost estimate.

ITEMS NOT CONSIDERED IN THIS ESTIMATE

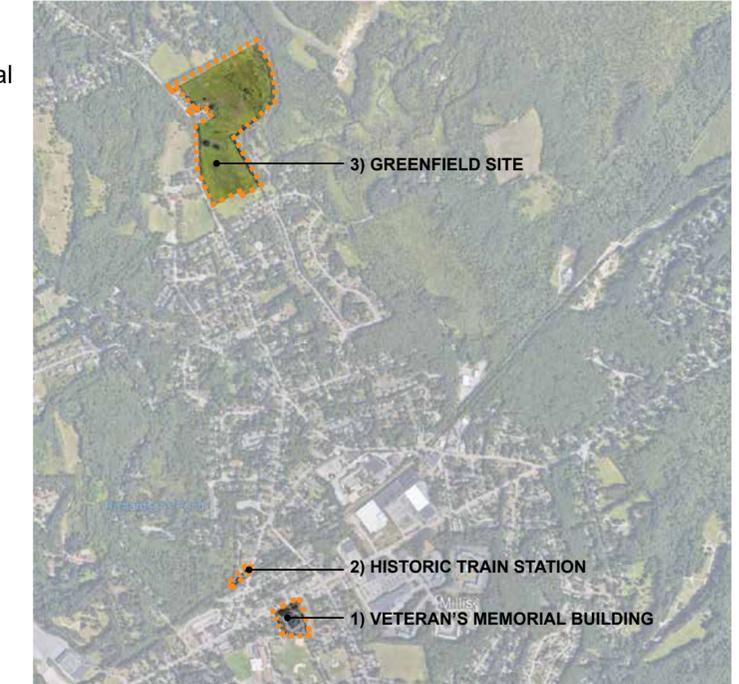
Items not included in this estimate are:

- Land acquisition, feasibility, and financing costs
- All professional fees and insurance
- Site or existing conditions surveys investigations costs, including to determine subsol conditions
- All Furnishings, Fixtures and Equipment
- Items identified in the design as Not In Contract (NIC)
- Items identified in the design as by others
- Owner supplied and/or installed items as indicated in the estimate
- Utility company back charges, including work required off-site
- Work to City streets and sidewalks
- Owner's Construction contingency
- Contaminated soils removal



MAP OF MILLIS & LOCATION OF POTENTIAL SITES

- Site 1: Existing Veteran's Memorial Building
- Site 2: Existing Historic Train Station
- Site 3: Greenfield Site

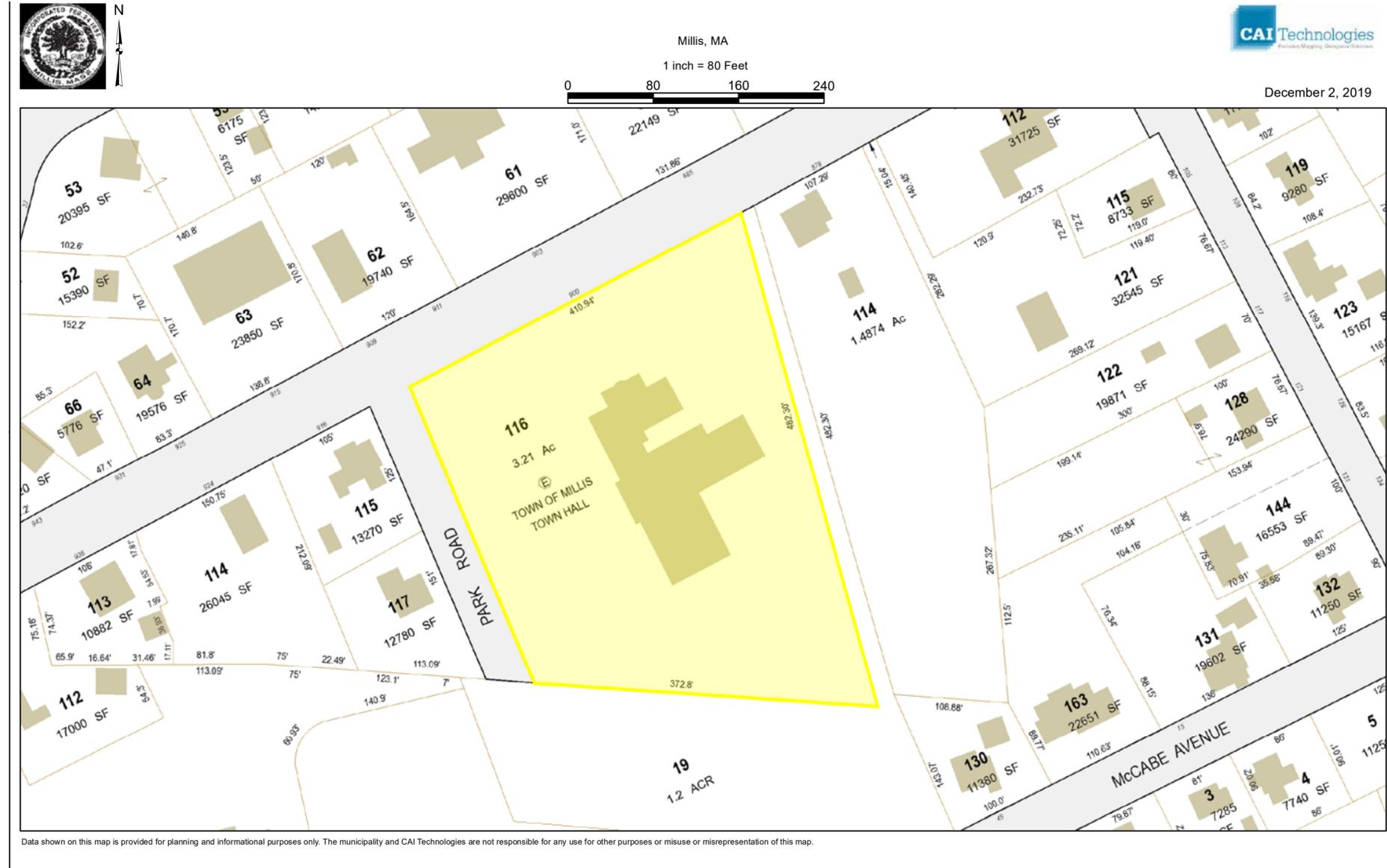


Town of Millis - Potential Site Locations Map

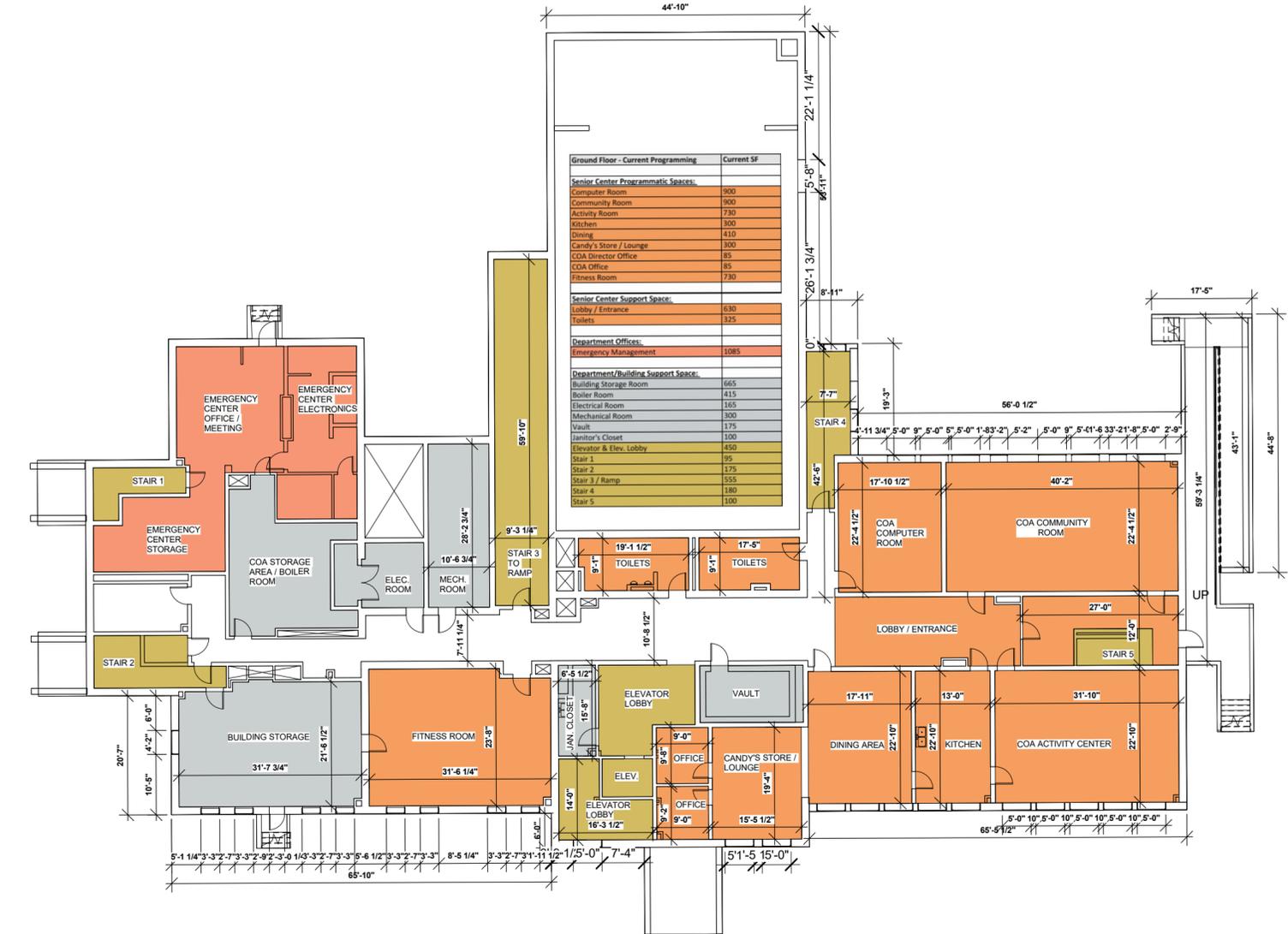
As noted earlier, the town decided to utilize the historic Train Station site for another town purpose. This study focused on the two sites: the existing Veteran's Memorial Building and the greenfield site, Cassidy Farm.

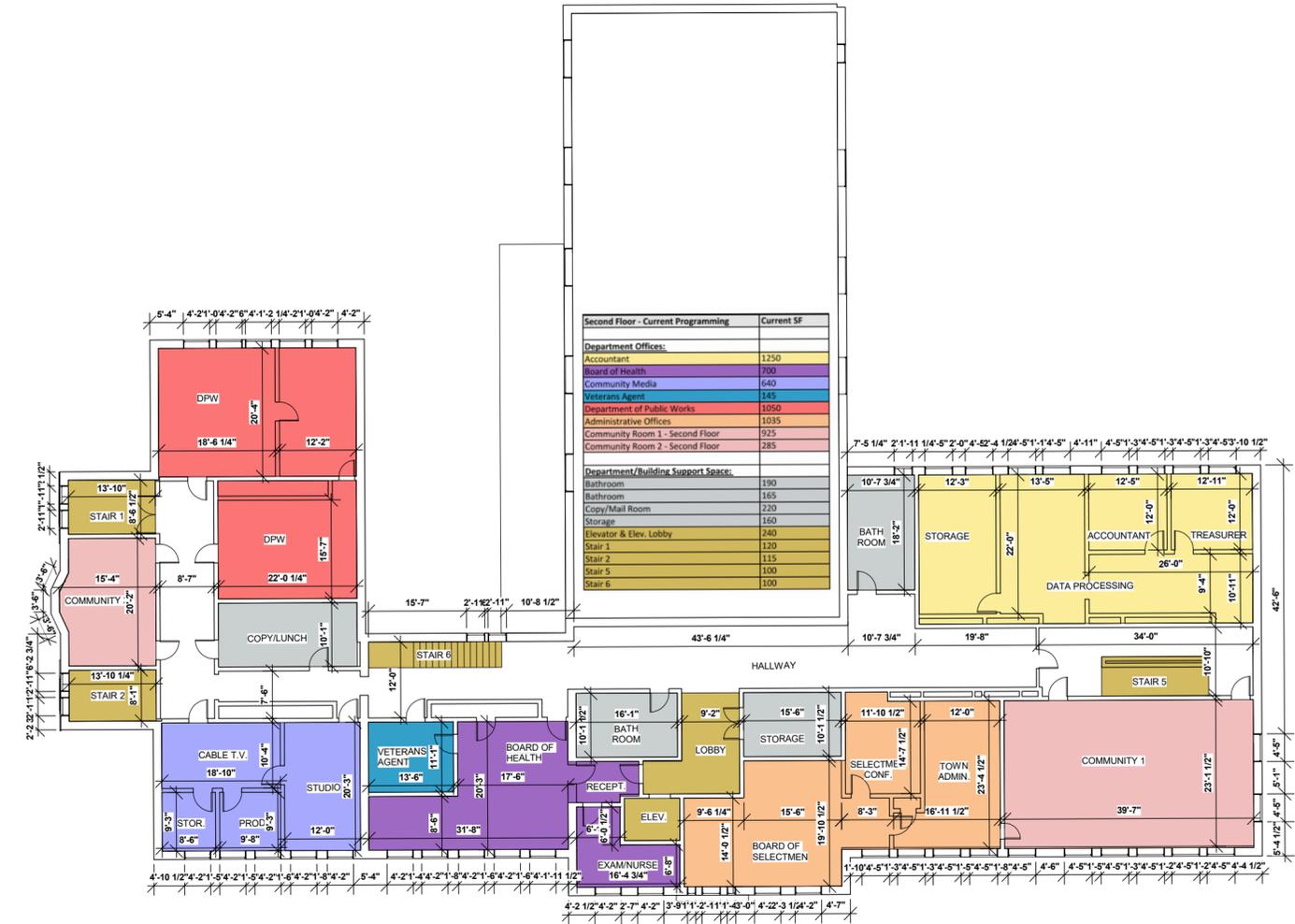
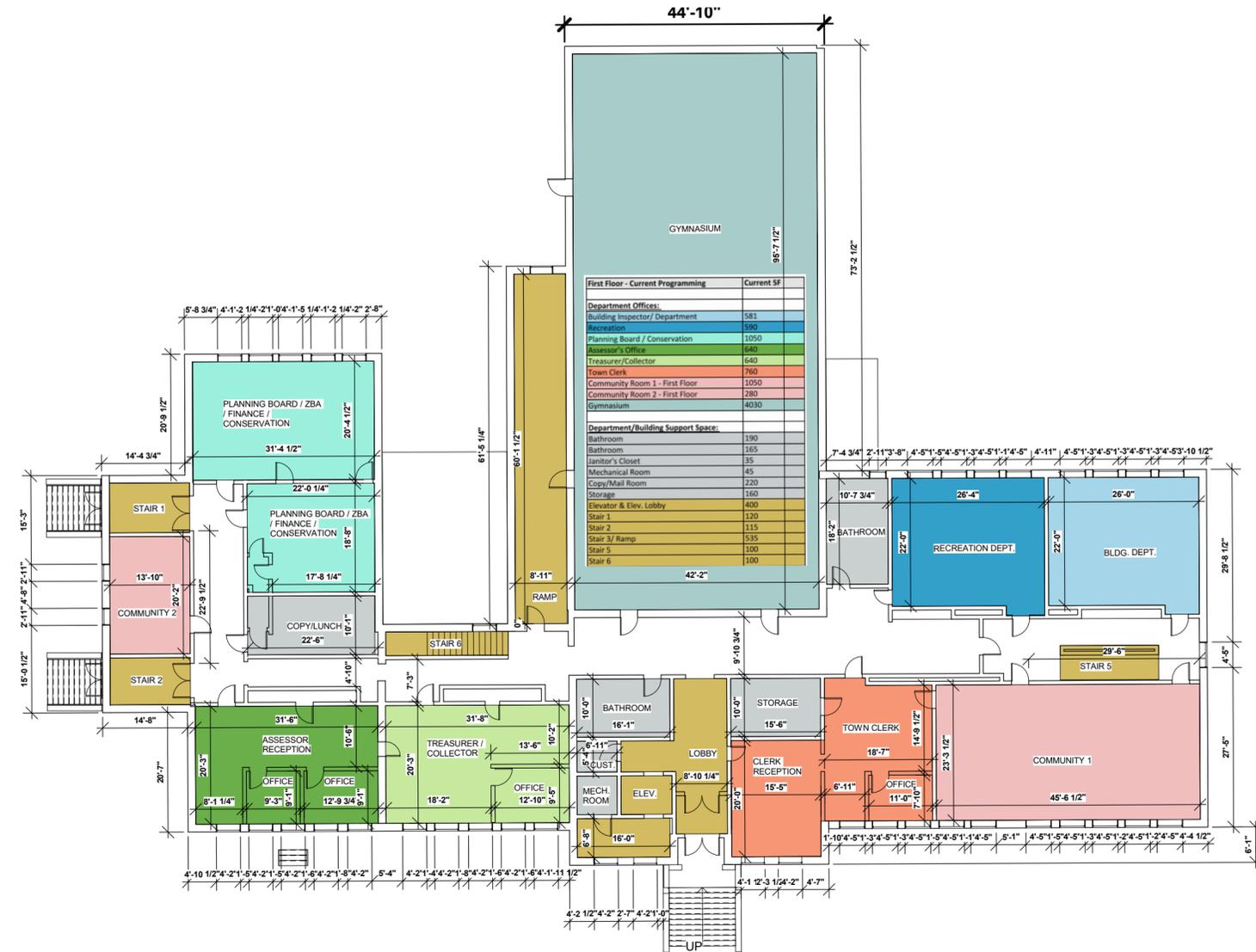
Inherently, using the Veteran's Memorial Building meant this project would be a renovation project, and would be located in the center of town. Conversely, the Cassidy Farm site would be a new construction project, but would be further from the center of town. It was determined that the study would explore the pros and cons of each site, offering a building solution for each site for the town to decide which direction was best for the town of Millis and its seniors.

POTENTIAL SITE 1: VETERAN'S MEMORIAL BUILDING - ASSESSOR'S MAP



VMB - EXISTING GROUND FLOOR PLAN & PROGRAMMING





VMB - EXTERIOR EXISTING CONDITIONS



Veteran's Memorial Building is located on Main Street, near the new police station, library and elementary school.



This building functions as the Town Hall on the first and second floors, and as the senior center on the basement level. There is ample parking as it functions currently.



The senior center entrance is on the south side of the building, off of Park Road, across from the new school fields.



The senior center being in the basement requires a long ramp for accessibility.



The entrance to the senior center is below ground and not very visible or inviting.



This unused courtyard offers opportunity for an expansion to the current senior center to stay at the same central location.

VMB - INTERIOR EXISTING CONDITIONS



The entrance to the Senior Center leads directly to the stairwell, which leaves much to be desired for a secure reception area.



The hallway is spacious and where seniors gather to chat when they arrive, however, the space footage is underutilized and would be better used in a program room.



One of the major activity space shares dancing, lectures, movies, fitness events, and clinics all in one space. This is the room that gets booked the most, and it limits the amount of activities the senior center can schedule.



The senior center currently has only a few large activity rooms. This room here serves as the library, reading room, crafts and games room, coffee/snack area, and storage.



The Council on Aging offices are past the dining area and a small lounge area with only a few seats and a TV. The offices are small and lack enough storage spaces for all their files and paperwork.



The dining area only seats about 20 people at a time, making it impossible to host larger events that serves food.

VMB - INTERIOR EXISTING CONDITIONS



The kitchen for the senior center is not large enough to host large gatherings or events. It lacks sufficient ventilation and storage space for meals.



This is another office area which shares a room with the computer stations. This shows the need for more storage, as well as a more private space to discuss sensitive matters with seniors.



There are multiple computer stations in an office/storage area, that do not get used very often.



The larger gym facility is shared by the Recreation Department, where many events and activities are held throughout the year. Pickleball is very popular with the seniors!



The exercise room is a heavily-used room, by many seniors. There are workout classes each day on the schedule, with high attendance. The ceilings are low and the room is cramped with all the equipment. There is an adjacent room that is full of storage but could be used to expand the footprint of the CoA.



This room connects to the exercise gym, and is currently being used for storage of gym equipment and files.

VMB - INTERIOR EXISTING CONDITIONS



The Emergency Response conference room should be moved to public safety's new building for appropriate adjacencies.



Located on the same level as the senior center, the conference room offers a lot of square footage for programming space for the senior center.



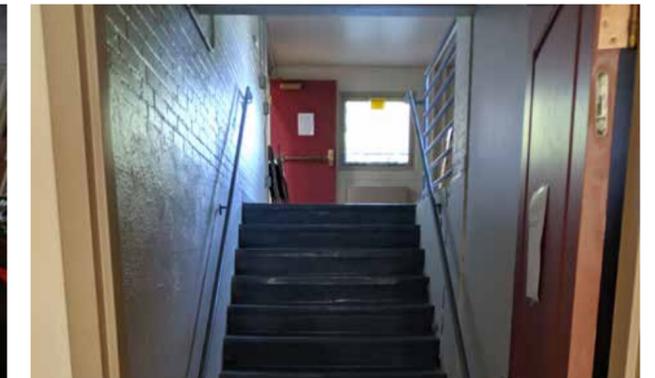
The Consultant is proposing moving the building department to this area, with it's own contractor parking lot and accessible entrance.



Upstairs is Town hall, shown here, which is very separated from the senior center below. The Consultant proposes a design that connects the senior center with the town hall visually to encourage interaction and overlap.

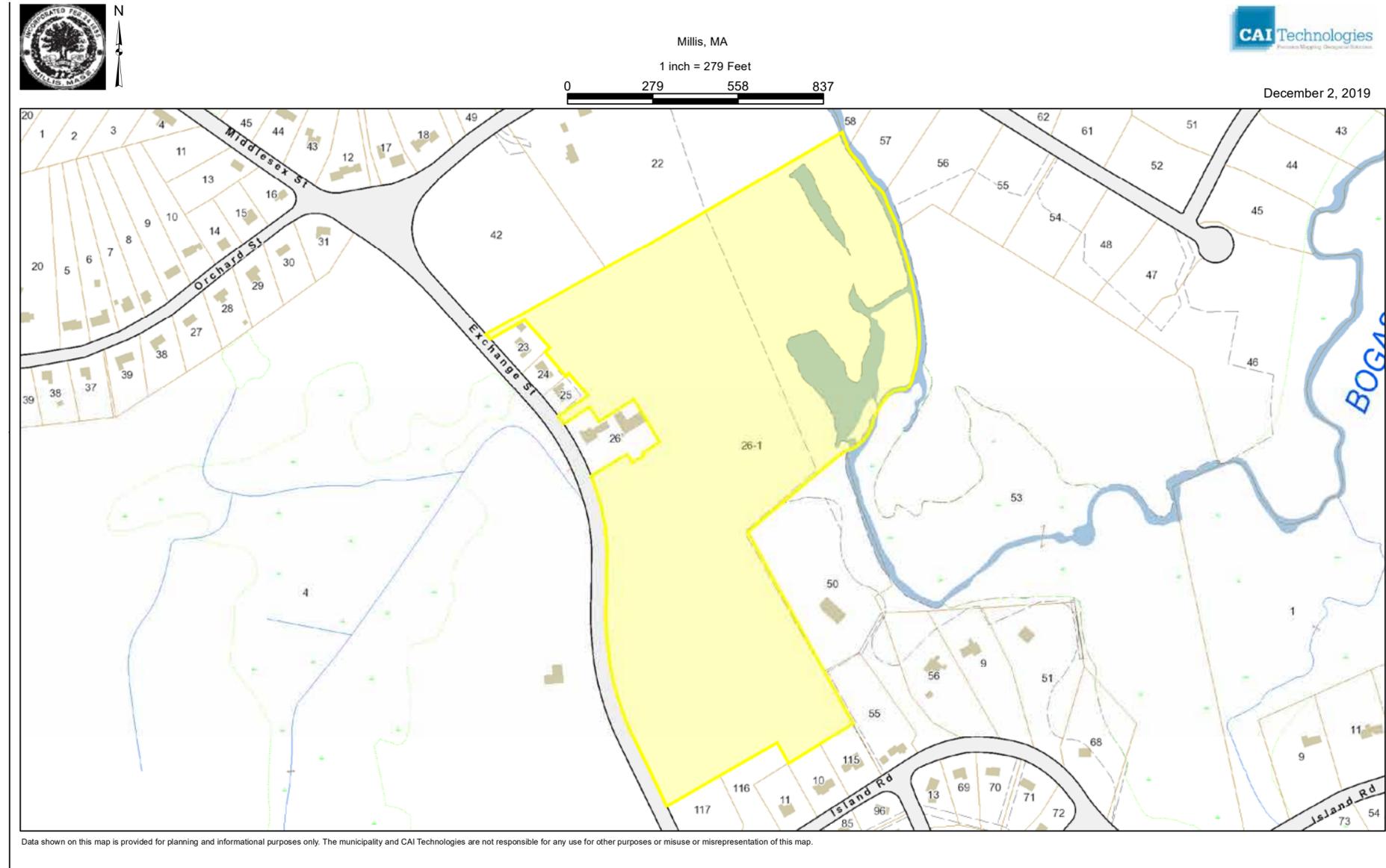


The Recreation Department is currently located on the first floor of the town hall portion of the building. The Consultant proposes moving this office to the ground floor, with the senior center, to create a double height space for the senior center level.

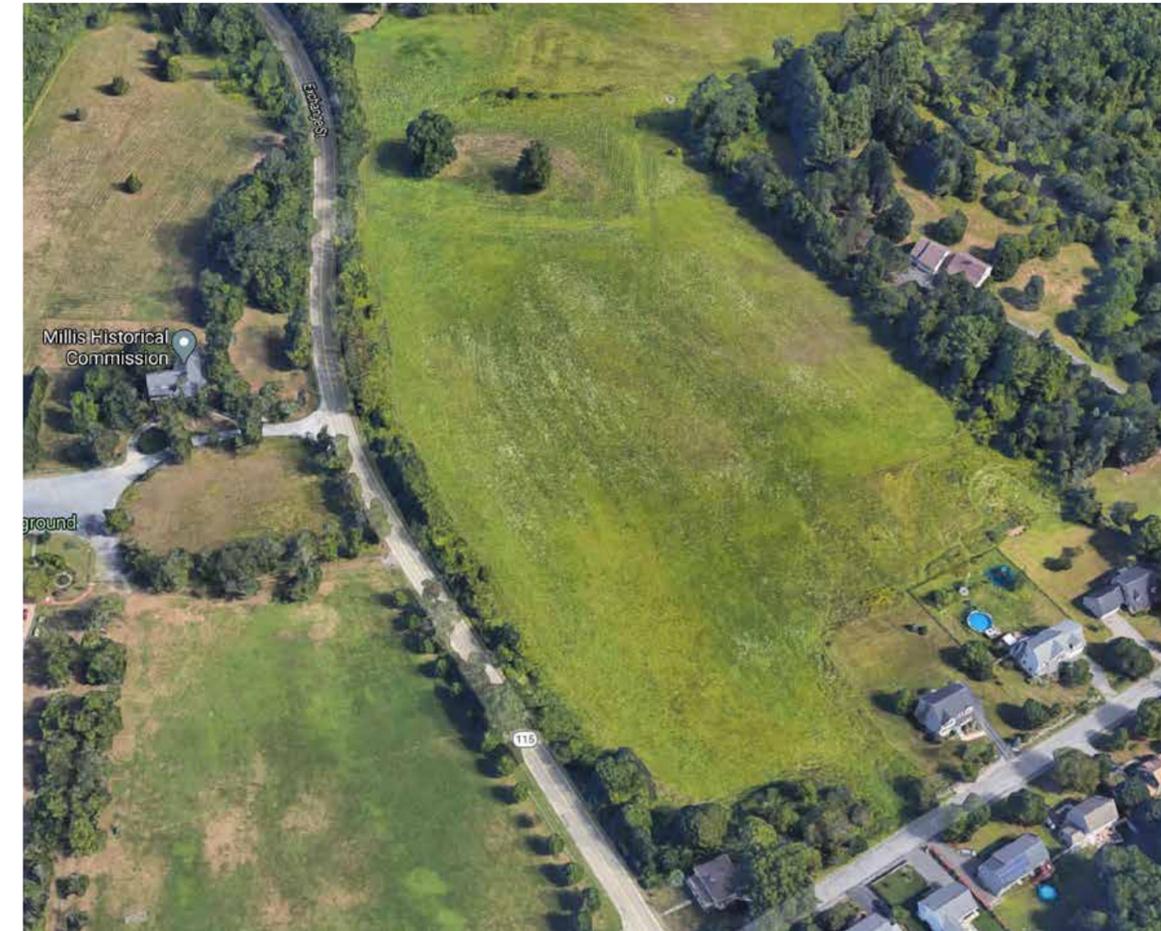


The current stairway to the gym area from the senior center is closed off and out of the way. The Consultant proposes a new open staircase that connects multiple levels to the gym.

POTENTIAL SITE 2: CASSIDY FARM - ASSESSOR'S MAP



CASSIDY FARM - EXISTING CONDITIONS



The greenfield site, known as Cassidy Farm, is along Route 115 / Exchange Street north of the center of town. The Town of Millis owns this land, and currently, it is not being utilized. Since the land is expansive, there would be no issues fitting enough parking to this area. This is important, as members would need to drive to access this area. Cassidy Farm allows for future expansion of any desired programmatic town needs, and offers space for outdoor activities like a farmer's market or gardens. This site location would require utilities to be expanded and connected to the new facility. It would also require a new town operating budget item, as this site would need to be maintained both on the interior as well as the exterior.

SCHEDULED MEETINGS & DISCUSSIONS WITH THE PERMANENT BUILDING COMMITTEE AND THE COUNCIL ON AGING

This Section contains the meeting minutes from meetings and discussions held with the Permanent Building Committee and the Council on Aging on the following dates:

- October 16, 2019 - Walk-through Notes
- January 23, 2020 - Introduction Site Visit with Council on Aging and Hazardous Materials Consultant
- February 05, 2020 - Visioning Meeting with PBC & COA
- April 28, 2020 - Working Group Session with PBC
- May 26, 2020 - Options and Programming Zoom Meeting w/ PBC & COA
- June 29, 2020 - Working Group Session with PBC
- July 14, 2020 - Options Zoom Meeting w/ PBC & COA
- December 11, 2020 - Discussion on Outreach, Surveys & Work Groups
- September 17, 2021 - Final Programming Zoom w/ PBC, COA, Library, & Recreation
- November 29, 2021 - Confirming Options & Moving forward with Cost Estimates w/ PBC
- February 18, 2022 - Recap Process & Present Cost Estimates w/ PBC, COA, Library & Recreation
- February 28, 2022 - Recap Process & Present Cost Estimates w/ PBC & Select Board

These meetings determined the process and anticipated deliverables for the feasibility study.



Notes from Walkthrough

Michael Giampietro – Building Commissioner

Wayne Klocko – Building Committee

Patty Kayo – Director of Council on Aging

Paul Sims – Senior Building Maintenance

Memorial Building: The current senior center is located at 900 Main Street in Millis, in the Veterans Memorial Building, on the ground floor/basement.

- This building, renovated in 1999, is an old school building now used for the Town Programs – including the Building dept, Conservation, Finance, Zoning, Planning Board, DPW offices, and Veterans offices. This property is central to the town, across from the fire station, diagonal to the library, and behind it are the schools.
- The 1999 renovation replaced all the HVAC systems (although some piping is original), and electrical systems. They likely did not do asbestos or lead abatement at that time. The furnace is original but controls were added. They added an air handling units for the gymnasium.
- However, the town is **not** looking to turn this into an energy efficiency/envelope upgrade project, if it can be avoided.

Town Projects: The town has recently completed a new police station, fire station, library, DPW building, elementary/middle/high schools.

- They are now looking to improve the senior center facilities, not only because it’s next in line, but also because there is a Toll Brothers development that will be adding 324 55+ units in town in the next few years, and increasing the senior population. This new 55+ development is said to have their own senior facilities, but there was another 55+ community built years ago, and a large majority of those seniors are registered at the town senior center and use the town facilities as well.

History of COA: The Council on Aging started in 1980 and was located in the church across the street, with about 700 seniors. In 1999, they moved into the Memorial Building. They currently have 2,189 seniors.

Senior Center Feasibility Study in current location (Renovation): The project would like to see the Senior Center keep it’s current location if possible, due to its central location, and would like to look at re-organizing the current basement program and creating more programs/square footage with an addition on the back of the building – where there is a large area of lawn. However, this building is fully occupied which is a big constraint; possibly look at re-locating other offices to gain more space in this building. There are also storage space issues they would like to address in the near future.

- This lawn has had water issues in the past. There was a recent project that added an AquaBarrier (rubber membrane) to the foundation wall below the windows, and it has held up so far. They also re-directed water from the roof to the side parking lot, instead of into an undersized stormwater basin that would get flooded in storms.

- There are still water issues near the electrical room and emergency room – but work is in progress.
- The entry to the current COA is less than ideal; it’s essentially a basement entry with a long concrete ramp and stairs. This ramp has been re-done three times; they said it’s very hard to deal with snow removal, etc, and the concrete ends up cracking. They have added drains in the ramp during the last re-build and it’s holding up so far.

Senior Center Feasibility Study Relocation: The project is also looking at whether or not to build on other town-owned parcels of land. These are not as ideal because they are not as central:

- **Millis Station, 1886:** There is an old train station, nearby the town building, and still pretty centrally located, which was converted into a Montessori School at some point but has been vacant for a few years. This building is a Historical Site – it has a few historical elements on the site (a bell, a well?), and the stone façade is made of local field stones – these field stones were collected from each person in town. It looks like there is enough land to build new and have parking. The side of the property has the old train tracks running through. The back of the property has a cliff that slopes down to a wetland area.
- There is a parcel of land along Route 115 (Exchange Street) across from a Historical Oak Grove Farm that the town owns, which is buildable land and has gas/water/sewer connections nearby.

Regardless if this building is renovated for this project or relocated, there will likely be environmental aspects to this job (soil borings, possible abatement, radon, brownfield issues.. etc). Geotech and topographical survey consultants will be available to the team, and our team will provide recommendations and associated costs during the study phase. The cost of Geotech/surveys will not come out of the architect’s fee – this was noted during the walkthrough.

Parking is an issue currently at the senior center, and will be explored more when choosing sites. Furnishings (FFE) will not be included in this study. They would like a number of scalable options to take to town meeting.

Current Senior Center Facilities: There is currently 11,370 SF of program. The main building has an elevator that serves all floors of the building (There are stairs up to the main building, but the CoA entrance has a ramp). There is a gymnasium in the center of the building that is shared between the town departments. There is a ramp next to the gymnasium providing access from the first floor to the gym. There is a side entry near the open lawn that leads to the gymnasium and the ground floor (stairs). The ground floor has a ramp at the center of the building.

CoA Programming includes:

- **Activity center:** provides function of Library, Game room, Coffee, Bulletin boards
- **Community room:** holds 75 people, for exercise, dancing, singing, meetings – room is used every day
- **Warming Kitchen:** double sink, two ovens, two fridges, microwave, storage. There is no possibility to cook here, as it is lacking space and ventilation, which they would be able to do in the future. They hold big events off site because of this.
- **Dining area:** seats 18 currently, adjacent to kitchen
- **Offices:** two staff offices

- **Fitness center:** includes workout machines, they want a bigger workout area. This is highly requested by the seniors.
- **Computer room:** the current amount of computer stations works well (4), this room also contains storage files.
- **Storage room:** this is shared by other depts (recreation, building dept).
- **Gymnasium:** this is shared by other depts, full schedule, seniors use this all the time.

Millis Senior Center Feasibility Study - Site Visit Minutes - 1.23.2020

Wayne Klocko (508-376-4644), George Bezreh (508-628-5486), Patty Kayo, COA Director (508-376-7054)

Conversations:

1. Met with Wayne Klocko (Senior Center Feasibility).
 - a. Walked us through the entire building.
 - b. Would like to be CC'd on all emails.
 - c. Wants to be included during the design process.
 - d. Make sure to include recommendations for converting paper to digital project to free up storage.
 - e. Make sure to include information on town facilities (like the library, police station meeting room, school gym, etc) within our report to show how the community center will work as a whole in the town.
 - f. Cost Estimate – to include occupancy phasing and sequencing issue and avoid remobilization.
2. Met with Mike G. and Karen (Town Manager).
 - a. They will distribute the surveys by Monday.
3. Met with Patty (CoA).
 - a. Sent her survey in email - She will fill this out over the next few weeks with her board.
 - b. Discussed many issues about community, programming, multi-generational center.
 - c. She will give us one filled out survey with everyone's input, as well as any pamphlets, calendars, etc.
4. Met with Chris (Recreation).
 - a. Gave her a heads up on the programming survey.
5. Met with UEC:
 - a. UEC walked through space and took notes on what to test.
 - b. Paul Sims, Maintenance, will be available to UEC during testing.
 - c. Schedule UEC testing on a Friday – CoA is closed, town offices closed at 12:30pm.
 - d. Billing to Abacus for basement, Billing to Town of Millis for 1st and 2nd floor.
 - e. Confirming exterior wall testing. Solid Masonry (yes), Dampproofing at wall (Town is comfortable not testing this).
6. Next Steps:
 - a. Schedule UEC on site for Friday, confirm with Town
 - b. Need to return to do ceiling heights, door widths, accessibility compliance, bathrooms, window sill and head heights, etc.
 - c. Once we get surveys back, we may conduct a workshop to explain our findings and welcome public input. Do preliminary programming charts.
7. Notes on Walkthrough:
 - a. There is a minor concern about Radon – The new school building did some testing, got a positive hit, but no actionable levels.
 - b. The soil is generally sandy, Category 2.

- c. **General Structure:** There is poured concrete floor above, and a dropped ceiling about 1' from the concrete. The old 1913 school is higher than the 1930 addition – there is a ramp in the hallway dividing these.
- d. Building is fully sprinklered.
- e. **Emergency Room:** This is a big space, and doesn't appear very active. There is a newly built police station and fire station that may have the space to move this program too. This would open up a lot of square footage for programming. Note there is a pit in the front of the room. There is also a room with electronic equipment.
- f. **004E Electric Room:** This is down 4 steps, and has some old phone systems still.
- g. **004M Mechanical Room:** structure from 1998, fiberglass wrap around pipes, this is also down 6 steps.
- h. **006 Exercise Room:** 4 windows, lower ceiling.
- i. Ramp from first floor to Gymnasium – built in 1997.
- j. Chimney at ramp behind wall.
- k. **011 Custodian Closet:** paints, equipment.
- l. **Men's Bathroom:** appears mostly compliant with 2 sinks, mirrors, 1 HC stall, 1 regular stall, and 1 urinal. Plenty of floor space. Door has pull side clearance, and a closer. Does not have push side clearance, and the wall sticks out about 1 foot at door.
- m. **Women's Bathroom:** appears mostly compliant as well with 2 sinks, mirrors, 1 HC stall and 2 regular stalls. The paper towels may be mounted too high, and the door does not have pull side clearance.
- n. **Stairwell to Gym:** 10 steps up. Leads to exterior as well.
- o. **017 Computer Center:** in use
- p. Elevator Stops: G E* 1 2 → The CoA does not like to be called "basement", prefers "Ground Floor"
- q. There used to be a middle staircase but it was removed and turned into offices at the upper floors.
- r. The roof was replaced about 20-25 years ago, maybe?
- s. All Chalkboards still up.
- t. **229 Selectboard Community Room:** planning board meetings, approx. 55 seats, televised meetings, furniture made by local prisoners, shared space.
- u. **226 Accountant:** 2 desks, server room, 10+ filing cabinets, 4 cabinets with shelves, 2 private offices, 12x22 room of storage/files/copier with no flooring and ruined ceiling tiles (probably a prior leak), newer windows
- v. **130 Community Room:** This is a shared meeting space, but it is never used FULLY. This could be divided up. This room does have many built-ins though. The town Clerk is next door.
- w. Recreation has a few desks, and possibly too much office space.
- x. **129 Building Dept:** There are a few shared desks in the corner (squished) and 4 other desks around the room. There are 13 filing cabinets, 4 large filing cabinets, 1 flat file, and piled up rolls of drawings. They should start an electronic submission service for permitting. We took blueprints of the memorial building – we will scan and return.

TOWN OF MILLIS / SENIOR CENTER FEASIBILITY STUDY

Visioning Meeting Minutes

Meeting Date: Wednesday, February 5th 2020 @ 2:00 PM to 5:30PM
Subject: Visioning Meeting
Location: 900 Main Street, Millis, MA
Attending:

Abacus Architects: David Pollak, Annie Steele

Permanent Building Committee: Wayne Klocko, Diane Jurmain

CoA: Patty Kayo (Director), Key Staff & Board Members

1. Medfield's Senior Center Thoughts:

- 1.1 Medfield Senior Center is about 7,900 SF. It originally was larger (about 13,000SF) but did not pass the first town meeting. They reduced the size to pass the second town meeting, but are now in need of a 3,000 SF addition.
- 1.2 Medfield records about 100 people per day and recently started to open on Saturdays, which has been popular.
- 1.3 The general rule of thumb is to have about 8sf per person.
- 1.4 Medfield is not close to the town center, and has 100 parking spots. It does not usually use all of these spaces, but does occasionally for things like Polling.
- 1.5 Medfield recommended lots of storage space, and a better layout for a commercial kitchen.
- 1.6 The library/fireplace area in Medfield was highly valued.
- 2. Millis Senior Center Uses & Ultimate Goals:**
 - 2.1. Plan for 50 years in the future. Design for full day and Saturday program. The town is expecting new development (320 more 55+ units), which is a 10% increase of housing in town. 2030 projection is 3,000 seniors in Millis.
 - 2.2. Address needs for the "older" seniors, as well as people aged 30 to 60.
 - 2.3. Focus on Health, Fitness, and Wellbeing.
 - 2.4. Connection to landscape, natural light.

3. Outreach for Project:

- 3.1. Meetings to update feasibility study progress. Get seniors and families involved.
- 3.2. Get local groups involved -- VFW and local scouts may be interested in being a part of this. Walpole collected \$1.5 million for its capital plan through local banks.
- 3.3. Town programs could possibly go into this project to gather more support – Partnerships to create more of a Multi-generational Center. Millis is very good about sharing spaces (Library, School) – this can help avoid needing too much new programming, but can also bring in other groups to use space, and interact with senior clients.
 - 3.3.1. Moving Food Pantry was discussed but ultimately decided it would not work. It's well-served at the church because of the support and no cost, so it would be difficult to make a case for re-location. There are 100 registered families, about 20 come in on Saturdays, 8 families on Wednesdays.
 - 3.3.2. If there are other programs, the design needs to address divisibility for operating at different times. This is easier to accomplish with a new building.
 - 3.3.3. Town has a list of nighttime meetings – utilize this list as possible uses for evening in building.
- 3.4. The town needs to include an operating budget for Staffing when presenting to town meeting to get everyone on board with the new project. The operating hours would increase, and the budget for operating costs would increase as well (evening programs, building maintenance).

4. Discuss Core Building Program / Programmatic Requirements:

- 4.1. **Entry** – Accessible, Covered with bench outside (people waiting for rides), wide entry (can sit and wait around for friend), grade level, offices nearby, area for coats.
- 4.2. **Reception** – desks for two attendants, (Receptionist & Program Manager) Adjacent to entry. Secure area. Area for technology (database & check-in station), TV/Smartboards showing events of the day/calendar. Touch-screen sign in. Open, not behind wall/glass.
- 4.3. **Office Suite** (Director, Outreach, Dept Assist)– Grouped offices, offices need to have enough space for family to sit. One of those offices will be a flexible space for visiting staff. Office to have the ability to be closed off for privacy, but would like glass/window to lighten room. Adjacent to reception desk, File Storage (desk with drawer files, freestanding cabinets), separate restroom for staff.

- 4.4. **Lounge/Drop-In Space** – Fireplace, “homey”, Library space with books (6 shelves), Area for the donated goods, Coffee, baked goods, tables, puzzles, reading and sitting area, TV, windows. Maybe a greeter/volunteer would be in this space.
- 4.5. **Lunch Room** (for Luncheons) – Ideally this room could expand and contract for events, divider. Everyday seating 40-50 people, Use circular tables, Adjacent to kitchen. Sit-down meal for 170 seniors required – storage for tables/chairs within room (2,400 SF). This COA likes the idea of a charged daily breakfast to get people into the facility earlier and they can stay for events. This works well in Franklin where they charge \$4.50 for breakfast (cook to order) and its open to all, Monday through Friday.
- 4.6. **Commercial Kitchen** – needs truck access from the outside, with dining area adjacent. Needs an office for the HESSCO worker. Needs typical refrigerator, freezer, stove tops, grease trap, drain, hood, etc.
- 4.7. **3 Multi-purpose Classrooms:** Natural light, flexible furniture (lots of storage needed). Need cabinets/sink in each multi-purpose room, each room w/ TV & DVD player?
 - 4.7.1. 1 for Presentations, Workshops, Stage, Health Fair/Clinics, Community Gatherings, Movies
 - 4.7.2. 1 for Movement, Yoga, Line Dancing, Versatile fitness room – needs Resilient Floor
 - 4.7.3. 1 for Wellness/Meeting Room, Blood Pressure Clinics, support group, training, memory café space (~9 people currently attend).
- 4.8. **Counselling Room** (Health visit, nurse visit) – smaller individual office, separate entry. Private. Room for family.
- 4.9. **Fitness Gym w/ equipment** (Free weights, YMCA Fitness, DVDs) – TV, Locker Rooms for changing and showers, storage. Used by seniors & younger people.
- 4.10. **Craft Room** – a room with lots of storage, big tables, storage for on-going craft projects (metal racks?), lockable cabinets, sink,
- 4.11. **Game Room** (Cribbage, Poker, Bingo, Bridge) – 2 Pool tables – this helps bring older men into the facility, who tend not to seek out socialization and get lonely.
- 4.12. **Candy’s Corner Thrift Store** – Display case area, Shelves with glass, able to be locked. Near entryway or along hallway for maximum visibility to visitors. Possibly a room that has a door and can be locked off hours.
- 4.13. **Loaner Medical Supplies** – Storage Room for Wheelchairs, Walkers, etc. Designated space, not to turn into a junk room.

- 4.14. **Outdoor seating / picnic area** - outdoor area with shade, game area (horseshoes), firepit/grill area for summer cookouts, walking paths, drop-off waiting area. (Library has raised garden beds and they are not used much).
5. **Next Steps:**
- 5.1. Abacus to refine the list of programming spaces with a range of sizes, square footages, uses, needs, and adjacencies. Start the test fit process and conceptual design layouts for renovation of VMB, including possible addition and/or expansion/reconfiguration of 2nd floor.

TOWN OF MILLIS / SENIOR CENTER FEASIBILITY STUDY

Working Group – Site & Plan Review - Meeting Minutes

Meeting Date: Tuesday, April 28th, 2020 @ 10:00 AM to 12:00 PM
Subject: Working Group – Site & Plan Review Meeting
Location: Zoom Meeting
Attending:

Abacus Architects: David Pollak, Annie Steele

Permanent Building Committee: Wayne Klocko, Diane Jurmain

1. **Contract:**

- 1.1. David Pollak to revise latest draft version sent on 12/18/19, and send an electronic signed version to Wayne Klocko, Mike Guzinski and Karen Bouret for signature.
- 1.2. **Consultants:**
 - 1.2.1. Abacus’s fee includes Haz. Mat consultant and Cost Estimating consultant. Abacus to use PM&C as the Cost Estimator – Wayne noted PM&C has previously done acceptable work for the town. Abacus to use structural and code consultants for high-level summary of work for cost estimating purposes.
- 1.3. **Deliverables:**
 - 1.3.1. Abacus to deliver a design & total project budget (soft costs, FFE, etc.) to present to the town. This is a hard number that the project cannot exceed during construction, so risk-in-plan contingencies will be used (code, site, structural, etc).

2. **Site & Traffic Discussion:**

- 1.1 **Clyde Brown School Diagram:**
 - 1.1.1 Goal was to have many entrances/exits for car traffic to/from school.
 - 1.1.2 Park Road became two way with a traffic light, and closed off entry into VMB parking lot. Park Street became one-way with right turn only.
- 1.2 **Traffic & Parking Discussion at VMB - Comments on our preliminary site plan:**
 - 1.2.1 Goal is to provide a net gain of parking spaces, while preserving the flow of traffic.
 - 1.2.2 Delete opening from Park Road into VMB parking lot.

- 1.2.3 No parking along drive aisles (Park Road and Park Street).
 - 1.2.4 Parallel parking would be tough for seniors. Angled parking could be considered in certain areas.
 - 1.2.5 Right-side drop-off needed, possible island between drop-off and Park Street.
 - 1.2.6 Additional parking lot near Park Street exit at existing lawn is OK. This could be for Building Dept / Town Staff.
 - 1.2.7 Possible off-site additional parking capacity: Further down Park Street at McCabe/Monroe Streets (however, neighbors are vocal here), and previous Construction Area for the school (500’ away).
- 1.3 **Site Elevations & Entrance Discussion:**
- 1.3.1 **Accessible ramp:** Basement is 5.5’ below grade. Will need to lower drop-off area by 6” in elevation to get two 29’ ramps with landings. Location at courtyard to be covered, and likely will need double handrails per code. Keep ramp to the edge of courtyard so it is not visually intrusive.
 - 1.3.2 **Gym Wall:** Ramp to keep distance from the gym wall to avoid underpinning. Cover/trellis for ramp could dress up gym wall. Money could be put into restoring gym windows, or possible green wall.
 - 1.3.3 **Entrance:** Location could be moved to where the new addition means the old building, need to figure out vestibule and reception location.
 - 1.3.4 **Courtyard:** same as basement level elevation, requires underpinning at VMB wall to extend frost walls 4’ below new grade.
3. **Option 1 Plan – VMB 2-story orthogonal – 7,000 SF footprint:**
- 3.1. Drop-in lounge area is bigger and extends along the entire courtyard wall – this is desirable.
 - 3.2. The basement level rooms in the addition may feel too much like a basement with the lower ceiling/a second-story on top. Look into making this 1-story with a higher ceiling/roof.
 - 3.3. The angled wall in option 2 works well to open up the courtyard – bring the angled wall into this scheme.
4. **Option 2 Plan – VMB 2-story angled – 4,400 SF footprint:**
- 4.1. This scheme has a smaller footprint, and doesn’t include a game room, or changing rooms. The multi-purpose rooms, dining, gym and drop-in lounge are reduced in size.
 - 4.2. Add stair at the end of the balcony into the dining space for circulation flow.
 - 4.3. Glass walls from 2nd story multi-purpose rooms into balcony area is preferred.

5. **Option 3 Plan – Cassidy Farms 1-story 15,000 SF footprint:**
 - 5.1. This option includes all of the desired programming at a reasonable size. The rooms can be taller with sculpted roof forms.
 - 5.2. This option can have as much parking as needed, and lots of flat outdoor recreational space.
6. **Next Steps:**
 - 6.1. Abacus to send electronic Contract.
 - 6.2. Abacus to revise plans per discussion for CoA working group review & discussion.
 - 6.2.1. Revised VMB Site Plan
 - 6.2.2. Revised Option 1: VMB - 1-story, rotated addition
 - 6.2.3. Option 2: VMB - 2-story, rotated addition
 - 6.2.4. Option 3: Cassidy Farms - 1-story new construction
 - 6.3. Wayne & Diane to schedule CoA review & discussion (after May 8th).

TOWN OF MILLIS / SENIOR CENTER FEASIBILITY STUDY

Options 1, 2, 3 & Programming Review - Meeting Minutes

Meeting Date:	Tuesday, May 26 th , 2020 @ 7:00 PM to 9:15 PM
Subject:	Options 1, 2, 3 & Programming Review
Location:	Zoom Meeting
Attending:	
Abacus Architects:	David Pollak, Annie Steele
Permanent Building Committee:	Wayne Klocko, Diane Jurmain, Craig Schultze, Pat Sheehan, John Larkin, Kim Borst
Attendees:	Patty Kayo, Jim McCaffrey, Christine McCaffrey, Helen Daly, Bert Lannon, Linda Stetson, Kris Fogarty, Elizabeth Derwin

1. **Millis Senior Center Options 1, 2, & 3 Presentation:** Abacus Architects presented three options for the expansion and renewal of the Millis Senior Center – walking through the site, plans and programming for each.
 - 1.1. **Options 1 & 2 – Site Planning at Veteran’s Memorial Building:**
 - 1.1.1. **Parking:** Abacus showed expanded parking options for the entire VMB site that build out paved areas for more parking while still preserving mature trees, greens, memorials and other significant site features. The parking has four sections – main west lot (63), parallel spots along Park Rd (11), parallel spots along Park Street (7), and the “Contractor Lot” (36) which is in close proximity to proposed relocated Building Dept location. Option 2 also has 4 accessible parking spots near the drop-off.
 - 1.1.2. **Drop-Off:** There is a drop-off driving aisle for the Senior Center along Park Street. From the drop-off, there is a covered ramp that travels 5’-6” down in elevation to the new courtyard area and the main accessible Senior Center entrance.
 - 1.1.3. **Courtyard:** The courtyard is at the same level as the Senior Center (existing lower level), so it is a walk-out patio area. Specific programming for this area has not been assigned – possibilities here include gardens, picnic tables, games (corn hole, etc.), grilling area, shade trees, etc.
 - 1.1.4. **Entrances:** There is a main, accessible entrance off the new courtyard. There is also an entrance from the west side that will be a few steps down into the Senior Center and will require a variance. The elevator would be the accessible entrance from the west side of the building.

- 1.2. **Option 1 & 2 Plan Similarities:**
 - 1.2.1. Building Dept. moves to Emergency Services Room with dedicated exterior entry; Recreation Dept. moves near CoA office suite on ground floor, and is also in close proximity to gym entrance.
 - 1.2.2. Double Height lounge space where Recreation is currently. Lounge adjacent to courtyard. New stair in double height space connects ground floor, first floor, and gymnasium. Removed existing small structure with stair to gym in courtyard.
 - 1.2.3. Program space (“craft room”) on first floor level above lounge, where Building Department is currently.
 - 1.2.4. Gathering spaces (library/lounge and large dining room) along courtyard connect directly to outside so that the major spaces and circulation of the senior center are on grade rather than below grade. Support space (offices, bathrooms, kitchen) along west side.
 - 1.2.5. Entry Corridor - Entries from west and east side across from one another with main reception desk in-between.
 - 1.2.6. South-facing addition with large dining area, kitchens, bathrooms and multi-purpose spaces.
 - 1.2.7. Existing Stair 5 is essential means of egress from 2nd floor. Abacus will review specific requirements and whether it must continue directly to exterior or if it could continue to one of the new open stairs.
- 1.3. **Option 1 – Veteran’s Memorial Building 1-story addition (6,400 SF Footprint):**
 - 1.3.1. One-story addition. Senior Center would be on one level, except the one program room on the first floor (craft room).
 - 1.3.2. Multi-purpose spaces off of the main dining area; these would be 5’ or 5 ½’ underground with high window sills. High ceilings would allow tall windows to bring in light and sky views. Glass interior walls to the adjacent dining room provide additional views and light.
- 1.4. **Option 2 – Veteran’s Memorial Building 2-story addition (4,800 SF Footprint):**
 - 1.4.1. Two-story addition, connecting directly to program room and circulation on the first floor of the VMB.
 - 1.4.2. Smaller footprint gives more space for accessible parking.
 - 1.4.3. Multi-purpose rooms on upper floor of the addition could be shared with CoA and used by town and community. These rooms could have interior glass walls to look over the dining space and courtyard as well as large south-facing windows. These rooms could also have sound-proof folding wall dividers for flexible programming.
 - 1.4.4. Elevator from the VMB would serve the addition; no additional elevator shown.
- 1.5. **Option 3 – Site Planning at Cassidy Farms:**
 - 1.5.1. Off of Exchange Street/Route 115. Town owned land. Large, level, and open site ideal for new development.
 - 1.5.2. Ample parking space – can have as much parking as needed.

1.5.3. Site could be expanded to include outdoor amenities/programming (walking trails, zen garden, picnic & grilling, community gardens, sports courts, pool, play fields, etc.).

1.6. Option 3 – Cassidy Farms 1-story New Construction (15,000 SF Footprint):

1.6.1. New Construction of one-story senior center.

1.6.2. Large central space provides both program areas and circulation, minimizes corridors.

1.6.3. New construction layout can take into account all of the necessary programming, and any needed adjacencies.

2. Discussion on Options:

2.1. Location – VMB considerations:

2.1.1. There appeared to be a consensus that the proximity to the “town center” makes this option the most appealing.

2.1.2. Center of town; very walkable area. Collaboration with nearby school and library, and other town departments. This would encourage multi-generational interaction and support. Could be called “Millis Community Senior Center”

2.1.3. Challenges of VMB options include disturbance during construction, and cost of remedial work on other parts of VMB to bring them up to code.

2.1.4. Town of Millis should consider/price digital conversion project of paperwork; cost of digitalizing files vs cost of storage space. This would be a separate special project.

2.1.5. Existing gym at VMB is a significant advantage for CoA.

2.1.6. Coordinated and/or integrated programming between Recreation and CoA at VMB.

2.2. Location - Cassidy Farms considerations:

2.2.1. Construction would not be disruptive to current senior center and town functions. Senior Center could be relocated into completed new facility so no need for “swing space” arrangements.

2.2.2. With the senior center at Cassidy Farms, VMB would be opened up for other programming. This brings both opportunities and challenges.

2.2.3. Not at the center of town, not walkable. Seniors would likely need transportation there, which could limit senior attendance.

2.2.4. Could become the catalyst for additional development at Cassidy – more fields, pool, basketball courts, etc. for entire community.

2.3. Configuration of VMB addition - 1-story considerations:

2.3.1. One-story senior center easiest in relation to mobility considerations for aging population.

2.3.2. Broad, low addition - three-dimensional development may look out of proportion with this option because floor level is underground at south and east sides.

2.4. Configuration of VMB addition - 2-story considerations:

2.4.1. Two-story addition integrates more effectively with other programs and departments in VMB – could be open after hours and used by town functions, Boards and Commissions, and multi-generational users. This could gain more community support. Extended day opportunities.

2.4.2. Smaller in footprint, taller addition - three-dimensional development would be more proportional with this option.

2.4.3. Acoustical treatment can address noise level concerns.

2.5. Possible 4th Option – renovation only VMB option:

2.5.1. A 4th Option of designing for minimal intervention (no additions) was determined to be out of scope for this project because it does not meet the Charge given to PBC by Town Meeting for this study.

2.5.2. Money is always an issue - the question is “Can we afford NOT to do it” for future Millis generations.

3. Next Steps:

3.1. Abacus to refine plans based on programming conversations & develop massing/elevations/renderings for presentation/review by CoA, PBC, and the public.

3.2. After review of the new materials, PBC to schedule virtual public meeting to gather town input on the options (assuming public gathering is considered too far off to make waiting practical).

3.3. Abacus to refine options based on input and move toward finalization and cost estimating.

3.4. Abacus to format final report with process, options & costs for November Town Meeting.

Virtual Meeting via Zoom

Call to Order: Wayne Klocko called the meeting to order at 7:03 p.m.

Meeting Attendees:

PBC
Wayne Klocko (Chairman), Diane Jurmain, Patty Kayo (Ex-Officio) Bert Lannon (Ex-Officio), John Larkin, James McCaffery (Ex-Officio), Patrick Sheehan, Kimberly Borst (Department Assistant)

Additional Attendees
Helen Daly
Elizabeth Derwin
Christine McCaffery
David Pollak
Annie Steele

Abacus Architects presented two refined design options and elevation drawings for the Senior Center to the Permanent Building Committee.

Option 1 is a 1-story addition to the Veteran’s Memorial Building. The majority of the Senior Center would be on the ground floor. A new courtyard area and main entrance would be on the Park Street side of the building. The courtyard area will be brought down to the same level as the existing Senior Center with a walk-out patio area. The drop off lane will be slightly lower than the parking lot to make the transition easier. Ramps with handrails will run alongside the gym from the drop off area to the entry doors. A sloping sidewalk will also be an option. The library/lounge area will be a double height space for a large airy feel. The kitchen will be off the lounge area. The Council on Aging and Recreation Department offices will run along the back side by the softball field. A reception desk will be accessible from both the front and back entrances. One large multi-purpose room will have dividing walls that open and close to allow for the option to use the space as one, two or three rooms. A fitness center would be placed where the fitness room is now and expanded into the storage room behind it. With everything on one level, the ceilings can be higher allowing for larger windows which will make the rooms that are not along the courtyard side feel more like they are on ground level. Parking around Veteran’s Memorial Building would be expanded.

Option 1 is 13,267 total square feet comprised of:

- 5,700 square feet on the first floor of the existing building including the fitness area
- 1,522 square feet on the second floor of the existing building

- An addition of 6,045 square feet

Option 2 is a 2-story addition to the Veteran’s Memorial Building. This option allows for a smaller footprint and more parking accessibility. Site planning, parking and the courtyard would all be the same as in Option 1. The Council on Aging offices, Recreation Department offices and lounge areas would also be the same as in Option 1. The fitness center will be in a different location, it would be along the side of the building by the softball field with open glass on the interior wall to let in more light from the cafeteria/lounge area. This would allow the current fitness area and storage room to continue to be used by the town for storage or other uses. The lower level would have ceilings that match the current lower level ceilings, not the taller ceilings discussed in Option 1. A balcony and lounge area would overlook the dining room. The programming rooms would be upstairs and would be the same as Option 1 as far as being able to use them as one, two or three rooms with the dividing walls. The benefit to having these multi-purpose rooms on the upper floor of the addition is that it could easily be shared with other town departments and organizations without having to cut through Council on Aging space.

Option 2 is 13,794 total square feet comprised of:

- 4,270 square feet on the first floor of the existing building not including the fitness area
- 1,522 square feet on the second floor of the existing building
- An addition of 8,002 square feet, 4,607 square feet on the first floor and 3,395 square feet on the second floor

Option 3 was presented as new construction at Cassidy Farm on Exchange Street. This option was discussed but the design was not expanded upon for this meeting.

There was a lot of discussion about a multi generational space, especially in regards to Option 3, the Cassidy Farms option. The Committee charged the Council on Aging with providing a clear idea of programming needs and deciding what is best for them, a stand-alone Senior Center or a multi-generational space shared with the Recreation Department.

Abacus Architects agreed to work on putting together a series of questions to gather information from the community about how best to meet the needs of seniors in the community.

9:20 p.m. – David Pollak, Annie Steele, Helen Daly, Patty Kayo, Elizabeth Derwin, and Bert Lannon left the meeting.

TOWN OF MILLIS / SENIOR CENTER FEASIBILITY STUDY

Discussion on Schedule & Next Steps - Meeting Summary

Meeting Date: Friday, Dec 11, 2020 @ 11 AM
Subject: Discussion on Schedule & Next Steps
Location: Zoom Meeting
Attending: David Pollak, Annie Steele, Wayne Klocko, Patty Kayo, Jim McCaffrey, Christine McCaffrey, Elizabeth Derwin

1. **COA Programming:**
 - 1.1. COA reached out to senior center in area for background on services they provide. They also reached out to commonwealth dept for advice on square footages for a center based on population needs.
 - 1.2. COA worked on programming, but would like in-person meetings to develop with community input. Discussed advantages and disadvantages of zoom meetings.
 - 1.3. COA to send current programming list to Abacus.
 - 1.4. Millis COA is working on a new full-time proposed budget for the Senior Center to be approved by the Select Board, so that the program/budget is ready and on-par with a new senior center.
2. **Schedule:**
 - 2.1. Schedule around town meeting dates: May 2021 & Nov 2021 unlikely in person. Possible to bring fully developed proposal to Town Meeting for May 2022.
 - 2.2. Due to COVID, Millis is delaying any in-person presentations until Spring 2022.
 - 2.3. In the meantime, Abacus will look at options for virtual meetings/outreach.
3. **Outreach:**
 - 3.1. Focus Groups / Visioning Session for community input on site location, gym option. Who can attend in person vs virtually? How to get seniors 60+ to attend virtual presentation and give their input?
 - 3.2. Possible Zoom Focus Groups, one with residents of The Glenn, and another more public zoom meeting advertised in the COA Newsletter. In these presentations, we would give a summary of the project, show the operating budget plan, and hear their comments and concerns through Zoom Polls and Chat Q&A.
 - 3.3. Public outreach Option – feedback through Survey Monkey. Abacus to distribute survey outline to Wayne, Diane & the COA Board for feedback, and then set up the survey with a link. This link can be advertised in the COA Newsletter, and possibly distributed to The Glenn residents as well (as they are the target age group).

**Permanent Building Committee Meeting
 Minutes of Wednesday, September 22, 2021
 Virtual Meeting via Zoom**

Call to Order: Wayne Klocko called the meeting to order at 7:02 p.m.

Meeting Attendees:

PBC
 Diane Jurmain, Wayne Klocko, John Larkin, Richard Nichols, Kimberly Borst (Department Assistant)

Additional Attendees
 Dave Rachmaciej – DPW
 Craig Schultze – Select Board Representative
 Robert Taylor – Taylor & Burns

Senior Center Feasibility Study Update

A meeting took place last Friday with Town Administrator and Department Heads of COA, Library, Recreation and Abacus Architects. Abacus took all of the information that they received from the Department Heads about programming that is currently offered and put it into a Matrix in order to help define programming space needs. This matrix was distributed, reviewed and updated during the meeting. Programming is continuing to be defined in order to get a plan that can be turned into a building design that fits the needs of the Millis Community.

Minutes

Meeting minutes from 8/25/21 were presented to the Committee for approval.

Wayne Klocko made a motion to approve the meeting minutes from 8/10/21. Diane Jurmain seconded the motion. By roll call vote – Diane Jurmain – aye; John Larkin – aye; Richard Nichols – abstained; Wayne Klocko - aye.

**Permanent Building Committee Meeting
 Minutes of Tuesday, November 30, 2021
 Zoom Meeting**

Call to Order: Diane Jurmain called the meeting to order at 7:02 p.m.

Meeting Attendees:

PBC
 Diane Jurmain, John Larkin, James McCaffrey, Richard Nichols, Kimberly Borst (Department Assistant)

Additional Attendees

Catherine MacInnis
 James McKay – DPW
 Dave Rachmaciej – DPW
 Robert Taylor – Taylor & Burns
 Erin Underhill – Select Board
 Craig Schultze – Select Board

Senior Center Update

Diane Jurmain recently met with Abacus Architects and requested renderings of the Senior/Community Center building option at the Cassidy site along with a cost update and a price to add a gym. Additionally, Abacus Architects was asked to look at the proposed plans for the expansion of the Veteran’s Memorial Building and see if it would be adequate for a Community Center. The Department Heads will be invited to a meeting once we have new cost estimates. We will review the options with them prior to scheduling focus groups for the Town.

The next PBC meeting is scheduled for Tuesday, December 21, 2021 at 7:00 PM.

Minutes

The minutes from October 20, 2021 were reviewed by the Committee.

Richard Nichols made a motion to approve the minutes from October 20, 2021 as written. Diane Jurmain seconded the motion. By roll call vote – Diane Jurmain – aye; John Larkin – aye; Richard Nichols – aye; James McCaffrey – aye.

**Permanent Building Committee Meeting
 Minutes of Tuesday, December 21, 2021
 Zoom Meeting**

Call to Order: Wayne Klocko called the meeting to order at 7:03 p.m.

Meeting Attendees:

PBC
 Diane Jurmain, John Larkin, James McCaffrey, Richard Nichols, Kimberly Borst (Department Assistant)

Additional Attendees

Dave Rachmaciej – DPW
 Robert Taylor – Taylor & Burns

Senior Center Update

Abacus is working on aggregating the costs for two senior center options by the end of January. Abacus was also asked to make the drawings more relatable to the general public. Looking toward public feedback sessions in February/March time frame and then to go back to the stake holders, Council on Aging, Town Administration, Recreation, and Library.

The next PBC meeting is scheduled for Tuesday, January 25, 2021 at 7:00 PM.

Minutes

The minutes from November 30, 2021 were reviewed by the Committee.

Richard Nichols made a motion to approve the minutes from November 30, 2021 as written. Diane Jurmain seconded the motion. By roll call vote – Diane Jurmain – aye; John Larkin – aye; Richard Nichols – aye; James McCaffrey – aye. Wayne Klocko abstained.

SURVEYS, PROGRAMMING, SITE & FLOOR PLANS, AND 3D VIEWS

This Section contains the following process documents:

- Survey from Council on Aging & Supplement documents
- Programming with Square Footages and Adjacencies
- April 2020 - Proposed Progress Plans for Veteran's Memorial Building & Cassidy Farm
- May 2020 - Proposed Progress Plans for Veteran's Memorial Building & Cassidy Farm
- July 2020 - Proposed Progress Plans for Veteran's Memorial Building
- Sept 2021 - Programming Worksheet with CoA, Library & Recreation Departments

These process documents helped facilitate the conversations and feedback with the Permanent Building Committee and the Council on Aging for the direction of the feasibility study.



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MILLIS SENIOR CENTER – CoA Survey

Name/Title: Patty Kayo/Director

Department/Division: Council on Aging

Phone/Email: (508)376-7051 pkayo@millisma.gov

Please email completed survey by 01/31/2020 to Annie Steele at Abacus Architects: asteele@abacusarchitects.com

What organizational documents can you share with us that will help us help you plan for CoA's facilities/future?

- Schedule of activities Attachment: **SCHEDULE OF ACTIVITIES FUTURE**
- Program offerings Attachment: **PROGRAM OFFERINGS**
- Hours of operation Monday-Tuesday-Thursday 8:30-2 Wednesday 8:30-4:30 Friday 8:30-12:30
- Outreach activities (in-home, etc.) Attachment: **OUTREACH ACTIVITIES**
- Newsletter Attached: **CURRENT SCHEDULE OF ACTIVITIES ON CALENDAR**

What is CoA current staffing Full time? Part time? How is staffing likely to evolve in the future?

Current staffing:
Director 35.5wk Outreach 17.5wk Department Assistant 17.5wk Dispatch 16wk 3 Drivers 30wk Total
Current staffing is not adequate. We currently utilize "creative staffing" by alternating Department assistant and Outreach days to ensure center is staffed with 3 employees at all times. Any shortage of staff disrupts quality of services. Staffing will have to evolve with the growing number of seniors. The need to add a Program Director will be necessary to coordinate volunteers and oversee programming. Fulltime status will be required for all staff to maintain operations.

POSITION	STAFFING PROJECTS				FTE	PTE	COMMENTS
	2020	2025	2030	2040			
Example: Director	1	1	1	1	X		Manages COA
Director	1	1	1	1	X		Oversee operations/Manages
Outreach	1PTE	1	2	2	X		Case Management/Community Outreach
Dispatch/Reception	1PTE	1	1	1	X		Transportation/Information
Dept Assistant	1PTE	1	1	1	X		Clerical/Billing/Receipts/Data base
Program Director	0	1	1	1	X		Coordinate volunteers/implement programming

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MILLIS SENIOR CENTER – CoA Survey

How many seniors visit the senior center on an average day? How many clients attend each activity?

ATTACHED: *Avg Attend excel*

ATTACHED: *Activity Attendance*

Of the 2,189 seniors that currently exist in Millis (which is 25% of the Millis population), what percent of those people do you expect to provide services for?

674 seniors walked through our doors last year. That is 31% of the senior population. With the current climb of the baby boomer population, Millis' development of 324 units of over 55 and a 40B development with 98 units we expect larger than average growth. According to the 2010 census Millis has the largest proportion of people 60 to 69 year of age at 15.6%

The COA also serves as the only public social service agency and assists all town residents with access to public benefits regardless of age. Community members of all ages are able to reach out for assistance from the Outreach Department. Programs like Fuel Assistance, the Millis Fund, Millis Food Pantry and the Salvation Army voucher Program are not restricted by age and are readily available to Millis residents in need.

Volunteer? Are there different groups of volunteers (general, social work, financial counseling, etc.)?

Currently: Volunteer boards meet on a monthly basis: Friends of Millis COA, Council on Aging Board of Directors SHINE Volunteer Program 2x's per month. Shares office with Outreach. The Crafty Ladies who craft projects for the MOW program. Newsletter coalition group who assist with the monthly newsletter mailings. Small group of volunteers who pick-up daily donated bakery goods. Meals on Wheels volunteer drivers and kitchen helpers. Trip Coordinators organize trips to social, cultural and educational events. Monthly service projects that benefit local causes.

Volunteer computer tutoring
No ongoing professional support volunteers due to lack of appropriate office space.

Future Needs: Monthly Elder Law Clinic
Low Vision Support Group
Parkinson's Group
Memory Cafe
AARP's Tax Assistance
VNA Presentations

What programs are currently offered? On what schedule?

Daily:

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MILLIS SENIOR CENTER – CoA Survey

Transportation
Fitness Room
HESSCO's Congregate Lunch/ Meals on Wheels
Strength Training DVD
YMCA's Enhance Fitness (M-W-F)
Drop-in room for daily donated baked goods, coffee, conversation, coupon clipping, knitting, crafts, ongoing puzzles, reading.

Weekly:
Volunteer's Crafty Ladies
Volunteer Computer Tutoring
Volunteer's cards (Cribbage, Poker)
Volunteer Bingo
Volunteer Line Dancing
Paid Instructor Yoga
Volunteer Blood Pressure Clinics
Sing a long group
Tasty Tuesday luncheon

Bi-Weekly:
SHINE

Monthly:
HESSCO's Health Consultations
Podiatry (bi-monthly)
Coalition of newsletter
Public Health Nurse- Consultations

Quarterly:
Norfolk County Sheriff's Office "Are You Okay, Senior Photo ID, File Of Life, Triad, Yellow Dot" Programs

Semiannual:
AARP's "Planning for Medicare"
The Mass Bar Association presentation "Turning 65- What You Need To Know"
HESSCO's Healthy Aging Presentations

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MILLIS SENIOR CENTER – CoA Survey

Annually:
Flu Clinics
Holiday Fair
Coye's Auction – Antique Roadshow
Valentine's Day Brunch
St Patrick's Day Feast
Mother's Day Tea
Father's Day
Cook outs
Thanksgiving Day Feast
Christmas with Millis PD & EMT's

Of the programs offered, which are the most successful?

Evidence based workshops are very popular (Diabetes Prevention, Fall Prevention, Enhance Fitness, Chronic Disease Management).

Blood Pressure, Podiatry, Flu shot clinics are well attended. Board of Health and HESSCO Elder Services provide many Healthy Aging workshops, presentations, and counseling sessions. These programs are available to any Millis resident and any senior from surrounding towns.

Exercise programs such as yoga and the Fitness Room are popular along with Line dancing, Bingo and cribbage.

The COA conducts many services and programs from information and referral to benefits, outreach, transportation, and meals and other food programs to health screenings, health insurance information benefits counseling, fitness, recreation, computer access, education and life-long learning, among others.

What current programmatic spaces would benefit most from expansion? Current spaces include the fitness room, gym equipment/room, multi-purpose room, lounge spaces, dining area, computer room, office space, meeting/conference spaces.

Multi-purpose room isn't large enough to accommodate popular events. Room set-up for luncheon can only accommodate 65 seniors. Room is used for board meetings/conferences, presentations, current evidence-based workshops, line dancing and seated exercise programs. Scheduling is a nightmare. This room is also used by the town after COA hours.

ABACUS [ARCHITECTS + PLANNERS]
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MILLIS SENIOR CENTER – CoA Survey

What are the most important issues related to the limitations imposed by the current CoA building? (Space, Light, Views, Access to outdoors, Programs offered, Storage)

Both entrances unwelcoming.
 Ramp is long and winding
 Uncovered entrances- seniors subjected to elements upon arrival
 Offices randomly located
 Computer room in employee's office
 Non-existing views of outdoors
 Non-functioning kitchen
 One conference/meeting room
 Insufficient space for Holiday meals/events (currently use two adjacent rooms)
 Difficulty offering programs/workshops due to lack of appropriate space
 Storage is shared with entire town

What do you and your staff see as the advantages of being part of a new multi-generational center?

The only advantage of being part of a multi-generational center would be the likelihood of town residents support at the polls.

What are your concerns about being part of a multi-generational center?

Concerns are the rapidly growing senior population which will continue to boom until 2030 and not having the space we will need to address the many varied needs of the three very distinct and diverse cohorts of our senior population aged 50 to 100+. Senior Centers that have been around for ten years have already outgrown their facilities. Medfield, Franklin, and Bellingham are local examples. We are going to, within the next 5/7 years need a stand-alone building. Why not do it right the first time.

The current center is housed in the basement of a 106 year old building, designed as an early 20th century school. Yes the building was renovated 20 years ago, but paint, windows, floor tile and other similar items don't obviate the fact that, as pointed out, the current set up is unwelcoming, hard to access, fragmented and space limited. The senior population will continue to grow. Now is the time!

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MILLIS SENIOR CENTER – CoA Survey

What are the most important relationships between CoA and town departments, personnel, and committees?

Recreation- Provides day trips, pickle ball, and other activities that COA cannot.

Library- Work as a team to advertise and promote each other's services. Provide each other space when needed. The Library does provide services for seniors (Memory Café, movies, and educational presentations pertinent to aging) due to space issues.

Schools- Team Leader Programs do service hours at the COA, students serve holiday meal at functions for seniors and clean-up too, call Bingo weekly, and we assist DARE officer by providing volunteer service hours for students.

Assessor- Provides yearly informational presentations to seniors, Work together on Senior Property Tax Work Off Program.

Select Board- Provides informational presentations at election, town meeting times. Publicly addresses concerns of elder residents when a need arises. Afternoon Select Board meetings to attract older residents.

Date range from 01/01/2019 to 12/31/2019

Filters:

Age: >=0
 Site(s): All

Checkin Count 11108
 Days in Range 249
 Avg Duplicated 44.61

Event Statistics from 01/01/2019 to 12/31/2019

Filters:

Age: >=0
 Site(s): All

Category	Duplicate	Unduplicated	60 and Over Guests	Under 60 Guests
COA Services	39	39	0	0
Community Education	175	125	1	2
Cultural Event	16	16	1	0
Drop in	4611			
Fitness/Exercise	3515	129	0	0
Group Support	2	2	0	0
Health Education	96	13	0	1
Health Screening	396	82	0	0
Lunch	342	43	0	1
Respite	4	1	0	0
SHINE	57	48	1	0
Social Event	67	67	0	0
Social/ Recreation Event	1788	157	1	13
Total Event Signins	11108	722	4	17

COUNCIL ON AGING - OUTREACH ACTIVITIES

Services provided between 01/01/2019 and 12/31/2019		
Filters:		
Age:	>=0	
Site(s):	All	
	Duplicated	Unduplicated
Assistance		
Advocacy	28	18
At Risk/In Need Referral	265	94
Caregiver Services	20	16
Financial Management	4	2
Fitness Room	16	9
Food Stamps	8	6
Friendly Visiter	3	2
Fuel Assistance	138	31
General Assistance	264	176
Group Support	1	1
Handyman	2	1
Housing	108	26
Legal Services	2	1
Meals on Wheels	60	32
Medical Equipment	15	13
Mental Health	1	1
Millis Fund	63	20
Other	67	50
Placement Consultation	1	1
Protective Order	1	1
Shine	10	8
Supportive Day	10	4
Tax Abatement	6	4
Tax Work Off Program	57	27
Transportation	94	44
Unknown	1	1
Veterans Assistance	10	2
volunteer	43	23
Well Person Check	12	10
Totals	1310	375

COUNCIL ON AGING - PROGRAM OFFERINGS

PROGRAM OFFERINGS:
Support Groups Parkinson's Alzheimer's Caregivers Support Low Vision Osteoporosis Arthritis Diabetes
EVIDENCE BASED TRAINING; Balance for Life Fall Prevention Diabetes Prevention Enhance Fitness Chronic Disease Management
PROFESSIONAL SERVICES: Elder Law Attorney Financial Advisor SHINE
WELLNESS CLINICS: Podiatry BOH Consultations VNA Consultations HESSCO Consultations
MONTHLY PRESENTATIONS: Bay Path Presentations HESSCO Presentations VNA Presentations Norfolk County Sheriff's Office Register of Deeds Charlie Card Circuit Breaker Mass Bar Association Medicare AARP Social Security

COUNCIL ON AGING - SCHEDULE OF ACTIVITIES

NESS ROOM NHANCE FITNESS MPUTER TUTORING CIRCUIT TRAINING L LUNCH WELLNESS ROOM SUPPORT GROUP T & SIP KLE BALL NE	9-10 ENHANCE FITNESS 9 CRAFTY LADIES 9 CHAIR EXERCISE 10 MOVIE 11-12 WEIGHT TRAINING 11:30-1 LUNCH 1-2 WELLNESS ROOM EVIDENCE BASED TRAINING 2 POKER/BRIDGE 2-4 FINACIAL ADVISOR	8-4 FITNESS ROOM 9-10 ENHANCE FITNESS 11-12 CIRCUIT TRAINING 11:30- 1 LUNCH 1-2 WELLNESS ROOM PODIATRY 2-4 PICKLE BALL	9-10 ENHANCE FITNESS 9 CHAIR EXERCISE 10 LINE DANCING 11-12 WEIGHT TRAINING 11:30- 1 LUNCH 1 BINGO 1-2 WELLNESS ROOM HEALTH CLINIC 2 POKER/BRIDGE	8-12 FITNESS ROOM 9-10 ENHANCE FITNESS 9 YOGA 11-12 CIRCUIT TRAINING 11:30- 1 LUNCH 1-2 WELLNESS ROOM HAIR SALON
REAKFAST NESS ROOM NHANCE FITNESS MPUTER TUTORING CIRCUIT TRAINING L LUNCH WELLNESS ROOM SUPPORT GROUP ART STUDIO KLE BALL VICE PROJECT	8-4 FITNESS ROOM 9-10 ENHANCE FITNESS 9 CRAFTY LADIES 9 CHAIR EXERCISE 10 MOVIE 11-12 WEIGHT TRAINING 11:30-1 LUNCH 1-2 WELLNESS ROOM EVIDENCE BASED TRAINING 2 POKER/BRIDGE 2-4 ELDER LAW ATT	8-10 BREAKFAST 8-4 FITNESS ROOM 9-10 ENHANCE FITNESS 10 EDUCATIONAL PROGRAM 11-12 CIRCUIT TRAINING 11:30- 1 LUNCH 1-2 WELLNESS ROOM BOH CONSULTATIONS 2-4 PICKLE BALL	8-4 FITNESS ROOM 9-10 ENHANCE FITNESS 9 CHAIR EXERCISE 10 LINE DANCING 11-12 WEIGHT TRAINING 11:30-1 LUNCH 1-2 WELLNESS ROOM HEALTH CLINIC 2 POKER/BRIDGE	10 BREAKFAST 8-12 FITNESS ROOM 9-10 ENHANCE FITNESS 9 YOGA 11-12 CIRCUIT TRAINING 11:30- 1 LUNCH 1-2 WELLNESS ROOM MANICURES/PEDICURES
REAKFAST NESS ROOM NHANCE FITNESS MPUTER TUTORING CIRCUIT TRAINING L LUNCH WELLNESS ROOM SUPPORT GROUP ART STUDIO KLE BALL VICE PROJECT	8-4 FITNESS ROOM 9-10 ENHANCE FITNESS 9 CRAFTY LADIES 9 CHAIR EXERCISE 10 MOVIE 11-12 WEIGHT TRAINING 11:30-1 LUNCH 1-2 WELLNESS ROOM EVIDENCE BASED TRAINING 2 POKER/BRIDGE	8-10 BREAKFAST 8-4 FITNESS ROOM 9-10 ENHANCE FITNESS 10 SOCIAL PROGRAM 11-12 CIRCUIT TRAINING 11:30- 1 LUNCH 1-2 WELLNESS ROOM HESSCO CONSULTATIONS 2-4 PICKLE BALL	8-4 FITNESS ROOM 9-10 ENHANCE FITNESS 9 CHAIR EXERCISE 10 LINE DANCING 11-12 WEIGHT TRAINING 11:30-1 LUNCH 1-2 WELLNESS ROOM HEALTH CLINIC 2 POKER/BRIDGE	10 BREAKFAST 8-12 FITNESS ROOM 9-10 ENHANCE FITNESS 9 YOGA 11-12 CIRCUIT TRAINING 11:30- 1 LUNCH 1-2 WELLNESS ROOM HAIR SALON
REAKFAST NESS ROOM NHANCE FITNESS MPUTER TUTORING CIRCUIT TRAINING L LUNCH WELLNESS ROOM SUPPORT GROUP ART STUDIO KLE BALL VICE PROJECT	8-4 FITNESS ROOM 9-10 ENHANCE FITNESS 9 CRAFTY LADIES 9 CHAIR EXERCISE 10 MOVIE 11-12 WEIGHT TRAINING 11:30-1 LUNCH 1-2 WELLNESS ROOM EVIDENCE BASED TRAINING 2 POKER/BRIDGE	8-10 BREAKFAST 8-4 FITNESS ROOM 9-10 ENHANCE FITNESS 11-12 CIRCUIT TRAINING 11:30- 1 LUNCH 1-2 WELLNESS ROOM VNA CONSULTATIONS 2-4 PICKLE BALL	8-4 FITNESS ROOM 9-10 ENHANCE FITNESS 9 CHAIR EXERCISE 10 LINE DANCING 11-12 WEIGHT TRAINING 11:30-1 LUNCH 1-2 WELLNESS ROOM HEALTH CLINIC 2 POKER/BRIDGE	10 BREAKFAST 8-12 FITNESS ROOM 9-10 ENHANCE FITNESS 9 YOGA 11-12 CIRCUIT TRAINING 11:30- 1 LUNCH 1-2 WELLNESS ROOM MESSAGE

PROPOSED COA PROGRAMMING CHART

Proposed Senior Center Programs:	Proposed SF	Adjacencies
Entry	250	Entry
Vestibule with bench	100	
Entry off parking lot	150	
Reception / Lobby	250	Entry, Offices
Receptionist Desk	100	
Check-in Station	25	
TV/Smartboard/Today's Calendar	25	
Storage area for coats	100	
Office Suite	1475	Reception Desk
Director Office	190	
Program Manager's Desk	100	
Outreach Office	190	
Department Assistant Office	140	
Flexible / Rotating Desk	140	
Private Counselling Room	120	needs separate entry
Files / Counter / Storage	130	
Recreation Dept Office & Related offices / storage	465	close proximity to gym access
Lounge/Drop-in Space	920	Entry
Library Space (6 shelves)	100	
Comfortable Sitting area - Reading / Lounge	150	
Fireplace area	150	
Counter area - Donated Goods / Coffee	50	
Tables and chairs for puzzles and visiting	150	
TV area (w/ dvd storage)	250	
Candy's Corner	70	lockable shelves, entryway for maximum visibility
Dining Room	2,650	
Room Divider & Storage	200	
Everday Circular Seating for 40-50 people, Sit-down meal for 170 people	2450	
Commercial Kitchen	650	truck access to outside
HESCO worker office	150	next to dining area
Typical Equipment / Counter / Work space	500	
Multi-purpose Room 1	1,000	Natural Light, Flexible Furniture
Presentations, Workshops, Stage, Health Fair, Community Gatherings, Movies		
Cabinet Storage and sink		

Multi-purpose Room 2	1,000	Natural Light, Flexible Furniture
Movement, Yoga, Line Dancing, Versatile fitness room		Resilient Floor
Cabinet Storage and sink		
Multi-purpose Room 3	1,150	Natural Light, Flexible Furniture
Wellness/Meeting Room, Blood Pressure Clinics, Support Group, Training, Memory Café Space		
Cabinet Storage and sink		
Fitness Gym w/ equipment	1,305	
Free weights & equipment (tv / dvds)	785	
Changing/Locker Room w/ showers, storage	520	
Craft Room	620	natural light
Lockable Cabinet Storage and sink		
Big tables for crafting		
Storage for on-going crafts (rolling racks?)		
Game Room	1000	
Lockable Cabinet Storage		
Tables for games		
2 Pool Tables		
Storage (Loaner Medical Supplies)	750	no natural light needed
Wheelchairs, walkers, etc		
Shelves for various supplies		
Bathrooms	720	
Ground Floor - Existing (Turned into Staff)	350	
Ground Floor- 2 New Unisex, Single Room	120	
First Floor - 4 New Unisex, Single Room	250	
Exterior Seating Area / Picnic Tables		
Outdoor area with shade, picnic tables		
Firepit / Grill patio		
Drop-off waiting area		
Outdoor furniture storage		
Total	13,740	
Gross Area Adjustment 10%	1374	
Circulation Adjustment 15%	2061	
Grand Total	17,175	

APRIL 2020 VMB PROPOSED PLANS - OPTION 1 SITE PLAN

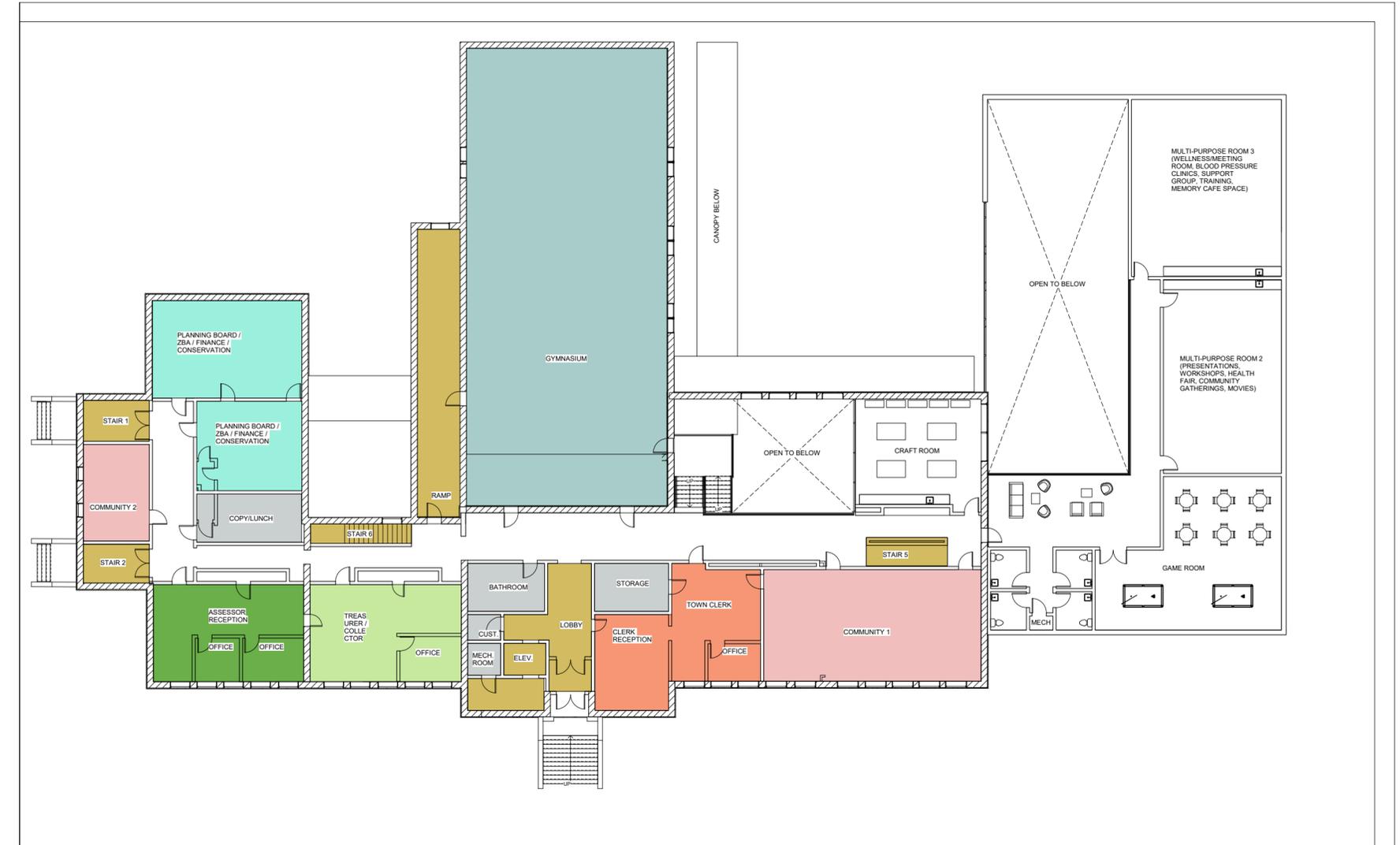




SENIOR CENTER FEASIBILITY STUDY

ABACUS [ARCHITECTS+PLANNERS] 1/8" = 1'-0"

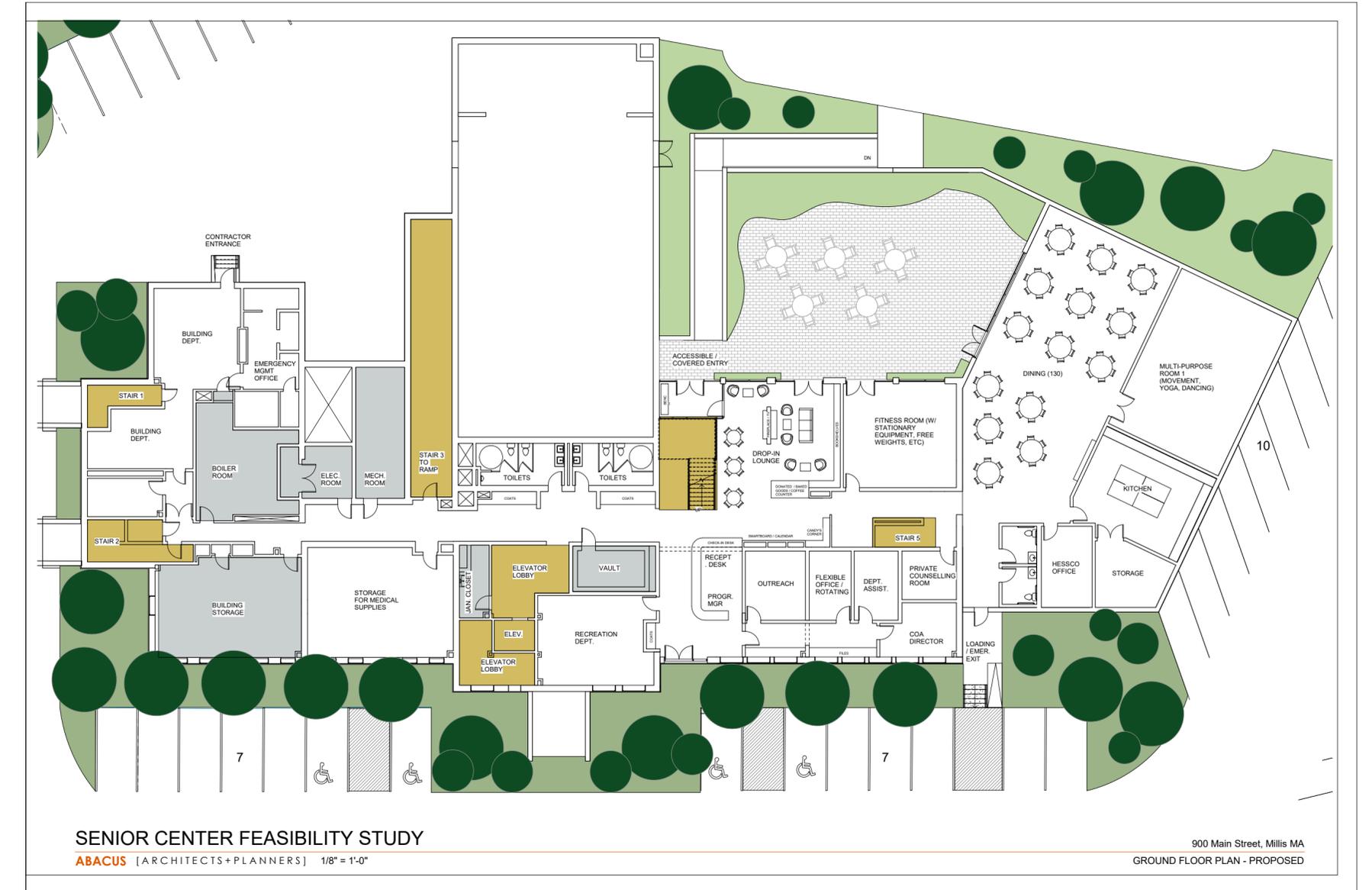
900 Main Street, Millis MA
GROUND FLOOR PLAN - PROPOSED

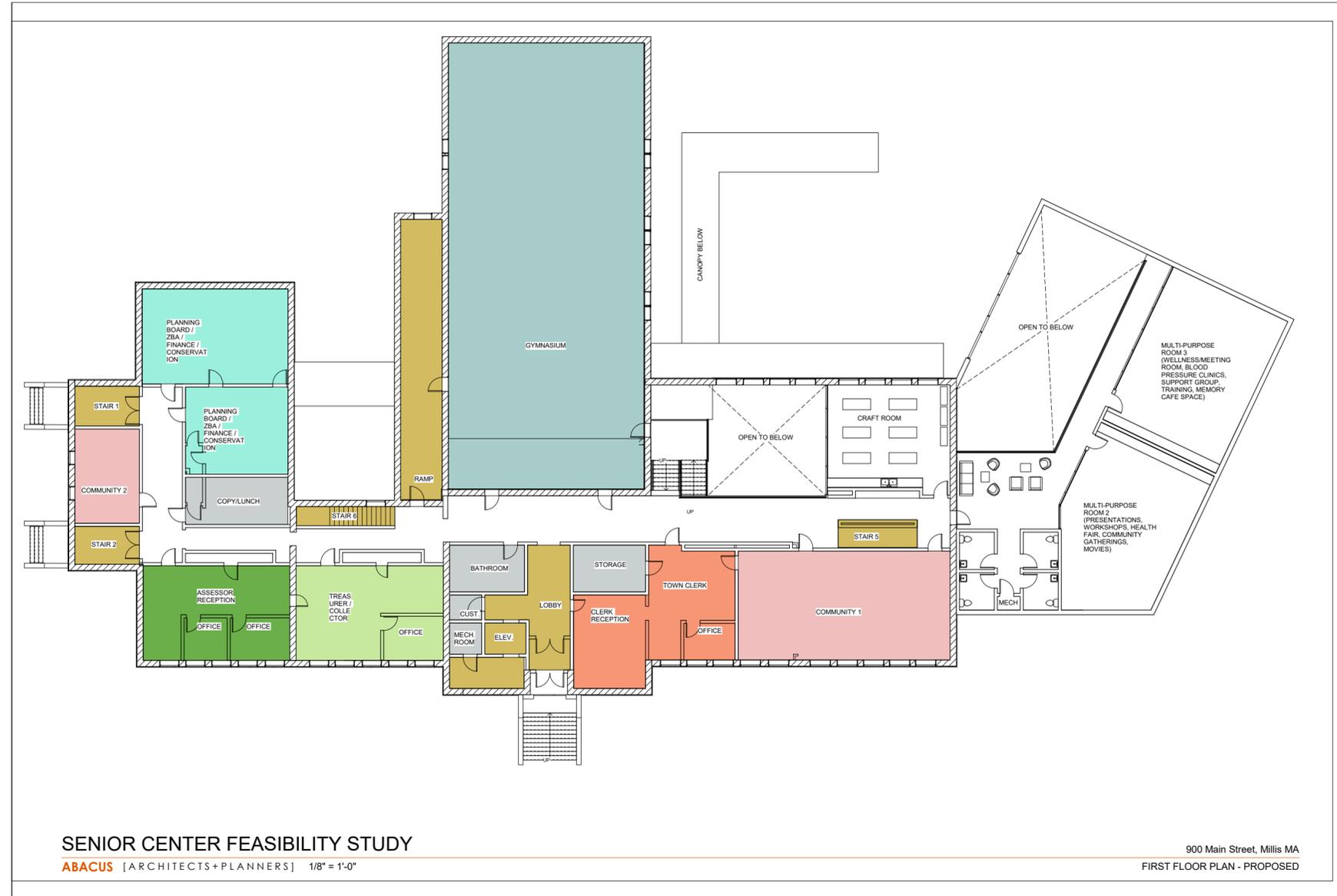


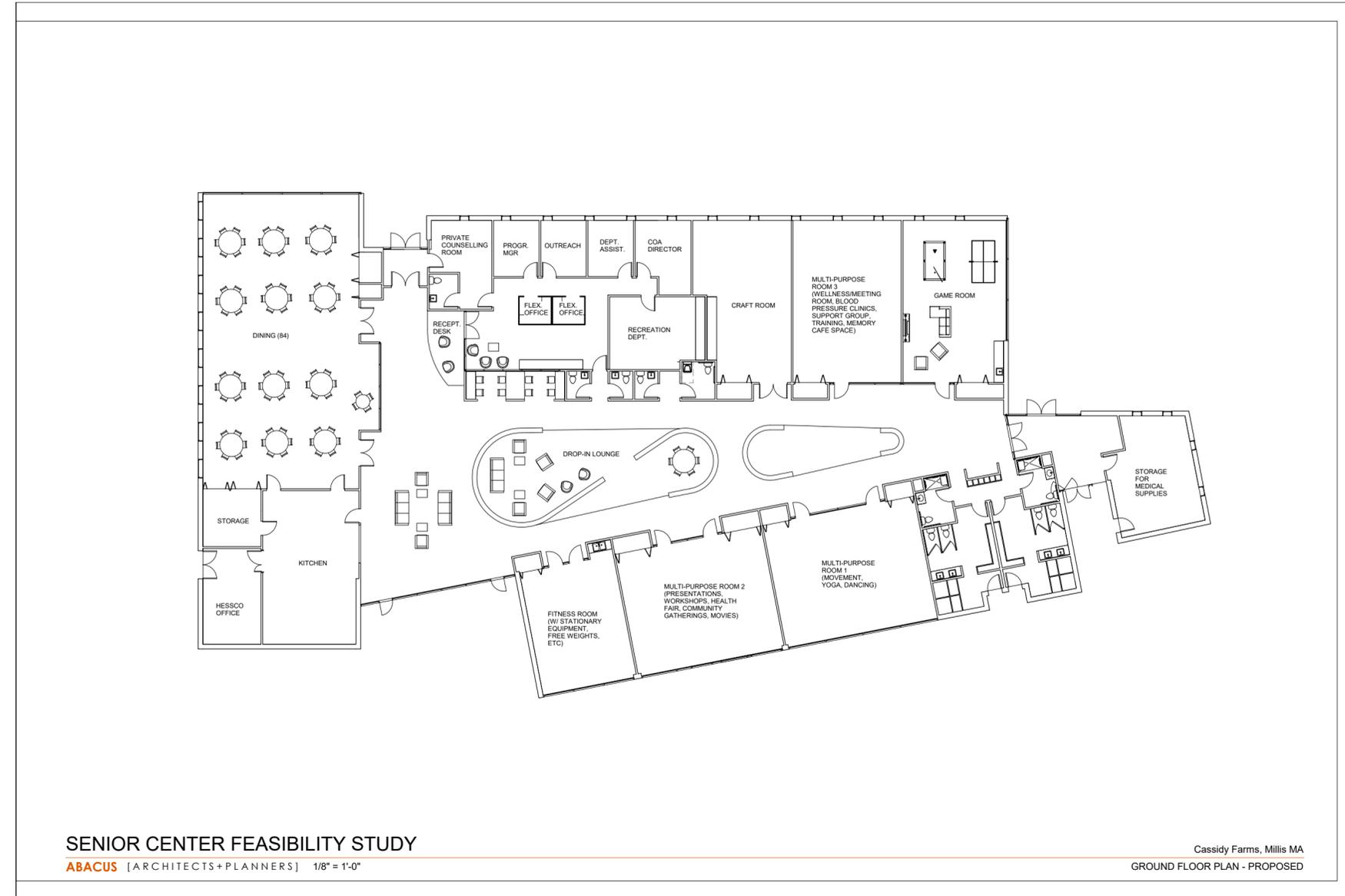
SENIOR CENTER FEASIBILITY STUDY

ABACUS [ARCHITECTS+PLANNERS] 1/8" = 1'-0"

900 Main Street, Millis MA
FIRST FLOOR PLAN - PROPOSED







2 First Floor Plan
1/16" = 1'-0"

5 Ground Floor Plan
1/16" = 1'-0"

SENIOR CENTER FEASIBILITY STUDY
ABACUS [ARCHITECTS+PLANNERS] 1/16" = 1'-0"

900 Main Street, Millis MA
OPTION 1 - PROPOSED GROUND & FIRST FLOOR PLAN

SENIOR CENTER FEASIBILITY STUDY
ABACUS [ARCHITECTS+PLANNERS] 1" = 20'-0"

900 Main Street, Millis MA
OPTION 2 - PROPOSED SITE PLAN

② First Floor Plan
 1/16" = 1'-0"

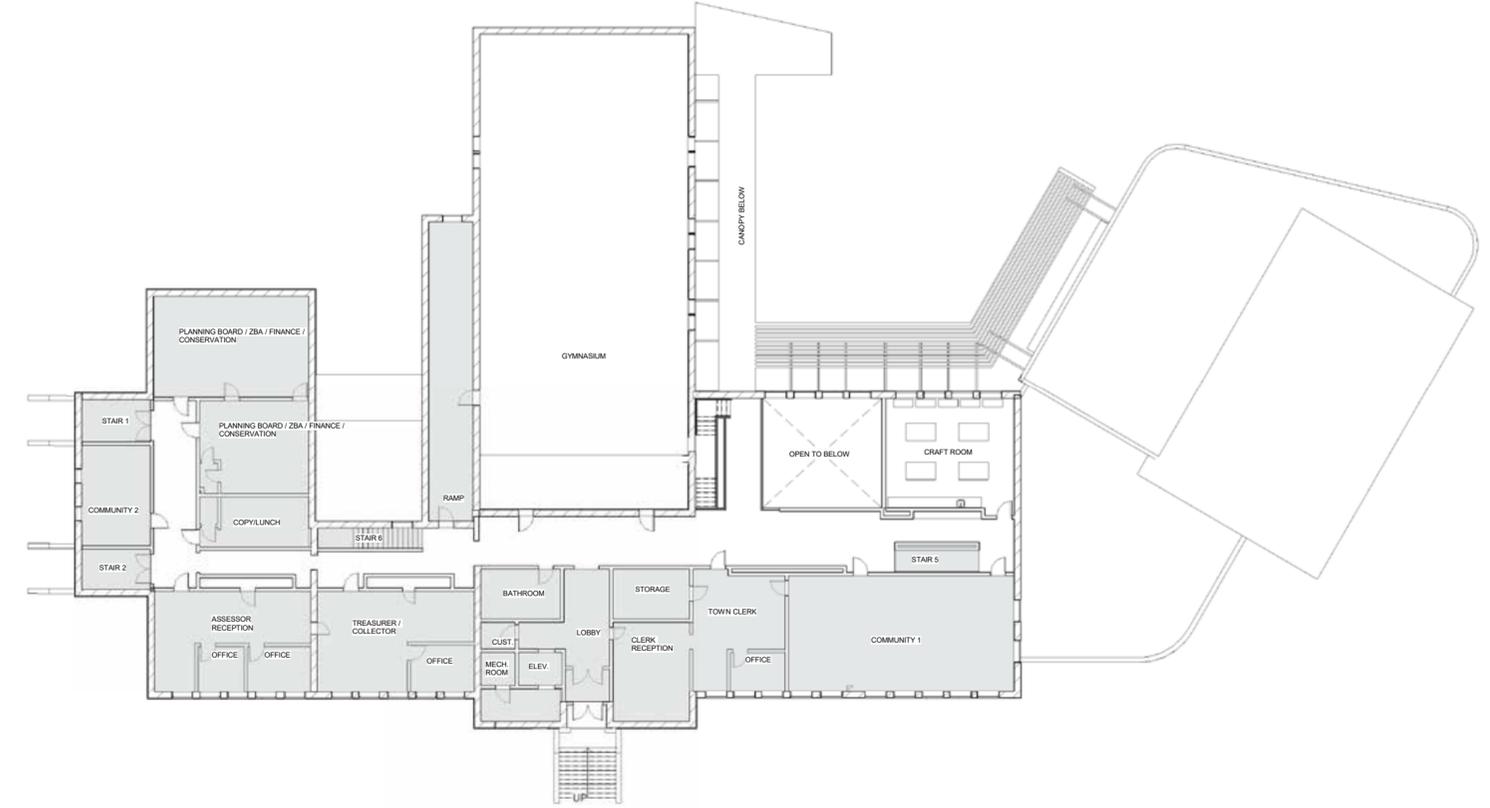
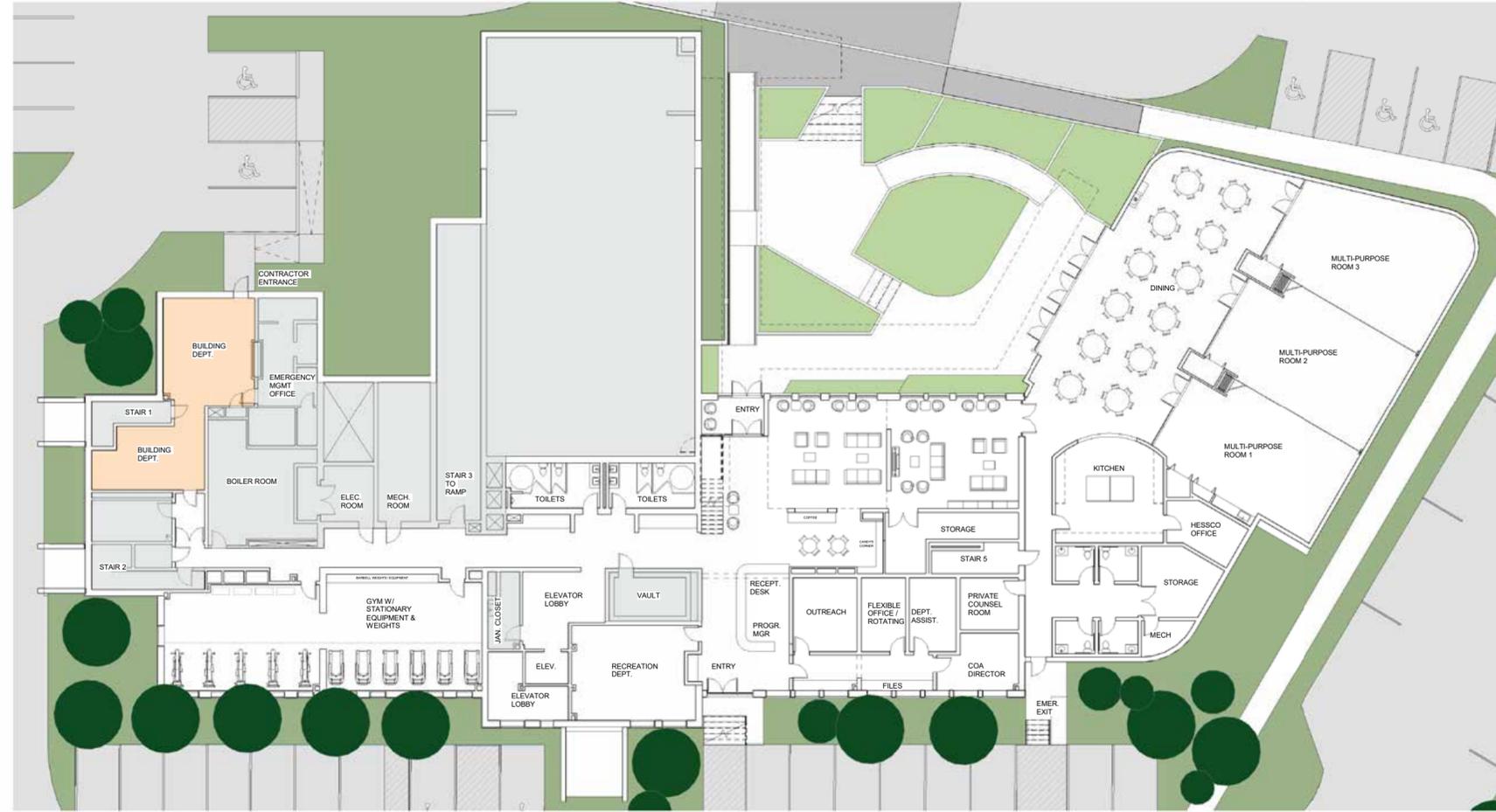
① Ground Floor Plan
 1/16" = 1'-0"

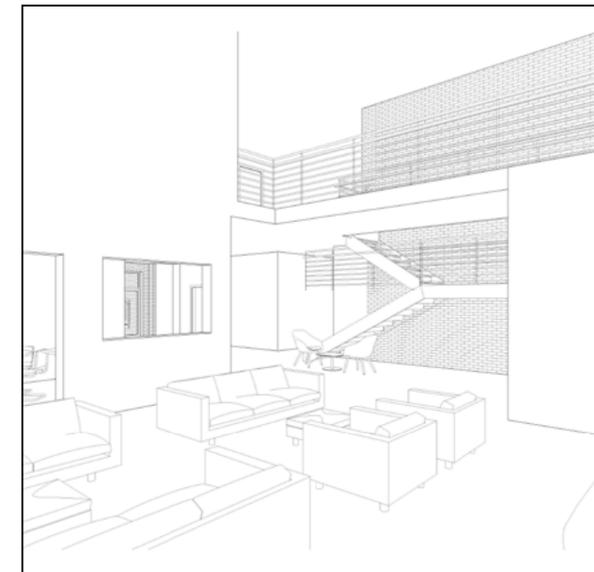
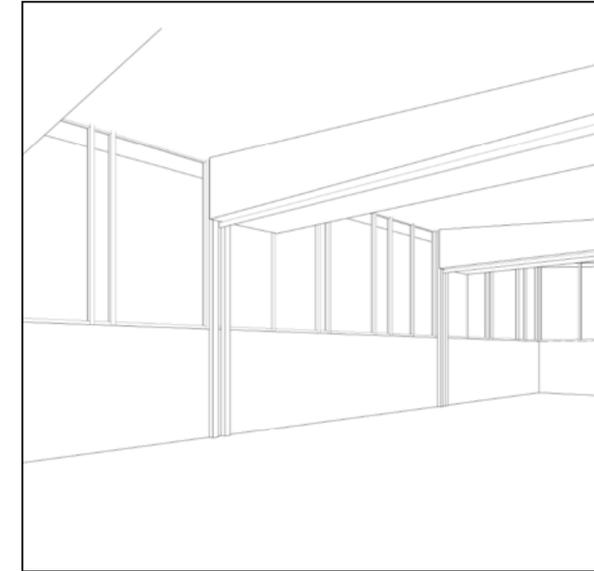
SENIOR CENTER FEASIBILITY STUDY
 ABACUS [ARCHITECTS+PLANNERS] 1/16" = 1'-0"

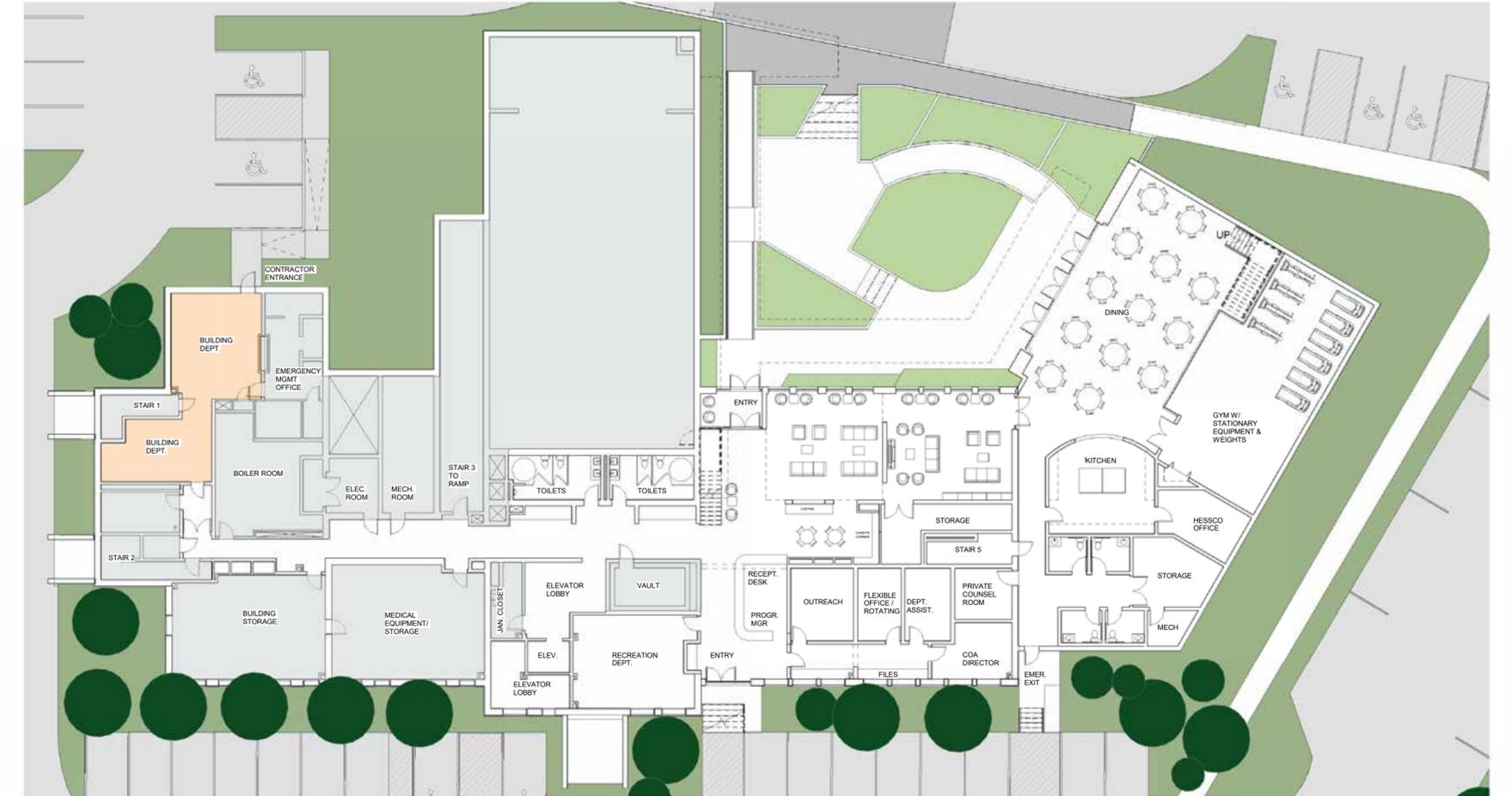
900 Main Street, Millis MA
 OPTION 2 - PROPOSED GROUND & FIRST FLOOR PLAN

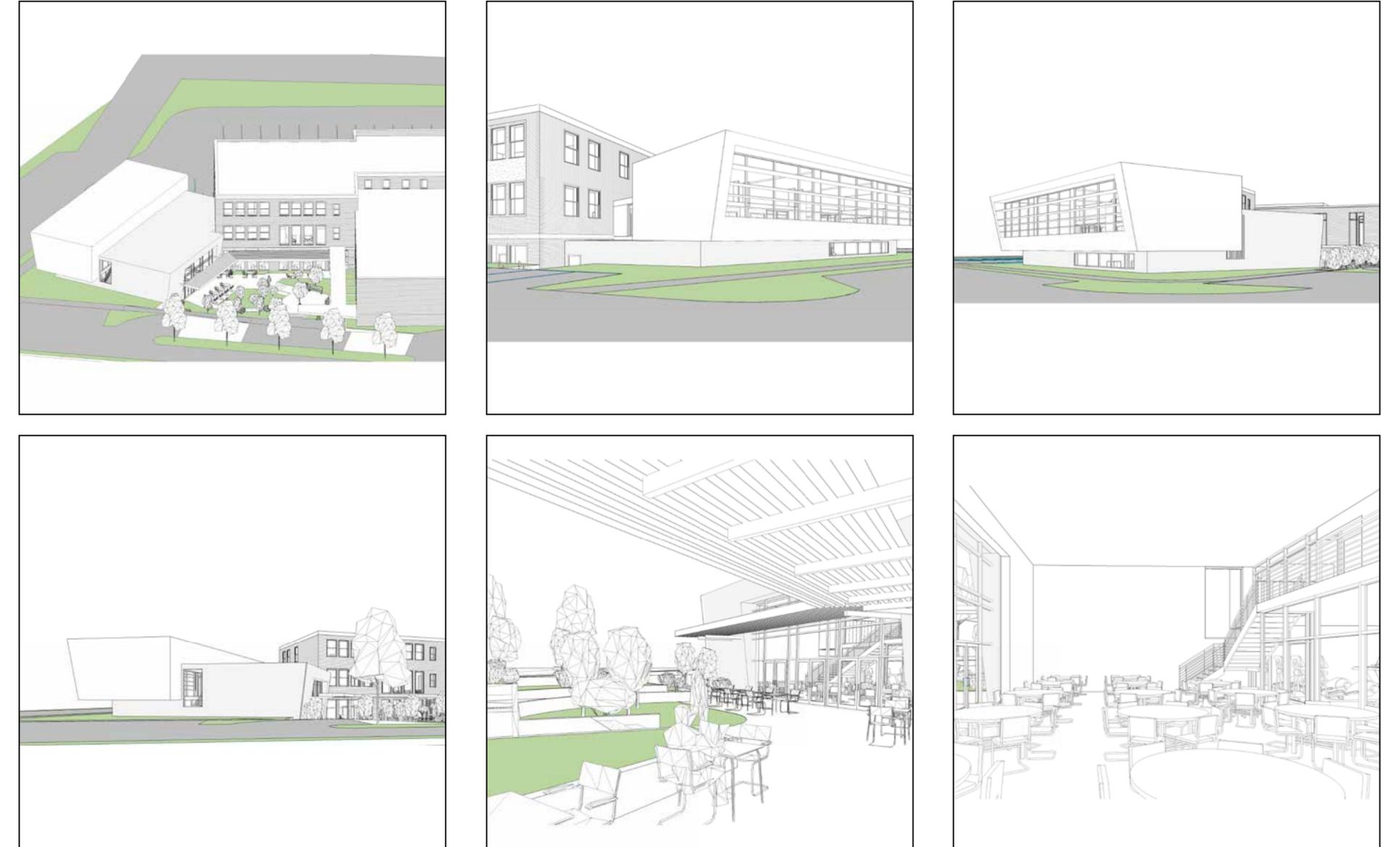
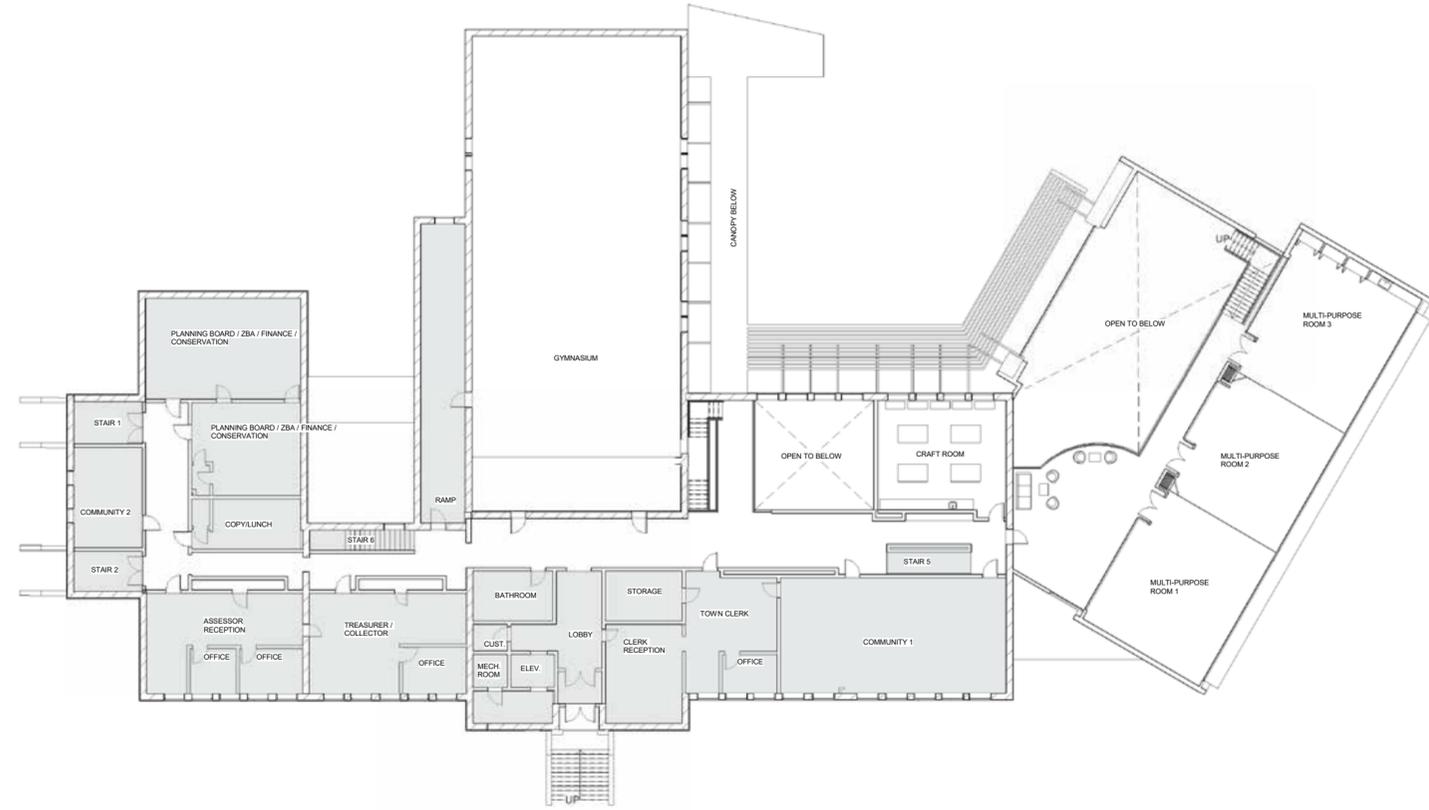
114 PARKING SPACES
 DROP-OFF

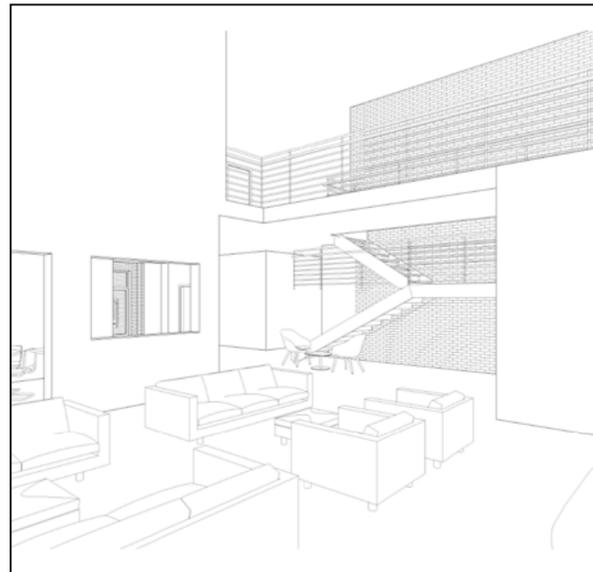
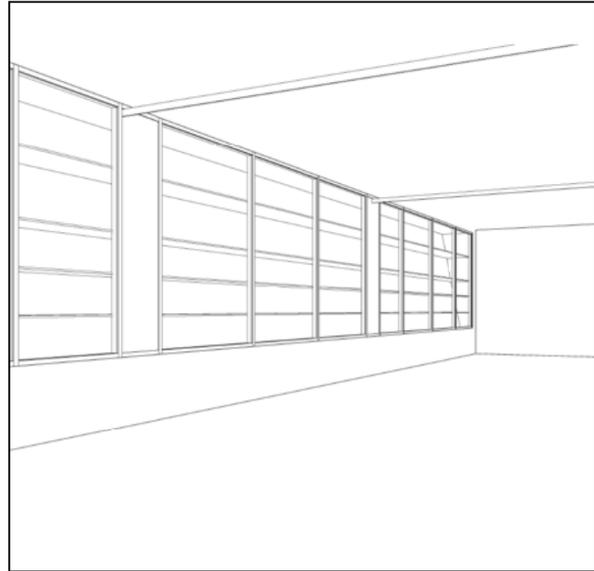
MAIN STREET
 PARK STREET
 PARK ROAD











2 Roof Plan
1/16" = 1'-0"

1 Ground Floor Plan
1/16" = 1'-0"

SENIOR CENTER FEASIBILITY STUDY
ABACUS [ARCHITECTS+PLANNERS] 1/16" = 1'-0"

Cassidy Farms, Millis MA
OPTION 3 - PROPOSED GROUND FLOOR PLAN

Senior + Community Programming Worksheet for Millis Council on Aging, Recreation + Library
The purpose of this worksheet is for right-sizing the programming to determine building location.

Color Key:
Program Space
Senior Center Oriented
Community Center Oriented

Check Boxes:
Yes = include in programming
No = not include in programming
? = need to discuss

COUNCIL ON AGING PROGRAM	RECREATION DEPT PROGRAM	LIBRARY PROGRAM
Entry		
Vestibule w/ bench	Yes	
Covered Entry off parking lot	Yes	
Reception / Lobby		
Receptionist Desk	Yes	
Check-in Station	Yes	
TV/Smartboard/Today's Calendar	Yes	
Storage area for Coats	Yes	
Offices		
Director Office	Yes	Recreation Offices (if renovation) Yes
Program Manager's Desk	Yes	Related offices + storage Yes
Outreach Office	Yes	
Department Assistant Office	Yes	
Flexible / Rotating Desk	Yes	
Private Counseling Room / Small Conference Rm (Social Work, Support, Etc)	Yes	
Files / Counter / Storage	Yes	
Lounge		
Library Space	Yes	Art Exhibits Yes
Comfortable Sitting area - Reading/ Lounge	Yes	
Fireplace area	?	
Counter - Donated goods / Coffee Station	Yes	
Tables + Chairs for puzzles and visiting	Yes	
TV area w/ dvd storage	Yes	
Candy's Corner w/ display space and storage	Yes	
Dining Space / Large Event Room		
Meals on Wheels - Everyday Circular Seating for 40-50 people	Yes	Large-scale Concerts (Holiday, Chorus), hold 150 people Yes
Periodic dinners + events - Sit-down meal for 170 (?) people during events/fundraisers (Valentine's Day Brunch, St Patrick's Day Feast, Mothers Day Tea, Father's Day, Cook-outs, Thanksgiving Day Feast, Christmas w/ Millis PD + EMTs)	Yes	Large-scale Author talks (Author lunch-ins) 100+ people Yes
Quarterly Events - Sheriff's Office "Are You Okay, Senior Photo ID, File Of Life, Triad, Yellow Dot, Scam Prevention" Programs	Yes	Silver Screen Matinees (afternoon movies) Yes
Semi-Annual Events - AARP Medicare + Social Security, Mass Bar Presentation - Turning 65, HESSCO's Diabetes Prevention	Yes	
Annual Events - Health Fair, Flu Clinics, Holiday Fair, Coye's Auction - Antique Roadshow Projection Screen for movies, presentation with larger group	Yes	
Room Divider & Storage	Yes	
Commercial Kitchen		
For in-house events to offer home cooked meals, healthier meal choices	?	Cooking & Baking ?
Hands-on Culinary classes	?	
HESSCO worker office	Yes	
Commercial kitchen vs warming kitchen	?	

COUNCIL ON AGING PROGRAM	RECREATION DEPT PROGRAM	LIBRARY PROGRAM
Multi-purpose Rooms		
Presentations from: Mass Commission for the Blind, AARP, VNA, Attorney General Office, HESSCO, Legal Clinics, CommCan (CBD), MA + National Councils on Aging, Financial Planning, SHINE	Yes	Legal Counsel (Citizenship Study Groups, Small Business Legal Consults, Know Your Rights classes, Real Estate Procedure, Family Law + Divorce counsel) Yes
Musical Performances, Sing along group, Music Classes	Yes	Travel/Outdoors (Planning trips, Hiking guides, Booking trips, Boat courses, Winter Camping) Yes
Monthly Events - HESSCO Aging Consultations, Podiatry, Coalition of newsletter, Public Health Nurse Consultations	Yes	Financial Empowerment (Wealth mgmt, Trust/Wills/Estate Planning, Loans+Mortgages, Credit + Medicare Counsel, Food Access Snap Info) Yes
Community Gatherings, Movie Nights	?	Speakers on Various Topics, Book Discussion Groups Yes
Cultural Events - Art Shows, Virtual Travel, Historical Performers, Story Tellers	Yes	Memory Café Yes
Healthy Aging - Fairs, clinics, memory testing, fan the flame	Yes	Health + Wellness Programs - Caregiver Support Group, COVID Training, Mental Hygiene, First Aid, Emergency Yes
Educational Groups - Language, Memoirs, Budgets, Planning	Yes	Technology (Social Media Classes, Navigating Info landscape, Windows/Office/Excel classes, News Literacy training) Yes
Cabinet Storage	Yes	Career Training (Career Coach, Small Business counsel, Apprenticeship Info, Military Test Prep, Remote+Flex jobs) Yes
Sinks	?	Youth - Staffed Homework center, Spanish Language programming to support the Immersion program Yes
Weight loss + Mental health support groups	Yes	Babies/Kids - "Baby and Me" story time w/program for older siblings Yes
Pet Therapy	Yes	Babies/Kids - Baby Sign Language Course for new parents Yes
Memory Café	Yes	Parenting (New Parents Group, Parents of Young Children & Parents of Elementary School Group - supervised children, Parents of Middle Schoolers & Parents of High Schoolers, Special Topics (Picky eating, screen time, high spirited children, anxious children) Yes
Digital Photography	Yes	Teens - place to work on group projects or study in a group where food is allowed (café-type setup) Yes
High School Seniors Teaching Seniors Cell phone and tablet use	Yes	Millis Reads Yes
		Makerspace (sewing machines, computer for editing projects, 3-d printer, robotics equipment) Yes
		Kids - Coding & Robotics Programs and Equipment Yes
		Teens - supervised spot for video gaming Yes
		Drop-in Tech Help, One on One Yes
Multi-purpose Health Room		
Hair Salon	Yes	
Podiatry - manicures/pedicures/waxing	Yes	
Health Clinics - Blood Pressure	Yes	
Chair Massage / Reflexology	Yes	
Private Bathroom w/ Shower	Yes	
Multi-purpose Support Room		
Supportive Day Program (storage for supplies)	?	

**REPORT
FOR LIMITED
HAZARDOUS MATERIALS IDENTIFICATION
SURVEY
AT
TOWN OF MILLIS SENIOR CENTER
MILLIS, MASSACHUSETTS**

PROJECT NO: 220 053.00

Survey Date:
February 14, 2020

CONDUCTED BY:
UNIVERSAL ENVIRONMENTAL CONSULTANTS
12 Brewster Road
Framingham, MA 01702



February 24, 2020

Mr. David Pollak
ABACUS Architects + Planners, Inc
119 Braintree Street
Boston, MA 02134

Reference: Report for Limited Hazardous Materials Identification Survey
Town of Millis Senior Center, Millis, MA

Dear Mr. Pollak:

Thank you for the opportunity for Universal Environmental Consultants (UEC) to provide professional services.

Enclosed please find the report for limited Hazardous Materials Identification Survey at the Town of Millis Senior Center, Millis, MA.

Please do not hesitate to call should you have any questions.

Very truly yours,

Universal Environmental Consultants

Ammar M. Dieb
President

UEC:\220 053.00\Report.DOC

Enclosure

1.0 INTRODUCTION:

Universal Environmental Consultants (UEC) has been providing comprehensive asbestos services since 2001 and has completed projects throughout New England. We have completed projects for a variety of clients including commercial, industrial, municipal, and public and private schools. We maintain appropriate asbestos licenses and staff with a minimum of thirty years of experience.

UEC was contracted by ABACUS Architects + Planners, Inc to conduct a limited Hazardous Materials Identification Survey for at the Town of Millis Senior Center, Millis, MA. The scope of work included an identification survey for the following:

- Accessible Asbestos Containing Materials (ACM)
- Lead Based Paint (LBP)

Accessible Asbestos Containing Materials (ACM):
The scope of work included the inspection of accessible ACM, collection of bulk samples from materials suspected to contain asbestos and determination of types of ACM found. Bulk samples analyses for asbestos were performed using the standard Polarized Light Microscopy (PLM) method in accordance with the Environmental Protection Agency (EPA) standard. Bulk samples were collected by a Massachusetts licensed asbestos inspector Leonard J. Busa (AI-030673) and analyzed by a Massachusetts licensed laboratory ProScience, Woburn, MA.

Lead Based Paint (LBP):
The scope of work also included the collection of bulk samples from painted surfaces suspected to contain LBP. Bulk samples were analyzed by a Massachusetts licensed laboratory ProScience, Woburn, MA.

Samples results are attached.

2.0 FINDINGS:

The regulations for asbestos inspection are based on representative sampling. It would be impractical and costly to sample all materials in all areas. Therefore, representative samples of each homogenous area were collected and analyzed or assumed. All suspect materials were grouped into homogenous areas. By definition a homogenous area is one in which the materials are evenly mixed and similar in appearance and texture throughout. A homogeneous area shall be determined to contain asbestos based on findings that the results of at least one sample collected from that area shows that asbestos is present in an amount greater than 1 percent in accordance with EPA regulations. Per the Department of Environmental Protection (DEP) any amount of asbestos found must be disposed as asbestos.

No additional suspect or accessible ACM were found during this survey. Hidden ACM may be found during the renovation and demolition activities.

Accessible Asbestos Containing Materials (ACM):
Number of Samples Collected:

Forty-five (45) bulk samples were collected from materials suspected of containing asbestos, including:

Type and Location of Suspect Material

1. Textured joint compound at sprinkler room
2. Textured joint compound at sprinkler room
3. Joint compound at storage
4. Joint compound at community room
5. Joint compound at hallway outside room 006
6. 2' x 2' Ceiling tile at community room
7. 2' x 2' Ceiling tile at main hallway
8. Ceiling plaster at storage

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9. Ceiling plaster at air room
10. Ceiling plaster at hallway outside sprinkler room
11. Ceiling plaster at hallway by community room
12. Ceiling plaster at emergency management
13. Ceiling plaster at elevator lobby
- 13.1 Ceiling plaster skim coat at elevator lobby
14. Ceiling plaster at storage room
15. Ceiling plaster at hallway
- 15.1 Ceiling plaster skim coat at hallway
16. Ceiling plaster at hallway by men's room
- 16.1 Ceiling plaster at hallway by men's room
17. Ceiling plaster at community room
- 17.1 Ceiling plaster skim coat at community room
18. Blue/grey 12" x 12" vinyl floor tile at elevator lobby
19. Mastic for blue/grey 12" x 12" vinyl floor tile at elevator lobby
20. Blue/grey 12" x 12" vinyl floor tile at elevator lobby
21. Mastic for blue/grey 12" x 12" vinyl floor tile at elevator lobby
22. Light white/grey 12" x 12" vinyl floor tile at stairwell by room 005
23. Light white/grey 12" x 12" vinyl floor tile at stairwell
24. Mastic for light white/grey 12" x 12" vinyl floor tile at stairwell
25. Light crème 12" x 12" vinyl floor tile at dining room
26. Mastic for light crème 12" x 12" vinyl floor tile at dining room
27. White leveler for light crème 12" x 12" vinyl floor tile at dining room
28. Light crème 12" x 12" vinyl floor tile at dining room
29. Residue black mastic under light crème 12" x 12" vinyl floor tile at dining room
30. Ceiling plaster at community room
- 30.1 Ceiling plaster skim coat at community room
31. Brown 12" x 12" vinyl floor tile at computer center
32. Mastic for brown 12" x 12" vinyl floor tile at computer center
33. Brown 12" x 12" vinyl floor tile at computer center
34. Mastic for brown 12" x 12" vinyl floor tile at computer center
35. White leveler for brown 12" x 12" vinyl floor tile at computer center
36. Blue/grey 12" x 12" vinyl floor tile at stairwell hall by activity room
37. Mastic for blue/grey 12" x 12" vinyl floor tile at stairwell hall by activity center
38. Carpet glue at emergency management
39. Carpet glue at community room
40. Carpet glue at main hallway
41. Exterior window framing caulking
42. Exterior window framing caulking
43. Exterior window framing caulking
44. New 12" x 12" vinyl floor tile under wood strip floor at activity center
45. Mastic for new 12" x 12" vinyl floor tile under wood strip floor at activity center

Sample Results:

Type and Location of Suspect Material	Sample Result
1. Textured joint compound at sprinkler room	No Asbestos Detected
2. Textured joint compound at sprinkler room	No Asbestos Detected
3. Joint compound at storage	No Asbestos Detected
4. Joint compound at community room	No Asbestos Detected
5. Joint compound at hallway outside room 006	No Asbestos Detected
6. 2' x 2' Ceiling tile at community room	No Asbestos Detected
7. 2' x 2' Ceiling tile at main hallway	No Asbestos Detected
8. Ceiling plaster at storage	No Asbestos Detected

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Page 3 of 6

9. Ceiling plaster at air room	No Asbestos Detected
10. Ceiling plaster at hallway outside sprinkler room	No Asbestos Detected
11. Ceiling plaster at hallway by community room	No Asbestos Detected
12. Ceiling plaster at emergency management	No Asbestos Detected
13. Ceiling plaster at elevator lobby	No Asbestos Detected
13.1 Ceiling plaster skim coat at elevator lobby	No Asbestos Detected
14. Ceiling plaster at storage room	No Asbestos Detected
15. Ceiling plaster at hallway	No Asbestos Detected
15.1 Ceiling plaster skim coat at hallway	No Asbestos Detected
16. Ceiling plaster at hallway by men's room	No Asbestos Detected
16.1 Ceiling plaster at hallway by men's room	No Asbestos Detected
17. Ceiling plaster at community room	No Asbestos Detected
17.1 Ceiling plaster skim coat at community room	No Asbestos Detected
18. Blue/grey 12" x 12" vinyl floor tile at elevator lobby	No Asbestos Detected
19. Mastic for blue/grey 12" x 12" vinyl floor tile at elevator lobby	No Asbestos Detected
20. Blue/grey 12" x 12" vinyl floor tile at elevator lobby	No Asbestos Detected
21. Mastic for blue/grey 12" x 12" vinyl floor tile at elevator lobby	No Asbestos Detected
22. Light white/grey 12" x 12" vinyl floor tile at stairwell by room 005	No Asbestos Detected
23. Light white/grey 12" x 12" vinyl floor tile at stairwell	No Asbestos Detected
24. Mastic for light white/grey 12" x 12" vinyl floor tile at stairwell	No Asbestos Detected
25. Light crème 12" x 12" vinyl floor tile at dining room	No Asbestos Detected
26. Mastic for light crème 12" x 12" vinyl floor tile at dining room	No Asbestos Detected
27. White leveler for light crème 12" x 12" vinyl floor tile at dining room	No Asbestos Detected
28. Light crème 12" x 12" vinyl floor tile at dining room	No Asbestos Detected
29. Residue black mastic under light crème 12" x 12" vinyl floor tile at dining room	5% Asbestos
30. Ceiling plaster at community room	No Asbestos Detected
30.1 Ceiling plaster skim coat at community room	No Asbestos Detected
31. Brown 12" x 12" vinyl floor tile at computer center	No Asbestos Detected
32. Mastic for brown 12" x 12" vinyl floor tile at computer center	No Asbestos Detected
33. Brown 12" x 12" vinyl floor tile at computer center	No Asbestos Detected
34. Mastic for brown 12" x 12" vinyl floor tile at computer center	No Asbestos Detected
35. White leveler for brown 12" x 12" vinyl floor tile at computer center	No Asbestos Detected
36. Blue/grey 12" x 12" vinyl floor tile at stairwell hall by activity room	No Asbestos Detected
37. Mastic for blue/grey 12" x 12" vinyl floor tile at stairwell hall by activity center	No Asbestos Detected
38. Carpet glue at emergency management	No Asbestos Detected
39. Carpet glue at community room	No Asbestos Detected
40. Carpet glue at main hallway	No Asbestos Detected
41. Exterior window framing caulking	No Asbestos Detected
42. Exterior window framing caulking	No Asbestos Detected
43. Exterior window framing caulking	No Asbestos Detected
44. New 12" x 12" vinyl floor tile under wood strip floor at activity center	No Asbestos Detected
45. Mastic for new 12" x 12" vinyl floor tile under wood strip floor at activity center	No Asbestos Detected

Observations and Conclusions:
The condition of ACM is very important. ACM in good condition does not present a health issue unless it is disturbed. Therefore, it is not necessary to remediate ACM in good condition unless it will be disturbed through renovation, demolition or other activity.

1. Residue black mastic under light crème 12" x 12" vinyl floor tile was found to contain asbestos. The ACM was found to exist at the dining room.
2. All other suspect materials were found not to contain asbestos. Hidden ACM may be found during renovation and demolition activities.
3. No exterior or roof testing was performed.

Lead Based Paint (LBP):
Number of Samples Collected

Five (5) bulk samples were collected from the following materials suspected of containing LBP:

Type and Location of Material

1. Yellow paint layers at community room brick wall
2. Yellow/grey paint at elevator lobby ceiling
3. Yellow/tan paint at main hallway wall
4. White paint at emergency management brick wall
5. White paint at emergency management brick wall

Sample Results

Type and Location of Material	Sample Result
1. Yellow paint layers at community room brick wall	0.022 mg/kg
2. Yellow/grey paint at elevator lobby ceiling	0.41 mg/kg
3. Yellow/tan paint at main hallway wall	1.46 mg/kg
4. White paint at emergency management brick wall	<RL
5. White paint at emergency management brick wall	0.21 mg/kg

Observations and Conclusions:
Painted surfaces were found to contain LBP. This type of building is not considered a regulated facility therefore the Massachusetts Lead Law does not apply. All LBP activities performed, including waste disposal, should be in accordance with applicable Federal, State, or local laws, ordinances, codes or regulations governing evaluation and hazard reduction. In the event of discrepancies, the most protective requirements prevail. These requirements can be found in OSHA 29 CFR 1926-Construction Industry Standards, 29 CFR 1926.62-Construction Industry Lead Standards, 29 CFR 1910.1200-Hazards Communication, 40 CFR 261-EPA Regulations. According to OSHA, any amount of LBP triggers compliance.

3.0 DESCRIPTION OF SURVEY METHODS AND LABORATORY ANALYSES:

Accessible Asbestos Containing Materials (ACM):
Asbestos samples were collected using a method that prevents fiber release. Homogeneous sample areas were determined by criteria outlined in EPA document 560/5-85-030a.

Bulk material samples were analyzed using PLM and dispersion staining techniques in accordance with EPA method 600/M4-82-020.

Lead Based Paint (LBP):
The samples were analyzed using SOP Based on SW846-7420/3051 method.

Inspected By:



Leonard J. Busa
Asbestos Inspector

**REPORT
FOR LIMITED
HAZARDOUS MATERIALS IDENTIFICATION
SURVEY
AT
TOWN OF MILLIS
TOWN OFFICES
MILLIS, MASSACHUSETTS**

PROJECT NO: 220 094.00

Survey Date:
February 21, 2020

CONDUCTED BY:
UNIVERSAL ENVIRONMENTAL CONSULTANTS
12 Brewster Road
Framingham, MA 01702



February 25, 2020

Mr. Wayne Klocko
Town of Millis
900 Main Street
Millis, MA 02054

Reference: [Report for Limited Hazardous Materials Identification Survey, Town of Millis Town Offices, Millis, MA](#)

Dear Mr. Klocko:

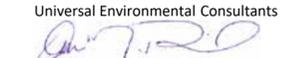
Thank you for the opportunity for Universal Environmental Consultants (UEC) to provide professional services.

Enclosed please find the report for limited Hazardous Materials Identification Survey at the Town of Millis Town Offices, Millis, MA.

Please do not hesitate to call should you have any questions.

Very truly yours,

Universal Environmental Consultants



Ammar M. Dieb
President

UEC:\220 094.00\Report.DOC

Enclosure

ABACUS [ARCHITECTS + PLANNERS]
 119 Braintree Street, Boston MA 02134
 T: 617.562.4446

MILLIS SENIOR CENTER – Town Department Survey

Name/Title: Michael Guzinski, Town Administrator & Karen Bourret, Operations Manager
 Department/Division: Administration Office
 Phone/Email: kbouret@millisma.gov & mguzinski@millisma.gov
 Please email completed survey by 01/31/2020 to Annie Steele at Abacus Architects: asteele@abacusarchitects.com

Can you describe the primary functions / activities / duties of your department, division or group in as much detail as possible?

- Schedule of activities
- Program offerings
- Hours of operation & public business hours

Daily oversight of all municipal operations
 8:30-9:30 MONS. / 8:30-4:30 T-THURS / 8:30-12:30 FRIS.

What are the department's current staffing? Full time? Part time? What will future staffing needs be like?

POSITION	STAFFING PROJECTS				FTE	PTE	COMMENTS
	2020	2025	2030	2040			
Example: Senior Clerk	1	1	1	1	X		Payroll, Billing, manages receipts
Town Admin.	1	1	1	1	X		Chief administrative officer
Operations Mgr	1	1	1	1	X		Daily operations & TA support
Department Asst.	.5	1	1	1		X	Administrative office support
Energy Mgr.	.6	.6	.6	.6			currently "contractor"
Econ. Development Planning Director	.4	1	1	1		X	Grant / administrative writing

Looking to increase hours for both Econ Dev Director & Admin Asst. to full time

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 T: 617.562.4446

MILLIS SENIOR CENTER – Town Department Survey

List the functions / activities/ duties within your department that should be adjacent to one another or other departments.

- Town Administrator's office must be adjacent/connecting to Operations Mgr & Dept. Assistant's shared office (currently a suite)
- Office suite must be adjacent to copy/storage room & on same floor as Finance office
- Beneficial to be adjoining with large meeting room

What functions / activities / duties within your department have direct interaction with the public?
 All

Are there any spaces you currently share with the Community? Do you envision sharing any spaces with the Community in the future?
 Only the large meeting room, RM 229, when not in use by administration

Does your department have any special or specific security or safety concerns? Please explain.
 We maintain a large number of confidential legal & personnel documents which must be kept secured
 occasional dealings with agitated/angry residents

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MILLIS SENIOR CENTER – Town Department Survey

Please provide a list of key spaces used by your department. This list should include spaces used only by your department as well as those shared by another department. If there are any distinguishing features or needs, please note that.

SPACE	SIZE (L X W)	QUANTITY	COMMENTS
Example: Conference Room	Existing 14x18	2	Needs multiple lighting levels, flat screen monitor with computer hook-up
Over shared office	25x20	1	3 computer stations, phones, fax
TA's Office	12x24	1	1 computer station/phone
Select Board office	12x15	1	
Copy Room/Storage	12x15	1	Curier / shelving & storage
Large Mtg Room (229)	40x22	1	Projector / screen cabled cameras for TV filming

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MILLIS SENIOR CENTER – Town Department Survey

Please list any specific individual needs for staff in your department (Do they have private meetings during the day? If so, with how many people? Do they have multiple private phone or personal conversations during the day? How long are they at their desk each day? Could they share workspace with another individual on another shift? Do they work remotely and only come to the office for meetings? Note any furniture, equipment or storage they may need. Do they need a work surface with a computer hookup only or one with file drawers? Do they need visual or acoustic privacy? Do they need quick access to printers/copiers?)

OFFICE (PRIVATE) OR WORKSTATION (OPEN)	INDIVIDUAL NEEDS FOR FILES, COPIERS, ETC.	COMMENTS
Example: Private Office for Director	Desk with return, lateral files, bookcase, small table for 4, whiteboard	Acoustic privacy required. Access through admin assistant's area is preferred.
TA's Office	" " " " " "	" " " " " "
Shared Over Office	(3) DESKS w/ RETURN, TABLE for 6, File cabinets.	MUST BE ADJACENT TO TA'S office, window for Public
Energy Director & Econ Dir Planner	currently one staff member holds both positions but eventually these will be two positions / require work station / computer / phone	

What are your thoughts regarding the current space your department occupies? Please comment on positive as well as negative attributes.
 Our current space works very well for us. The only change we'd like to see a more separate space for both the Energy Manager and Econ Dir / Planner

TOWN HALL DEPARTMENT SURVEYS - ADMINISTRATION OFFICE

ABACUS [ARCHITECTS + PLANNERS]
 119 Braintree Street, Boston MA 02134
 T: 617.562.4446
MILLIS SENIOR CENTER – Town Department Survey

What are your conference / meeting space needs? Can you share meeting facilities with another department or the public?
 - We have many private & public meetings
 - Room 229 has cable TV cameras, a flat screen TV/monitor & overhead projector... all needed

Describe centralized file, archive file and secure storage needs. How many linear feet of active files/records are accessed daily? How many linear feet of files/records do you produce in a year for archiving? How many years of files / records do you maintain? Can any files/records be maintained off-site or digitized?
 We would like to digitize more files but are subject to municipal retention laws & funding limitations

currently:
 Town Administrator's Office = 15' LF
 Outer Office = 20' LF
 Select Board Office = 8' LF
 Copy/Storage room = 15' LF

TOWN HALL DEPARTMENT SURVEYS - TOWN CLERK

ABACUS [ARCHITECTS + PLANNERS]
 119 Braintree Street, Boston MA 02134
 T: 617.562.4446
MILLIS SENIOR CENTER – Town Department Survey

Name/Title: Kathleen Smith
 Department/Division: Assistant Town Clerk
 Phone/Email: ksmith@millisma.gov 508-376-7046
 Please email completed survey by 01/31/2020 to Annie Steele at Abacus Architects: asteele@abacusarchitects.com

Can you describe the primary functions / activities / duties of your department, division or group in as much detail as possible?
 • Schedule of activities
 • Program offerings
 • Hours of operation & public business hours

What are the department's current staffing? Full time? Part time? What will future staffing needs be like?

POSITION	STAFFING PROJECTS				FTE	PTE	COMMENTS
	2020	2025	2030	2040			
Example: Senior Clerk	1	1	1	1	X		Payroll, Billing, manages receipts
Town Clerk	1						Elected no hours attached - Stipend
Asst. Town Clerk	1	1	1	1	X		Attorney General, Elections, Vitals
Dept. Assistant	1	1	1	1		X	Dogs, Census, Vitals, Elections

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 T: 617.562.4446
MILLIS SENIOR CENTER – Town Department Survey

List the functions / activities / duties within your department that should be adjacent to one another or other departments.
 None

What functions / activities / duties within your department have direct interaction with the public?
 Most all our functions deal directly with the public. Yearly census, voter registration, dog registrations, town meetings, vitals, and local, state and federal elections.

Are there any spaces you currently share with the Community? Do you envision sharing any spaces with the Community in the future?
 The Town Clerk's office uses the gym at the town hall for all state, federal and local elections. We will continue to use approximately four times a year.

Does your department have any special or specific security or safety concerns? Please explain.
 No special safety concerns at this time.

