

# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectman, Board of Finance, and Board of Education  
Special Tri-Board Meeting Minutes  
Wednesday, October 16, 2013  
Colchester Town Hall – 7:00 p.m.**

MANICY A. BRAY  
TOWN CLERK

*Marcy A. Bray*

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RECEIVED  
COLCHESTER, CT

**Board of Selectmen Members Present:** Gregg Schuster, Stan Soby, Rosemary Coyle, Jim Ford and Greg Cordova (arrived at 7:24pm)

**Board of Finance Members Present:** Rob Tarlov, Rob Esteve, Tom Kane and Art Shilosky

**Board of Finance Members Absent:** John Ringo and Bill Curran

**Board of Education Members Present:** Ron Goldstein, Donald Kennedy, John Reeve, Michael Egan Mitchell Koziol and Mary Tomasi

**Board of Education Members Absent:** Brad Bernier

**Others Present:** Maggie Cosgrove, Jim Paggioli, Jeff Mathieu, Chris Bennett, Jennifer Olsen, Mike Caplet, Ryan Blessing and other citizens

## 1. Call to Order

First Selectman G. Schuster called the Board of Selectmen meeting to order at 7:00 p.m.

Chairman R. Tarlov called the Board of Finance meeting to order at 7:00 p.m.

Chairman R. Goldstein called the Board of Finance meeting to order at 7:00 p.m.

## 2. Citizens Comments

Linda Hodge voiced her concerns regarding the WJMS project, her support in the past for a standalone Senior Center and thanked the WJMS project building committee for all of their work (see attachment #1).

Jim Kelly voiced his concern regarding keeping the Board of Finance involved from day one in the WJMS project moving forward, slowing down on spending and watching the tax payers dollars.

## 3. Discussion and Possible Action on WJMS Renovation/New Construction Project

Discussion was had on meeting the June 30<sup>th</sup> State of Connecticut deadline. R. Goldstein stated they need to address the immediate needs of the school now and a decision for the future of the school cannot be rushed. The consensus was to take the June 30<sup>th</sup> deadline off the table.

Discussion was also had on forming a new building committee or keeping the existing one. First Selectman Schuster will look into legalities regarding this. The Board of Education will gather analysis of data from referendum and work on outreach. First Selectman Schuster asked the registrars to look into placing a suggestion box at the November 5<sup>th</sup> election. Another tri-board meeting was scheduled for Wednesday, December 11<sup>th</sup> at 7:00p.m to continue discussions and present information gathered.

**4. Citizens Comments**

J. Malsbenden voiced his concern regarding the growth of all segments of the population and stated the boards need to be very clear with parameters and charge given to the future building committee.

L. Hodge stated she understands the bones of construction but her questions still stands which she will submit at the end of the meeting, she thanked R. Goldstein for answering several of the questions and she understands but still has questions. L. Hodge also stated a road plan did exist and a thorough vehicle inventory had been completed in the past. L. Hodge voiced her concern regarding the boards making the room inviting when citizens attend meetings and ask questions.

P. Piccard voiced his concern with remodeling the entire school and suggested if a suggestion box is placed at the polls to keep it to a few questions.

T. Peters suggested putting out options for citizens to decide and feels separate buildings will help.

J. Kelly voiced his opinion that the primary reason the building project failed from phone calls he has received and people he has talked with was due to size, tax increase and security issues.

R. DeVore stated he felt confused regarding new school vs. renovations to school; senior center should be located in an open space and was personally looking for a more fiscally conservative package utilizing all existing buildings in town.

S. Quattro suggested keeping it within the current budget.

**5. Adjourn**

R. Esteve moved to adjourn the Board of Finance at 8:37 p.m., seconded by A. Shilosky. Unanimously approved. MOTION CARRIED.

D. Kennedy moved to adjourn the Board of Education at 8:37 p.m., seconded by M. Tomasi. Unanimously approved. MOTION CARRIED.

R. Coyle moved to adjourn the Board of Education at 8:37 p.m., seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

Attachment #1: Linda Hodge comments

Note: This meeting was recorded by a digital audio recording system and is available through the Colchester First Selectman's office in accordance with the Freedom of Information Act.

Respectfully Submitted,  
Gina Santos, Administrative Assistant

Good evening. My name is Linda Hodge and I live at 4 Westerly Terrace. I will try to make my comments as succinct as possible; however, having read the agenda and the Board of Selectmen's minutes, I am unsure what the "WJJMS project" means.

The agenda reads "Discussion and Possible Action on the WJJMS Building/Renovation Project." To the best of my knowledge and unless I am missing something, since the referendum has failed there is no current WJJMS project.

> Done one

Also, there is no actual motion in the Board of Selectmen minutes about tonight's meeting other than "all members support a tri-board meeting." The conversation that evening which is reflected in the minutes was "to discuss what the mandate was from the citizens and how to move forward." Yet at the same time Board of Selectmen members spoke about having to have a referendum in May to meet a June deadline, as well as the need for repairs to WJJMS, a new Senior Center, and a new Community Center.

So, although I would like to be very succinct, I am going to address all of them to ensure I cover all bases.

(1) First I want to thank the WJJMS Project building committee for all of their work. They did exactly what the Board of Selectmen charged them to do and they did it well. With their charge being complete, I believe there is no longer a building committee in existence. Is that true?

(2) Regarding William J. I have been an education advocate nation-wide for over 25 years and a former member of the Colchester BOE. I am NOT opposed to building new schools. However, I have several questions regarding the school. (a) The architect himself said at the last public meeting that the bones of the school are fine. So, why do we need a new school? (b) I also heard during one of the public meetings that we needed a new school to support the current team teaching methods. Does that mean we build a new school every time teaching methods change? Are there not ways we could actually make it work in the current structure? (c) Was WJJMS not renovated sometime in the past 20 years? If so, why is it falling apart already? I don't mean "because it was not maintained" – that is clear. I would like specifics. (d) Why was regular maintenance not performed on the school in recent years, i.e. windows falling out? (e) And, finally, why were WJJMS boilers not included in the recent \$4 million energy project?

Again, I am not opposed to building new schools if needed. I am just not convinced that a school such as the one proposed IS needed. It's the difference between wants and needs ... and prioritizing needs. There are a lot of empty houses, houses for sale, foreclosed homes, and abandoned properties in Colchester - more than I have ever seen growing up here, during our visits while Bob was stationed elsewhere, and since we returned home 17 years ago. Our taxpayers cannot afford wants at this point, but I do believe they will consider needs.

I also heard that one of the reasons for the WJJMS project was the availability of extra space at WJJMS in coming years and lack of space at Town Hall. It seems to me that the two entities that make total sense to house on a school campus are the Youth Center and the Board of Education. Housing the BoE at WJJMS would free up a

significant portion of Town Hall and moving the Youth Center would mean that the Town could also use old Town Hall for additional space if needed. Yes, renovations of Old Town Hall may be needed at some point, but they are going to be needed anyway at some point. Perhaps we should start planning ahead for that time?

(3) And finally, the Senior Center. You all know that I have supported a stand-alone Senior Center since I was in office. In 2008, just after I took office, Friends of the Senior Center submitted a plan for a stand-alone Center on town property. That plan showed expenses to the Town of \$250,000 after available grants. As the recession had just begun and was hitting our citizens hard, I did not think it a good time to bring a new project forward.

I sent the report to the Commission on Aging in early 2009 with instructions to Patti White, Senior Center Director, and Adam Turner, Town Planner, to work with the Commission to make the Senior Center a priority. Selectman Coyle, who was liaison to that commission, told them that "the Commission on Aging is a separate entity by Town Charter and is unable to join with any other group". Acting on her comments and believing they could not use the study provided, minutes of the commission over the next few months highlight the development of the Senior Center Study Group. I have attached the applicable minutes to this document so those suggestions can also be part of the ongoing discussion.

The Friends of the Senior Center Study should be in the First Selectman's office files. However, in the event it is not, I was able to obtain a copy of that report and also submit it to you with this testimony. I would urge you to consider this a viable and potentially actionable plan.

If we have to purchase land to build a Senior Center, I suggest that the Town explore purchasing the Colchester Bakery land. I believe it abuts land the Town already owns, is in an easily accessible area without a crazy amount of traffic, and is close to senior housing areas. At the same time, placing a beautifully designed and well used town building on Lebanon Avenue would do more to revitalize that area than new benches and light poles.

I apologize for speaking at length, but hope you will consider some of what I have said. Since these are public comments, I am well aware that you are not obligated to answer at this time. I will however be researching the answers to these questions in upcoming days. Once again, I ask that my comments be attached to the minutes of this meeting. Thank you for your time and attention.

January 24, 2008

President Norman J. Dupuis  
Friends of the Colchester Senior Center  
147 Standish Road  
Colchester, CT 06415

First Selectman Linda Hodge  
Colchester Town Hall  
129 Norwich Avenue  
Colchester, CT 06415

Dear First Selectman Hodge:

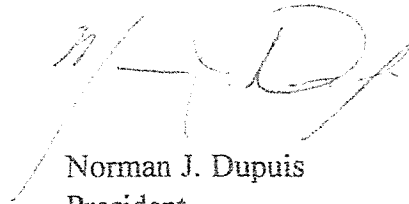
During calendar year 2007, the Friends of the Colchester Senior Center undertook a study to determine the size and space allocation of a proposed new senior center that would best serve the needs of today's seniors and future generations of seniors.

Attached is the Final Report that the Friends request become part of any town file or record relative to studies done that address the issue of a new senior center for the town of Colchester.

In addition, the Friends feel that this Final Report should be made available to any future town task force or building committee that may be appointed to address this issue of the need to replace the existing senior center building which is owned by the Bacon Academy Board of Trustees.

The Friends thank you for your interest and support for a new senior center within the context of today's political and economic conditions.

Sincerely,



Norman J. Dupuis  
President  
Friends of the Colchester Senior Center

cc: Cathy Russi

**FINAL REPORT  
FOR  
A PROPOSED NEW SENIOR CENTER  
TOWN OF COLCHESTER,  
CONNECTICUT**

**PROPOSED BY:  
The Friends of the Colchester Senior Center  
December 2007**

**FINAL REPORT  
FOR  
A PROPOSED NEW SENIOR CENTER  
TOWN OF COLCHESTER, CT**

During calendar year 2007, the Friends of the Colchester Senior Center undertook a study to determine the size and space allocation of a proposed new senior center that would best serve the needs of today's seniors and future generations of seniors.

The study included, but was not limited to:

1. Site visits to other senior centers.
2. The development of a space needs assessment.
3. Development of a survey.
4. Writing letters and attending meetings of the town, board of finance and Selectmen.
5. Searching for volunteer architectural support to professionalize the concept plan presented with this report, as well as other plans.
6. Attending a one day workshop sponsored by the CT State Department of Economic Development. The workshop was devoted to available state and federal grants for such facilities as senior centers.
7. Existing Colchester Senior Center square footage identified along with suitable town land available for a new center.

Background Information about the Friends of the Colchester Senior Center

Shown as Exhibit A, is the "Friends" mission statement and goals that were adopted in January 2007.

Exhibit B is the Friends' By-Laws which were adopted in April 2007.

Exhibit C is the Friends' logo and "Networking Model" which was adopted in September 2007.

**1. SITE VISITS:** The officers of the "Friends" made visits or obtained floor plans from local senior centers/community centers as follows:

Visitations were made to the management of the East Haddam, Glastonbury, Hebron, Old Saybrook senior centers. We also attended one public hearing for the new Lebanon Senior Center.

Floor plans for the above were obtained as well as floor plans for the following centers that were not visited such as; Wallingford, Marlborough and Granby.

Other sites not visited, but ones that we were encouraged to see, were centers in Norwich, Ashford and Farmington. These sites are recommended by the "Friends" to the future town senior center task force.

**RECOMMENDATIONS:** During our visits, two common recommendations from center administrators were to make sure there is enough storage space and to make sure the kitchen is large enough.

2. **NEEDS ASSESSMENT:** Based on site visits; review of other centers' floor plans; interviews and observations, the "Friends" came up with a "Tentative Space Needs for the New Senior Center". (See Exhibit D.)

RECOMMENDATION: In designing a new Senior Center the majority of the items listed should be accounted for in terms of space assignments.

3. **SURVEY:** The "Friends" utilized the above Needs Assessment as a basis of a survey. Exhibit E is a copy of the survey and a tabulation of the results. Following the results is a listing of comments received along with the survey.

Twenty-one responses is not many compared to a total population of approximately 2,640 registered voters ages 55 and over. However, the 21 responses are from the customers of the center who actually use the center from time to time.

RECOMMENDATION: The "Friends" would have liked more input from residents in their forties and fifties relative to what they would expect to see in a senior center when they reach age 62, for example. The "Friends" recommend that this be done when funding is available.

4. **LETTERS AND MEETINGS:** The "Friends" lobbied against the proposal of the town's Park and Recreation Task Force for a new community center that would include a senior center.

The position of the "Friends" is that serving the needs of the youth in town is completely different than serving the needs of the seniors. A senior center should not be competing on a daily basis for parking, security of property and shared space. The center should be free of excess noise.

In addition, it appeared to the "Friends" that a senior center should move forward on its own merits and not be held back by a dream of someday having a community center complete with a swimming pool and gymnasium. The "Friends" prevailed to some extent by gaining approval of the administration to separate the two issues.

RECOMMENDATION: Continue to lobby for a stand-alone building to house the senior center at a location in or near the center of town.

5. **VOLUNTEER ARCHITECTURAL SERVICES:** With the help of Peter Aigiros and Home Designs by Bruno, the "Friends" were able to get scale drawings of four concept plans plus a drawing of the existing senior center.

Due to the size of the drawings, only the most conservative drawing is presented here as Exhibit E.

The exhibit space layout is approximately 7,200 square feet and can be expanded incrementally to 10,000 square feet by expanding the kitchen, storage areas, craft room, and identifying mechanical space.

RECOMMENDATION: That the town senior center task force seriously consider the design presented here by the "Friends".

6. **WORKSHOP:** On June 26, 2007, the president of the "Friends" attended an all day workshop sponsored by the CT State Department of Economic and Community Development in Hartford. The subject of the workshop was the "competitive application" process for the U.S.



HUD "Small Cities Grants" and the state's Office of Policy and Management's "Small Town Economic Assistance Program" (STEAP).

The following notes were made:

- a. A new Colchester Senior Center would qualify for a \$750,000.00 federal grant.
- b. A new Colchester Senior Center would qualify for a state STEAP grant of \$500,000.00.
- c. This funding is available for senior centers and the facility must be used solely for that purpose for 5 to 10 years.

NOTE: A community center is not eligible for this funding.

Using the proposed floor plan mentioned in item 6 above, the following financial data is presented:

Proposed new senior center	7,200 sq.ft.
Average estimated cost of new construction @ \$200/sq.ft.	\$1.44 million
Estimated cost of the center paid for with state and federal grants	\$1.2 million
Town Bonding required for balance	\$240,000.00

RECOMMENDATION: The town senior center task force or building committee would need to file grant applications on or about July 1st to qualify for the September/October competition for funds. The town would need to be ready for bidding and starting construction in late fall or early spring of the following year.

**7. TOWN LAND AVAILABLE FOR A NEW SENIOR CENTER:** The "Friends" have identified a town owned parcel of land that is suitable and available for the construction of a new senior center.

The parcel, which is adjacent to the west side of the existing town hall is identified as assessor's lot 48-1, map 16.

The subject parcel is 1.38 acres and has access from the town hall property and a potential access from Louis Lane.

As far back as July 26, 2001, the town engineer had identified this as a potential site for a two story, 30,000 square foot building to house Children and Youth Services on the top floor and a senior center on the first floor. (See Exhibit F.)

In 2007, the "Friends" are proposing a 7,200 square foot building, wood framed, and one story for the exclusive use of a Town of Colchester Senior Center.

RECOMMENDATION: The "Friends" urge the current administration to move forward with this recommendation.

### Mission Statement

The mission of the Friends of the Colchester Senior Center is to be an advocate for a new facility, which will serve the growing needs of the seniors today, as well as seniors of the future.

### Goals

- The Friends shall promote public awareness of programs and services available to all seniors that are designed to meet a wide range of interests and needs now, and in the future.
- The Friends shall shape public opinion by timely press releases that report on the efforts and progress of the Friends of the Colchester Senior Center
- The Friends shall stress the need for a new senior center to replace the current aging facility.
- The Friends shall work with other groups to advocate for functional space and equipment that will make the new Senior Center inclusive to attracting a wide sector of seniors.
- Over the next year the Friends will develop fund raising strategies so the Friends will be able to purchase equipment and materials for the new center that would not normally be available through the center's operating budget.

Adopted January 2007

**BY-LAWS FRIENDS OF THE COLCHESTER SENIOR CENTER**  
(Approved April 2007)

**ARTICLE I-NAME**

The name of this organization shall be 'Friends of the Colchester Senior Center'.

**ARTICLE II- PURPOSE**

The purpose of this organization shall be to:

1. Promote public awareness of programs and services available to all seniors that are designed to meet a wide range of needs and interests now and in the future;
2. Shape public opinion by timely press releases that report on the efforts and progress of the Friends of the Colchester Senior Center;
3. Stress the need for a new senior center to replace the current inadequate and aging facility;
4. Work with other groups to advocate for usable space and equipment that will make the new senior center conducive to attracting a wide sector of seniors;
5. Develop fundraising strategies so that the Friends will be able to purchase equipment and materials for the new center that would not normally be available through the center's operating budget.

**ARTICLE III— MEMBERSHIP**

Section 1. Membership in the organization shall be open to all individuals, businesses and organizations subscribing to the purposes outlined above.

**ARTICLE IV - OFFICERS**

Section 1. The officers of the organization shall be:

President, Vice President, Secretary, and Treasurer.

Each officer's term shall be for a minimum of one (1) year, not to exceed two (2) years.

Section 2. Duties of Officers:

- President — preside over and conduct meetings of the organization.

Establish any committees from the membership that are deemed necessary for the proper operation of the organization.

- Vice President — Perform the duties of the president in the absence of that officer and assist with the procedural functions of the organization.

- Secretary - Record attendance at all meetings; take minutes of all meetings; notify members of the time and place of meetings; and conduct the correspondence of the organization.

- Treasurer — Keep and maintain the financial records of the organization, report the status of these records at each regular meeting and be responsible for the receipt and disbursement of all organization funds.

Section 3. Employees of the senior center staff may not serve as officers of the Friends of the Colchester Senior Center.

Section 4. Unless otherwise voted by the membership, the fiscal year shall begin on April 1st each year.

Section 5. The president and the treasurer between scheduled meetings shall approve miscellaneous or unanticipated expenses.

#### ARTICLE V - ELECTION OF OFFICERS

Section 1. Nomination for the officers shall be presented at the February meeting.

Section 2. Election of those nominated shall be by a simple majority of the members present at the March meeting.

Section 3. Newly elected officers shall assume their duties at the regularly scheduled April meeting.

#### ARTICLE VI - MEETINGS

Section 1. Meetings of the organization shall be on the 4th Thursday of each month. The president or the vice president may call special meetings with one-week notice to all members of the organization.

Section 2. Executive Board meetings shall be scheduled by the president as he/she determines is appropriate.

Section 3. Actions of the organization shall be determined by majority vote, of those members in attendance, at the regularly scheduled monthly meetings.

Section 4. The fourth Thursday in March will be the date of "Annual Meeting", at which time elections will be held and the president shall make a presentation reviewing the past year.

#### ARTICLE VII- MEMBERSHIP DRIVE

A membership drive to enroll new members will be held throughout the year.

#### ARTICLE VIII- NON PROFIT STATUS

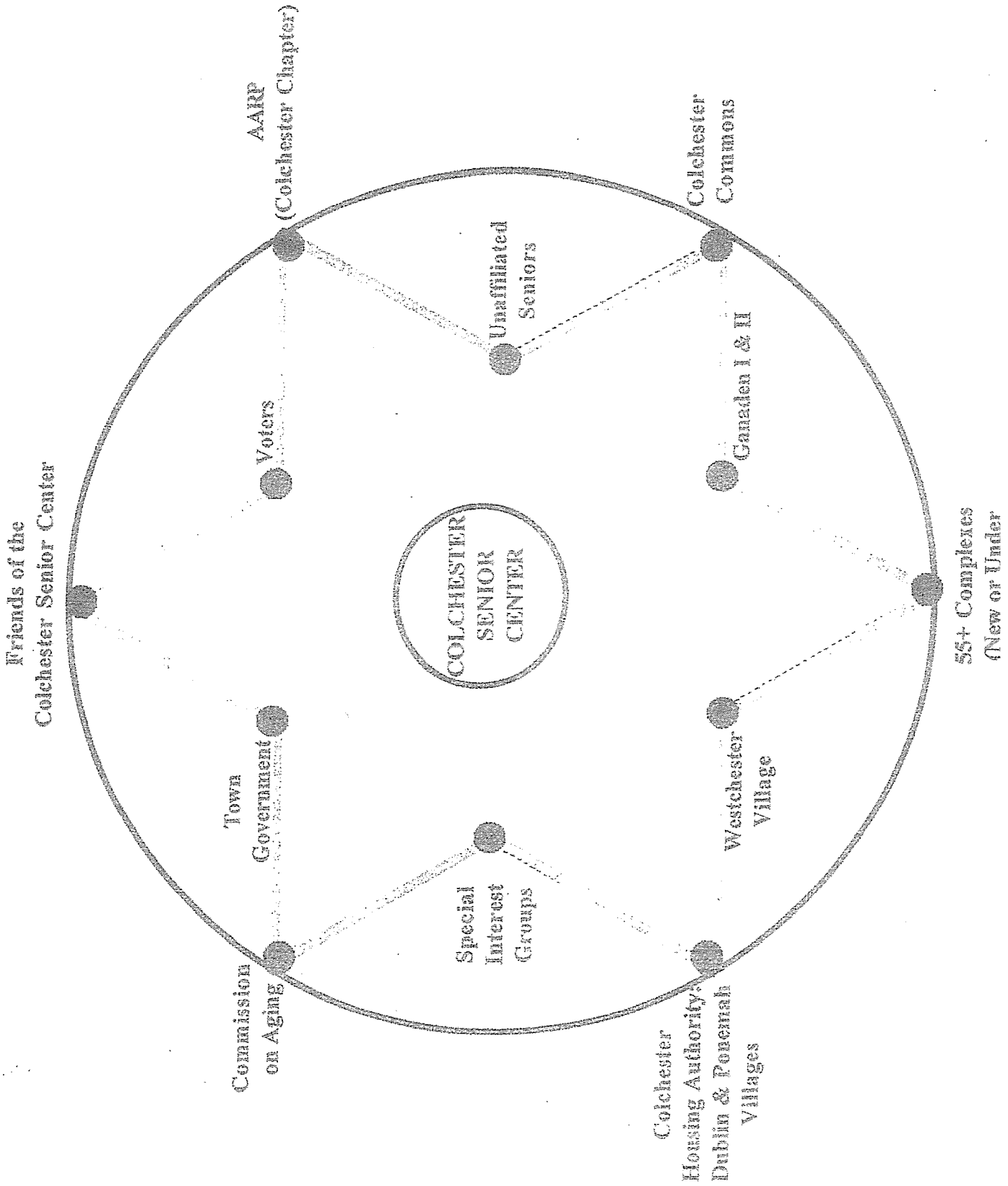
Section 1. No profit shall accrue to any officers or members of the organization as a result of the activities of the organization. Any funds, goods or services accepted by the organization, less operating expenses (if applicable), shall be for the benefit of the Friends of the Colchester Senior Center and shall not be used for any other purpose.

Section 2. In the event of the dissolution of the organization, any funds in the treasury shall be donated to the Colchester Senior Center.

#### ARTICLE IX - AMENDMENTS

The by-laws may be amended at any regular meeting of this organization by two-thirds of the members present, provided that all current members are notified of the meeting date and its purpose two weeks in advance of the meeting.

**FRIENDS OF THE COLCHESTER SENIOR CENTER ~ NETWORKING MODEL**



**TENTATIVE SPACE NEEDS FOR  
THE NEW SENIOR CENTER  
(Senior Recreation Center)**

- Foyer
- Lobby Area
- Front Entrance with Porte-cochere
- Rest Rooms
- Receptionist/Administrative Assistant's Office
- Technology Room
- Exercise Room
- TV/Lounge Room
- Library Room
- Game Room
- Billiards Room
- Dining Room
- Kitchen
- Frail Elderly Room
- Storage Room
- Custodian Room
- Employee Break Room/Transportation Staff Work Room
- Program Room (crafts and group functions)
- Walking Track (indoors)
- Music Room
- Woodworking Shop
- Greenhouse
- Barbecue Area
- Parking Lot
- Stairs
- Basement Storage Room
- Automatic Door Push Button Opener for Front Entrance
- Mechanical Room
- Health Screening/Counseling Room

*Note: Room sizes and relationships to be determined by site visits and existing conditions.*

opla Completed The Survey April-June, 2017

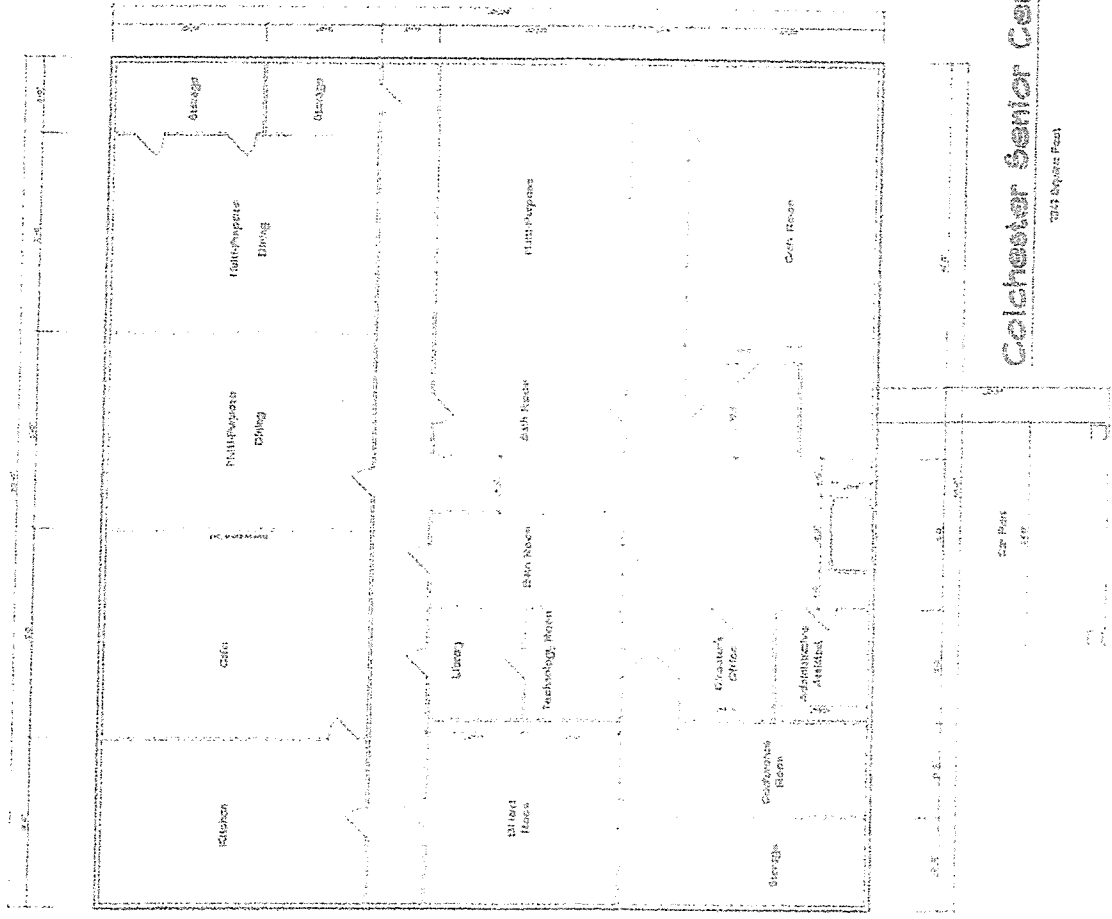
THE "FRIENDS"  
TENTATIVE SPACE NEEDS FOR  
THE NEW SENIOR CENTER  
SURVEY

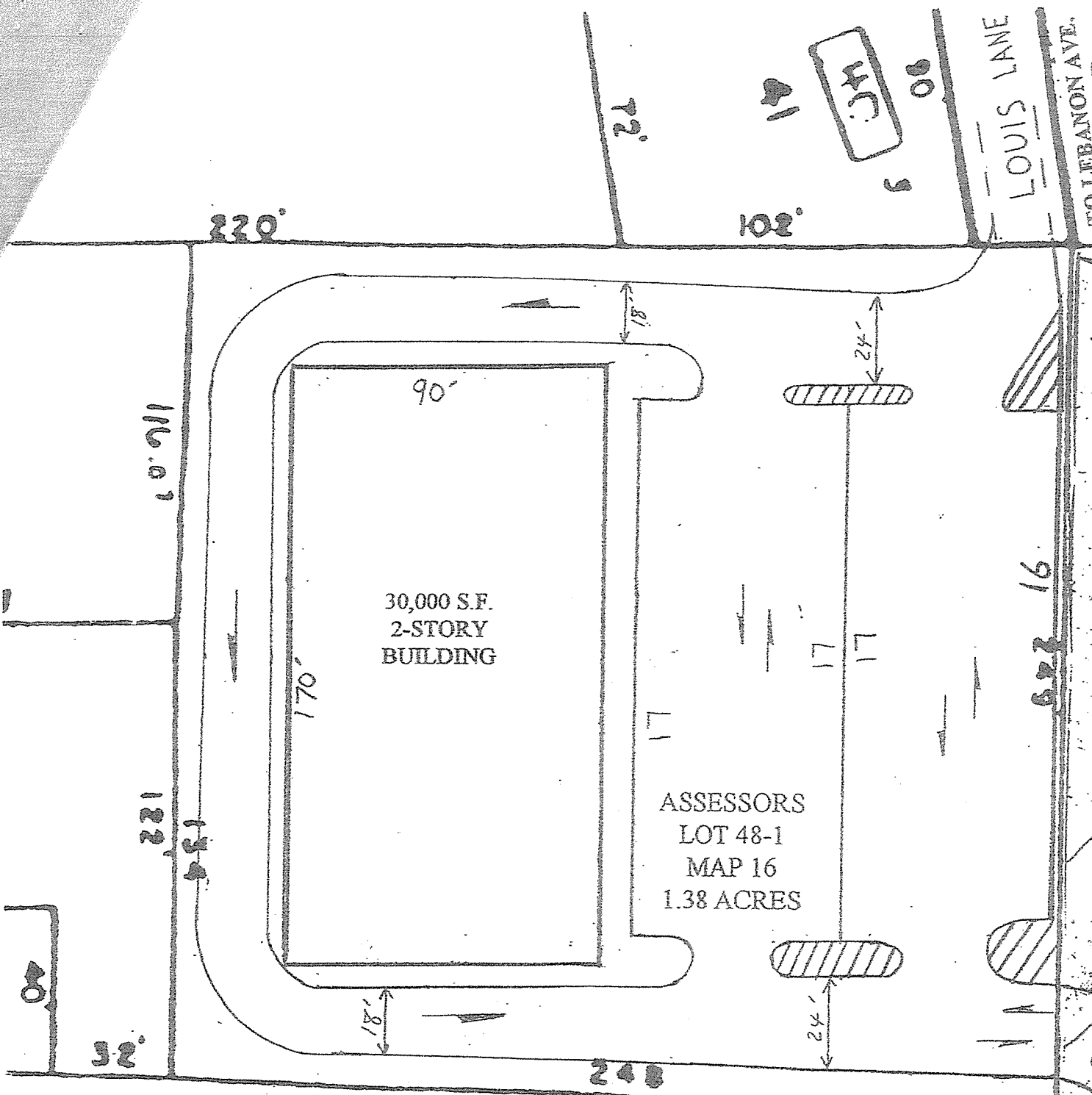
Type of Room	Must Have	Nice to Have	Combine With	Eliminate
Foyer	5	5	3 ↗	
Lobby Area	5	5	4 ↗	
Front Entrance with Porte-cochere	11	5		2
Rest Rooms	20			
Receptionist/Administrative Assistant's Office	13	4	1	
Technology Room	4	10	2	
Exercise Room	15	3		
TV/Lounge Room	10	6	1	2
Library Room	12	6	3	
Game Room	9	3	1	1
Billiards Room	10	2		2
Dining Room	21			
Kitchen	21			
Frail Elderly Room	11	5		1
Storage Room	14	4	3 ↗	
Custodian Room	12	2	3 ↗	
Employee Break Room/Transportation Staff Work Room	10	9		
Program Room (crafts and group functions)	17	1		
Walking Track (indoors)	1	7	1 (exercise)	3
Music Room	6	5	2	2
Woodworking Shop	5	3	1 (lobby)	1
Greenhouse	5	10		2
Barbecue Area	5	6	1	2
Parking Lot	16	1		
Stairs	7	2		3
Basement Storage Room	7	5		1
Automatic Door Push Button Opener for Front Entrance	16			
Please write any comments in this space:				
Add:				
Health Screening Room	3			
Mechanical Room	3			

## COMMENTS RECEIVED WITH SURVEY

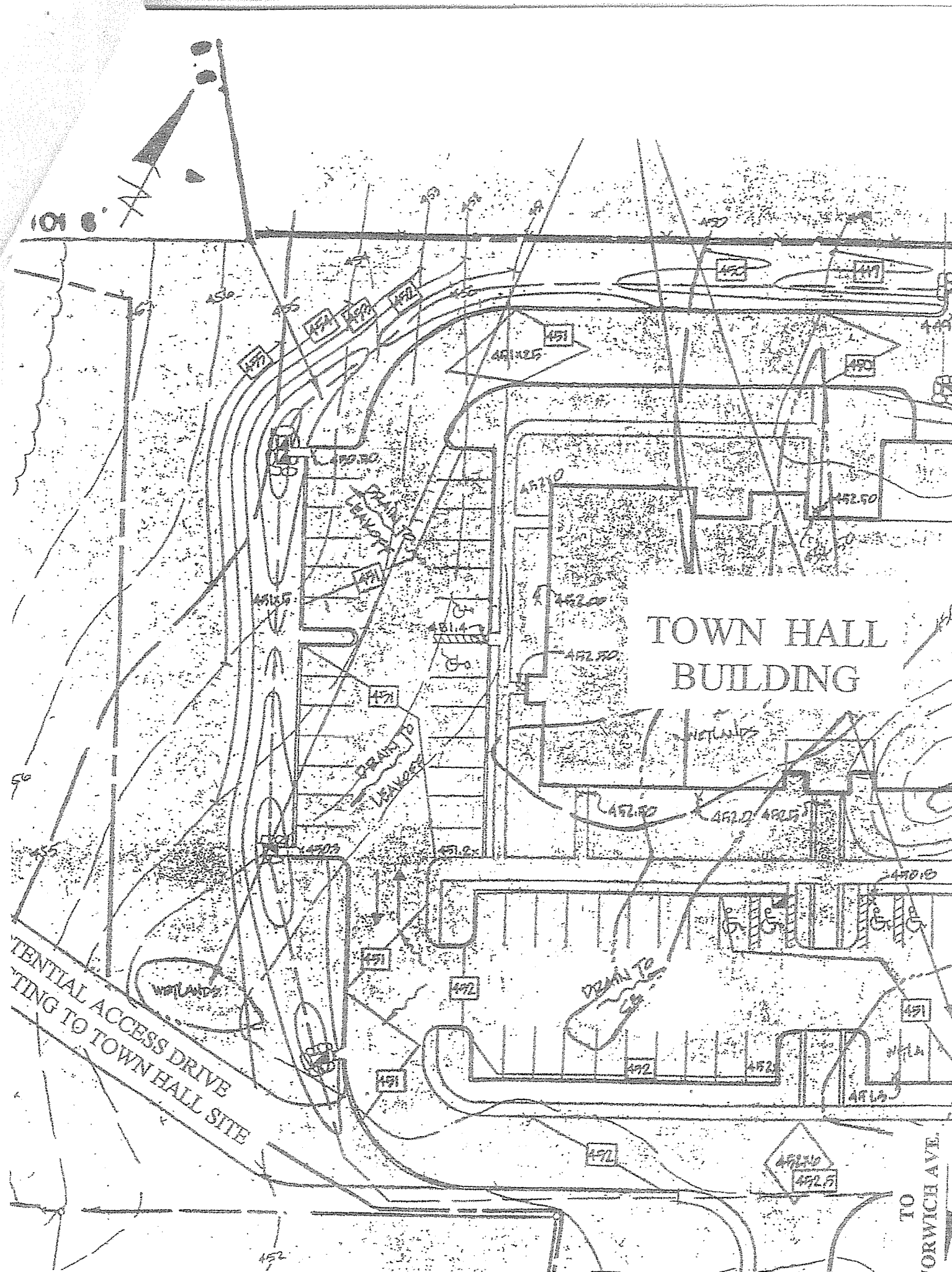
1. Provide ease of parking to entryway, especially in inclement weather.
2. Have adequate lighting for the parking lot.
3. Make proposed senior center as big as possible - for future growth.
4. Install handicapped toilets with high seats.
5. Have one full length mirror in the ladies room.
6. Combine music room with dance room.
7. Have a transportation van for wheelchairs and the elderly.
8. A new senior center is needed very much.
9. Set up senior center to attract both men and women.
10. Set aside a dance floor to have fun as well as for guest speakers.
11. Need more parking than currently exists.
12. Install elevator if required at the new senior center.
13. Set aside a room for health screening/consulting.
14. Need a technology room with internet access.







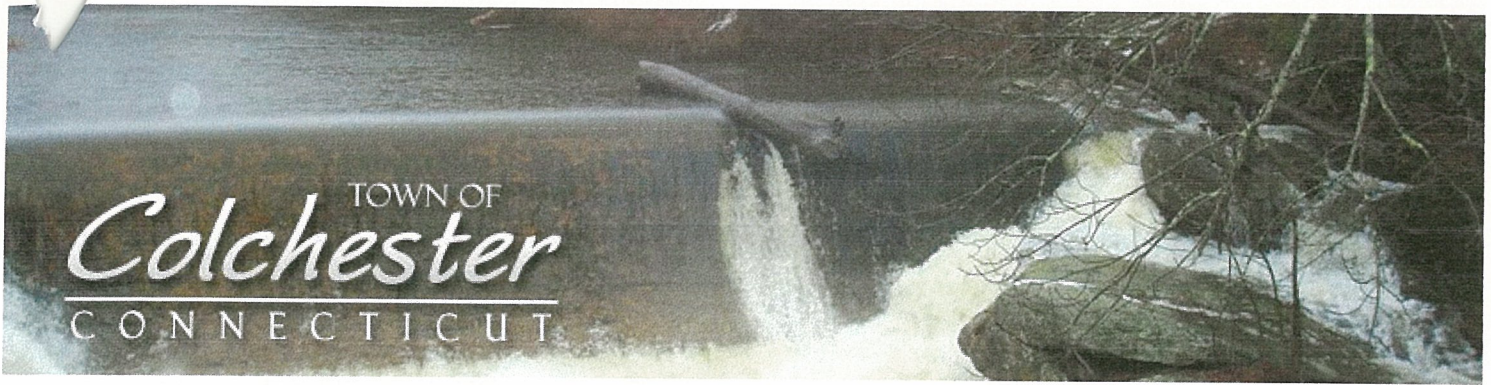
**SCHEMATIC PLAN FOR:**  
**POTENTIAL COMMUNITY CENTER**  
 ASSESSORS LOT 48-1, MAP 16  
 LOUIS LANE, COLCHESTER CT.  
 SCALE: 1"=40'  
 DATE: July 26, 2001  
 BY: SALVATORE A. TASSONE P.E.  
 TOWN ENGINEER  
 SHEET 1 OF 1



# TOWN HALL BUILDING

POTENTIAL ACCESS DRIVE  
LEADING TO TOWN HALL SITE

TO  
JORWICH AVE.



Home About Us I Want To... Services Residents Visitors Business

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## Commission on Aging Minutes 4 13 2009

[Printer-Friendly Version](#)

Colchester Commission on Aging  
Regular Meeting Minutes  
Monday, April 13, 2009 – Colchester Senior Center

Members Present: Chairman Jean Stawicki, Vice-Chair Clara Erickson, Bernie Erickson, Sue Maikshilo, Barbara Warden, Bill Wagner

Members Absent: Betty Ann Oppelt

Others Present: Patti White, Friends of the Senior Center

Sign up for the Weekly Town Update

1. Call Meeting to Order: The meeting was called to order at 1:04 p.m.
2. Minutes: Jean Stawicki asked to remove the line regarding the mentoring program between high school students and seniors in the Old Business, Accreditation section of the March minutes as this was a suggestion, not a current program. Sue Maikshilo motioned to approve the regular meeting minutes of 3/9/09 with this change. Clara Erickson seconded. All other members present voted in favor. MOTION CARRIED.
3. Financial Report: Bernie Erickson reported that the senior center collected \$300.65 in March from bus transportation. Of that, \$85.00 was from out of town trips including shopping, The Gong Show and lunch. Clara Erickson motioned to accept the Financial Report. Sue Maikshilo seconded. All other members present voted in favor. MOTION CARRIED.
4. Budget: Patti White reported that next year's budget hasn't changed from last month. If there are more cuts to be made, it probably won't be until after the town referendum.
6. Chairman's Report: Jean Stawicki reported that Theresa Hendricksen was sworn in as a new Commission member. She also stated that she and Patti attended the Lebanon Senior Center's open house. They spoke with the architect who offered to provide some preliminary services to Colchester.
7. Senior Center Director's Report: Patti White stated that all grants have been sent in including those for the replacement bus and the renewal for municipal transportation. KEB confirmed that they received the grant for outside furniture and are waiting to hear from the Lion's Club about the privacy screen.

There will be another trip to the casino since there is a big demand for this particular trip.

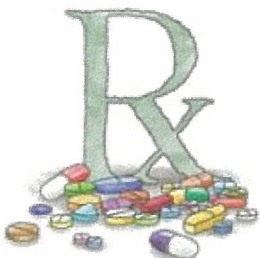
AARP will finish the tax work on April 15th and will return later in the month to hold a safe driving course. Patti added that Norm Dupuis was elected the new president of the Colchester Chapter of AARP. His term will begin in September.

5. Friends of the Senior Center: Norm Dupuis began by saying he had hoped Rosemary Coyle would be there. Patti said that Rosemary was unable to attend, but did ask her to pass on that the Commission on Aging is a separate entity by Town Charter and is unable to join with any other group.

At this point Adam Turner, Town Planner, joined the meeting.

Norm said that the Friends of the Senior Center have done extensive research by visiting or talking to the senior centers of Lebanon, East Haddam, Hebron, Wallingford and Marlborough. They were looking for building plans, floor plans, square feet, parking and storage. From that information, they developed a needs assessment for Colchester and came up with about 20 items. They converted that into a survey but received only about 25 responses. They found 2 architects who would volunteer their time. They then developed a proposal of a 7,200 square feet senior center.

In 2001, the town engineer prepared a site plan for a community center. It included a 30,000 square foot building with 2 floors. The 1st floor was for the senior center and the 2nd for a community center. It was to be located on the land to the left of the existing Town Hall, with access from Louis Lane.



The current senior center is laid out as a school, with 4 equal rooms of 998 square feet each. The proposed center has a carport for vans, offices for the administrative assistant and director as soon as you walk in the building. It also includes a conference room, rooms for crafts, technology, billiards, library, multi-purpose, dining, a café area and 3-4 storage areas. The proposed building is 90' x 80'.

Norm stated that the Friends of the Senior Center feel there should be one voice speaking for the new senior center. Jean added that Linda indicated at the last meeting that in order for the project to get off the ground, the Commission on Aging would have to present it to the town. Norm asked the Commission if they would add an item to the agenda for this early in the meeting so they could attend that part then break off to hold their own meeting.

Norm passed out the report that they filed with the First Selectman on January 24, 2008 as well as a list of 24 items that they feel are wrong with the current facility.

Norm said they need to get the Board of Selectmen to designate a site of land for the new center because they can't go any further with drawings or architectural work without that. Adam Turner asked whether the town is supportive of building a separate senior center. He thought they had already decided on a combined senior center/community center. Bill Wagner added that there has never been a written decision stating a community center. Adam stated that he'd need 1) a site, 2) a firm decision from the Selectmen stating that they would support a stand-alone senior only configuration, 3) cost structure and 4) financing.

Norm said if you take the 7,200 square feet and multiply by \$200 per square foot, you get a cost of \$1.4 million. He feels that they could get \$750,000 from HUD and \$500,000 from the state, leaving a balance of 250,000 for town bonding. Patti asked Adam about timing for the CDBG grants. Adam answered that if you are approved for the funding, the money is available when you receive the approval. He added that Federal and State monies are currently available to request. Bill stated that if a bond is retiring, then this could step in and have no effect on Colchester taxpayers. He also said that it's a perfect time to bond because of low interest rates.

Adam remarked how lucky the town is because of Norm and the Friends of the Senior Center. They have done so much work on this project already that they are close to being able to move forward. Without this start, he would not be as optimistic as he is. He added that HUD will want to know what the need is, how do you plan to address it, does the building meet all standards, land and whether the community's on board with a commitment and financing. Adam also offered to attend meetings and help in any way he could.

At this point, Adam left the meeting.

Norm said that under Federal Standards, a senior is age 62 and older. There are some people under this age who use the senior center. They would have to see about this when looking into HUD funding because for them to finance a senior center, it would only be able to be used by seniors. Patti asked if disabled citizens would be exempt from this. Norm said they'd need to look into that also.

Jean asked Norm how other towns handled the project at this point. Norm said they would probably establish a building committee with different members of the community. Jean wanted to know where to start to bring it to the Board of Selectmen. She proposed holding a vote with the Commission on Aging to see if they want to take this on as a project. Clara asked if this was what Rosemary meant they couldn't do. Patti restated that Rosemary just said that they were a separate entity and couldn't join with any other group. Bill and Jean felt that this is exactly what the Commission is supposed to do by being advocates for Colchester seniors.

Sue Maikshilo motioned for the Commission on Aging to build on the work of the Friends of the Senior Center to prepare a written presentation to submit to the Board of Selectmen with a recommendation to build a new senior center and to also present to the town as a whole. Bill seconded. All other members present voted in favor. MOTION CARRIED.

8. Old Business: No new items were reported.

9. New Business: No new items were reported.

10. Adjournment: Sue Maikshilo motioned to adjourn the meeting at 2:15. Barbara Warden seconded. All other members present voted in favor. MOTION CARRIED.

Respectfully submitted,

Michelle Komoroski



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## Commission on Aging Minutes 5 11 2009

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Colchester Commission on Aging  
Regular Meeting Minutes  
Monday, May 11, 2009 – Colchester Senior Center

Members Present: Chairman Jean Stawicki, Vice-Chair Clara Erickson, Bernie Erickson, Sue Maikshilo, Theresa Hendricksen

Members Absent: Betty Ann Oppelt, Barbara Warden, Bill Wagner

Others Present: Patti White, Rosemary Coyle, Norm Dupuis, Tom Maikshilo

1. Call Meeting to Order: The meeting was called to order at 1:03 p.m.
2. Minutes: Sue Maikshilo motioned to approve the regular meeting minutes of 4/13/09. Clara Erickson seconded. All other members present voted in favor. MOTION CARRIED.
3. Friends of the Senior Center: Norm Dupuis stated that he received the document from Jean Stawicki dated 5/1/09 entitled 'Evaluation of Current and Possible Senior Center Buildings in Colchester' (see attached). This is a letter Jean put together to get all the ideas for moving forward on a new senior center on the table for discussion. First he agreed that it can be an important building block especially if it becomes a public document. He proposed changing the title to 'Accreditation and Proposed New or Renovated Senior Center in Colchester'. Norm stated that he would like to address accreditation and the senior center as two separate issues. Jean said that she sees them as one and the same because accreditation is not possible in the building that currently houses the center.

Norm suggested that the 1st paragraph of the document should say who grants accreditation. Jean said it's the National Institution of Senior Centers who is a constituent unit of the National Council of Aging, Inc. Norm would like to add 'Accreditation' to the 2nd paragraph title and would like to strike the July 2010 line item stating that there will be a new chairman of the Commission on Aging as this has nothing to do with the purpose of the document. He also added that the item on the 2nd page regarding tearing down the present building and rebuilding a replica is not a viable option as the town does not even own the building. Jean said she included that because it had been proposed to her by someone else. She said that she tried to put all options together so they could be studied in minute detail with the goal of bringing their recommendations to the Board of Selectmen after studying all options put forth on the issue.

Jean said she hoped to bring all the people together who wanted to work on reviewing the building and her list of proposals and have them set up a time to meet. She would like all of these issues to be taken up at that meeting including how to break it down into manageable pieces.

Clara Erickson asked what advantages come with accreditation. Jean replied that funding is the biggest benefit. People and organizations tend to donate funds to accredited organizations before those that are not. She explained that accreditation is a self-study process that ensures the center is offering the most current senior programming. More funding would mean running more trips, providing more programming and additional services. She also said it brings in more community support as a requirement. Patti added that the Department of Social Services, which does not fund senior centers, is looking at creating quality of care services and best practices for senior centers and communities to follow.

Jean stated that when she was looking at accreditation, she didn't realize that the building would be such a problem, which is why she sees accreditation and a new home for the senior center as one issue. Rosemary Coyle suggested reviewing what's already been done within the town. She said that she believed, per the town charter, that any ad hoc committees formed by a commission need to be appointed through the Board of Selectmen. Jean felt that the commission could put together this report without going through that process. Rosemary explained that it is the process of the charter. She said she would check on it to be sure.

Patti asked all to step back and remember that everyone is working toward the same goal. There was discussion regarding how to move forward with the process. Sue Maikshilo said a lot has to do with the environment they're in. They can't make any changes to the building because it's owned by the Bacon Academy Board of Trustees and is also an historical building.

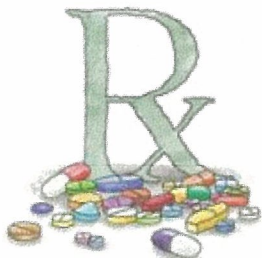
Bernie Erickson stated that Parks and Rec and the Facilities Task Force have both made formal reports to the Board of Selectmen recommending what to do with existing buildings and areas owned by the town. However, the work that the Friends of the Senior Center compiled has never been brought before the Board of Selectmen. Rosemary said that the Commission should look at these other reports because support needs to be taken from the beginning and brought along as the research is done rather than just coming in at the end so everyone sees the process and can come to the same conclusions. This helps to build support along the way.

Norm said there are three reports out there that they could research. The one done by Parks and Rec studied building a senior center into a community center. The danger of that would be that the building itself would be under control of Parks and Rec. Another report was presented by a consultant studying the use of existing buildings. It wasn't until the consultant hit the \$50 million level that a senior center shows up in the report. It places the center in one of the wings of an existing school. Then there is the report completed by the Friends of the Senior Center.

Jean would like various people from the community to sit on a committee that could break down the list into smaller parts. Rosemary said they should think

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about what types of individuals they would like on the committee, such as building inspector, contractors, etc. that can bring in the skills and expertise that they need. Clara motioned that they wait for Rosemary to know if it needs to be run through the Board of Selectmen. Jean said there is not enough time to wait for an answer and the Board of Selectmen doesn't have the authority to appoint members on this. Rosemary explained that any committees need to be approved by the Board of Selectmen for their work to be taken into consideration.

Jean explained that she sees three things happening. First to form a committee that can be split into subcommittees to study all reports, then to write up the goals and process of what each committee would do and finally, to look at community members to serve on the committees.

Norm stated that they're all there. First, the \$50 million option from the Board of Education proposal (the Facilities Task Force), second the proposal from Parks and Rec, third, the proposal from the Friends of the Senior Center and the fourth being to use the senior center as a community center and find a new home for the seniors. Jean proposed looking at all of these proposals as well as the others that she included so the committee can do a full cost analysis to present to the Board of Selectmen so they can decide the very best plan for a proper senior center. This way any questions that come up can be answered from one place.

Norm said that the Friends have already come up with 24 items that are wrong with the current center which they valued at \$200,000. Patti reiterated that everyone is on the same page but that they need to wait for Rosemary to check on rules for appointing committees. Jean said she'd like a committee to begin meeting and they should decide if it should be daytime or evening meetings.

At this point, Rosemary left the meeting.

Sue felt that evening meetings would be best so that younger people and professionals could attend. Jean said anyone from the Commission on Aging or the Friends of the Senior Center could sit on it and they should try to get someone to chair it. Patti suggested someone from the outside should chair. She held that the commission should build on the work that others have done and focus on adding other people into the fold. Jean said she's looking at breaking it down into subcommittees which would gain community support by including many people. Patti stressed that the goal should be to bring it up to the Board of Selectmen.

Jean asked for a motion to form a subcommittee. None was made. Norm asked that they add the list of 24 problems with the current facility as well as the reports from the Friends, Parks and Rec and the Facilities Task Force.

At this point, Rosemary returned to the meeting. She read from the Code of the Town of Colchester, Connecticut, v11 Updated 03-01-2009/The Charter/Article IV, The Board of Selectmen, subsection C-402, Powers and duties of the board of Selectmen, paragraph E, which states: The Board of Selectmen, acting in its sole discretion, may appoint such temporary boards, commissions, committees or study groups as it may from time to time determine are necessary. For purposes of this section, only boards, commissions, committees and study groups which are reasonably expected to remain active for one year or less shall be considered temporary.

Rosemary suggested that the Commission notify the Board of Selectmen that they want to set up a committee that will look at all the research that's been done to make a recommendation to the Board of Selectmen. Jean said she wants people to be put on the committee by the Commission on Aging, not by the Board of Selectmen because people don't want to be appointed. She is thinking it will take about 150 people to be able to break down into very small groups to analyze all the pieces. She stated that the Board of Selectmen will require quorums, agendas, minutes, etc. Rosemary said this is all required by the Freedom of Information Act.

At this point, Norm Dupuis and Tom Maikshilo left the meeting.

There was discussion regarding how to move forward with appointing a committee. Theresa Hendricksen motioned to table the discussion until the next meeting. Sue Maikshilo seconded. All other members present voted in favor. MOTION CARRIED.

4. Financial Report: Bernie Erickson reported that the senior center collected \$327.20 in April from bus transportation. Of that, \$133.00 was from out of town trips.

5. Budget: Patti White reported that the budget will go to referendum on May 12th. She had originally put \$1,500 into the programming line, but it got cut to \$750.

6. Chairman's Report: No items were reported.

7. Senior Center Director's Report: Patti reported that some Bacon Academy students will come on June 11th to paint one of the rooms at the center.

Patti will be away from the center to attend training on the next four Wednesdays.

TRIAD is organizing an event on May 28th called "Don't be Scammed". There will be an attorney from the Department of Social Services, representatives from the Fire Department and People's Bank, among others.

Bingo will begin on the first Wednesday night in June.

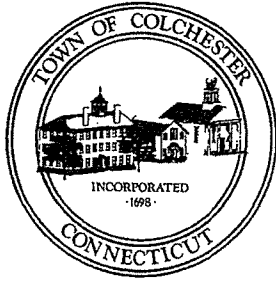
8. Old Business: No new items were reported.

9. New Business: Clara Erickson stated that she spoke with Cathy Russi who volunteered to create a power point history of the senior center. Cathy also relayed that Cathy would like to thank the center for the items that they sent to the Grange Tag Sale. Also, if they want to review the policies of the senior center, they are in the office.

10. Adjournment: Bernie Erickson motioned to adjourn the meeting at 2:34 p.m. Clara Erickson seconded. All other members present voted in favor. MOTION CARRIED.

Respectfully submitted,

Michelle Komoroski



# TOWN OF COLCHESTER

*Commission on Aging*

95 Norwich Ave., Colchester, Connecticut 06415

(860) 537-3911

*Where Tradition Meets Tomorrow*

**Colchester Commission on Aging**

**Regular Meeting Minutes**

**Monday, June 8, 2009 – Colchester Senior Center**

RECEIVED  
COLCHESTER, CT  
2009 JUN 10 PM 4:15  
NANCY A. BRAY  
*Nancy A. Bray*

**Members Present:** Chairman Jean Stawicki, Bernie Erickson, Sue Maikshilo, Betty Ann Oppelt

**Members Absent:** Vice-Chair Clara Erickson, Barbara Warden, Bill Wagner, Theresa Hendricksen

**Others Present:** Patti White, Rosemary Coyle, Norm Dupuis, Tom Maikshilo, other citizens

- 1. Call Meeting to Order:** The meeting was called to order at 1:05 p.m.
- 2. Minutes:** Sue Maikshilo motioned to approve the regular meeting minutes of 5/11/09. Bernie Erickson seconded. All other members present voted in favor. MOTION CARRIED.
- 3. Friends of the Senior Center:** Jean Stawicki pushed this discussion to item 8, Old Business.
- 4. Financial Report:** Bernie Erickson reported that the senior center collected \$341.00 in May from bus transportation. Of that, \$104.00 was from out of town trips.
- 5. Budget:** Patti White reported that the budget passed as submitted.
- 6. Chairman's Report:** No items were reported.
- 7. Senior Center Director's Report:** Patti reported that the grant for the new bus was officially approved. The Lion's Club donated money for a privacy screen to be used for things like medical appointments.

The TRIAD meeting was held at the firehouse. It was well attended.

Bingo started on Wednesday nights. This is a high stakes bingo which was started because they got a permit for people over 60.



Patti asked Ruth Little to talk about the Colchester Craft Guild. Ruth said the Guild has been around for several years but that they couldn't get people to serve as officers and there was not a lot of interest. Then the money was transferred to the town account and they needed to make requisitions to spend any of their money. Currently, there is a balance with the town that is earmarked for a new senior center. They also used some money to pay for programming. Ruth remarked how lucky they are in Colchester because they've never had to pay to use the senior center or participate in programming. The Guild has also given out scholarships to Bacon Academy students.

Betty Ann Oppelt motioned to approve the Senior Center Director's report. Sue Maikshilo seconded. All other members present voted in favor. MOTION CARRIED.

## **8. Old Business:**

**A. Accreditation:** Jean Stawicki began by reminding members that at the last meeting they were talking about forming a committee to find the best way to move forward on the accreditation/senior center building issue. She suggested using people from the community and Commission on Aging. Rosemary Coyle had said that a committee needs to go through the Board of Selectmen.

Rosemary reiterated that the Charter for the Town of Colchester states that any subcommittee or study group of a Commission needs to be appointed by the Board of Selectmen. She met with Linda Hodge, First Selectman and Patti White and they came up with a Senior Center Study Group Subcommittee suggestion sheet that would be in-line with the Charter for the Town of Colchester. Rosemary passed out the sheet (see attached).

There was discussion regarding who the subcommittee would report to. Patti stated this is a positive development for a formal study group to be formed to report to the Commission on Aging who would in turn present their findings to the Board of Selectmen. Jean said she doesn't agree with the establishment by the Town because 7 people couldn't do everything that she sees will need to be accomplished. She also stated that she feels they will get more community support if they are able to be less formal about the process. Rosemary stated that the Board of Selectmen will not take the work seriously if it does not go through the town. Patti asked if going through the town precludes a larger community input. Rosemary explained that anyone can come to the meetings and there should be a spot on the agenda for citizen comments, however, the committee can invite people to speak about areas of expertise. Jean felt that regular citizens would not be able to have the input she'd like in a formal setting with agendas and minutes. She also feels that it will take several years to go through everything this way.

Bernie Erickson questioned whether these seven people can be unbiased in their work. Rosemary answered that there should be a diverse community where many different ideas are presented so everyone gets educated as they follow along with the process. The committee can ask people to speak then the committee can report back to the Board of Selectmen. The town is not willing to finance this, however, so the committee will need to provide their own secretary and meeting minutes. Jean again stated that she feels it should be less formal so they can bring in who they want without going through the whole town process. She sees this as being community driven vs. Board of Selectmen driven, which Rosemary added is community driven.

There was a question that the list did not include anyone from the business community. Rosemary explained that this list is just a suggestion and can be changed beforehand as needed. They included 2 spots for representatives from the Community at Large, one of which could be a business person. She added that they should keep the positions general so that members can be changed as needed. Donna Skawinski asked what the group will be looking at. There was consensus that the three main things are the reports from the Friends of the Senior Center, Parks and Rec and the Board of Education's Facilities Group. The committee will be very important because it will give everything an official status. They can pick and choose what they want and the chair of the committee can decide how to get more information if needed. The committee will be able to decide what they need and/or what they want to research. They can also advertise for volunteers to come to meetings to participate in the discussions. Then the information gets posted at the Town Clerk's office and on the website through the minutes.

Patti stated that the First Selectman has committed her time as the Director of the Senior Center as well as the Director of Planning to this issue. Rosemary also added that this will force a conversation between the Board of Selectmen and the Board of Finance so they will be part of the process also. It will be important for the chair to include as many ideas as possible and whoever serves on the committee should do so with an open mind.

Jean said she sees two very different ways of setting up the committee. One is a much larger group breaking into smaller groups, each generating reports vs. one committee appointed by the Board of Selectmen. She agreed that the goal seems to be the same, but she feels there are more ideas than just the 3 reports to consider. She reiterated that she feels it's more beneficial to have a ground roots group of committees as opposed to one appointed committee through the town.

Norm Dupuis added that he'd like to see accreditation and the senior center treated as two separate issues. He suggested adding a member from the Parks and Rec Commission and one from the CBA to the list of members. He also suggested calling it a study group and not a subcommittee.

Bernie Erickson made a motion to accept the proposal adding 1 member from the Parks and Rec Commission and 1 member from the CBA. Sue Maikshilo seconded. 3 members voted in favor of the motion, 1 opposed. MOTION CARRIED.

Betty Ann Oppelt expressed that this is what the Board of Selectmen wanted them to do so this is what the Commission on Aging needs to do. Sue expressed frustration that they've spent 3 meetings on the same thing. There was a citizen comment that she felt it is important to be sure members are from all different sectors – democrat, republican, rich, poor, etc. Rosemary said she will get this on the agenda for the next Board of Selectmen meeting. They will then advertise for members and appoint others as needed. She again stated that she thinks members should come with an open mind.

- 9. New Business:** Jean would like to develop a new project for the Commission on Aging to work on. Norm said he thinks accreditation is a great idea. Jean felt it wasn't worth it because of the building. Norm said there are other items to consider. He used fire drills as an example.

Patti asked what the Commission thought about Cathy Russi volunteering to create a Power Point presentation on the history of the senior center. Sue motioned to ask Cathy to go ahead with the project. Bernie seconded. All members present voted in favor. MOTION CARRIED.

- 10. Adjournment:** Bernie Erickson motioned to adjourn the meeting at 2:16 p.m. Sue Maikshilo seconded. All other members present voted in favor. MOTION CARRIED.

Respectfully submitted,



Michelle Komoroski

**Colchester Commission on Aging**  
**Senior Center Study Group Sub-Committee**

**Purpose:** To evaluate relevant work done to date and explore options for a recommended course of action to the Commission on Aging for the development of a stand alone senior center or combined community/senior center.

**Composition:** The committee shall consist of seven (7) members appointed by the Colchester Board of Selectmen. The membership shall be comprised of representatives from various sectors of the community as follows:

Commission on Aging Rep	(1)
At large Senior Center Rep	(1)
AARP Rep	(1)
Community At Large Reps	(2)
Parent Rep	(1)
Youth Services Rep	(1)

A representative from both the Board of Selectmen and Board of Finance shall serve as ex-officio members of the committee.

A **quorum** will be required to meet and conduct business and shall consist of 51 % of the seven members (4).

**Terms:** The committee shall be appointed for a term of one year