

PUBLIC SITE & BUILDING COMMISSION

Clifford J. Hurgin Municipal Center
1 School Street
Bethel, CT 06801

Regular Meeting Minutes

Tuesday April 13, 2010

7:30 pm

C.J.Hurgin Municipal Center – Meeting Room “B”

PRESENT: Co-Chair Nancy Ryan, Anthony Giordano, Richard Straiton, Jim Lacey

ALSO IN ATTENDANCE: Kathy Oles (Director, Bethel Senior Center)

ABSENT: Chair Scott Perry, Tim Draper, David DeSteffano

CALL TO ORDER:

Co-Chair Nancy Ryan called the meeting to order at 7:45 pm.

CORRESPONDENCE:

Co-Chair Nancy Ryan introduced into the record a letter dated April 1, 2010 from Kathy Oles (Director, Bethel Senior Center) to Chair Scott Perry (attached Ref “A”).

PUBLIC INPUT:

Kathy Oles discussed the background behind her April 1, 2010 letter which detailed space issues impacting the operation of the Senior Center and her request for additional space..

APPROVAL OF MINUTES:

Motion to approve minutes of the special meeting of January 12, 2010 by Richard Straiton/ seconded Anthony Giordano. Nancy Ryan and Jim Lacey abstained. Motion approved.

OLD BUSINESS:

PARK AND RECREATION DEPARTMENT MAINTENANCE BUILDING AND ASSESSIBILITY IMPROVEMENT TO SOUTH STREET FIREHOUSE

Co-Chair Nancy Ryan circulated email from Bill Dwinells dated April 12, 2010 (attached Ref “B”) which detailed the latest status on the outstanding items for both projects.

RECEIVED

2010 APR 14 P 1:32

TOWN OF BETHEL
TOWN CLERK

PARK AND RECREATION DEPARTMENT MAINTENANCE BUILDING AND ASSESSIBILITY IMPROVEMENT TO SOUTH STREET FIREHOUSE (continued)

For the next meeting Nancy Ryan intends to request budget update on both projects to include the value of in-kind work provided. She will also request the latest status on the CO's on both projects.

Co-Chair Nancy Ryan indicated that she understood that the contract with the general contractor (GCC) has been terminated which will now allow the remaining outstanding items to be completed.

Richard Straiton shared his discussion with various firemen regarding the location of the dumpster. Nancy Ryan agreed to author an email to the First Selectman.

NEW BUSINESS:

Co-Chair Nancy Ryan made a motion/seconded by Jim Lacey to add a discussion of Kathy Oles April 1, 2010 letter to the meeting agenda under New Business. Motion was approved unanimously.

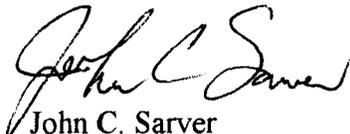
Bethel Senior Center

Nancy Ryan indicated that Scott Perry had received an email from the First Selectman Matthew Knickerbocker dated April 12, 2010 (attached Ref "C") indicating that the Board of Selectman will be considering the April 1, 2010 letter from Kathy Oles. Discussion followed. Kathy Oles agreed to do some research in order to identify other candidate architectural firms which might be interested in bidding on the "needs assessment" identified in her letter.

ADJOURNED:

Anthony Giordano made a motion, seconded by Richard Straiton to adjourn the meeting. Vote, all in favor. Motion unanimously approved. Meeting adjourned at 8:30 P.M.

Respectfully submitted,


John C. Sarver
Recording Secretary

Attn: John Sarver



BETHEL SENIOR CENTER

Clifford J. Hurgin Municipal Center, 1 School Street
Bethel, Connecticut 06801 Telephone: (203) 792-3048

REF "A"
PIOPZ

April 1, 2010

Chairman Scott Perry
Public Site and Building Commission
9 Settler's La.
Bethel, CT 06801

Dear Mr. Perry,

In 1996, the Bethel Senior Center moved into the municipal building at 1 School St. We are located in the bottom floor of the building and share the space with the Visiting Nurse Association. At the time of the move, we had approximately 40 people per day coming in and actively using the center, with an additional 25 people serviced by Meals on Wheels. By 2000, we had grown to 82 people per day; in 2005, we had 88 people per day; in the last three years, we have averaged 93 people per day, plus the Meals on Wheels program. Our newsletter circulation has doubled from 1995, with 800, to more than 1600 today.

In 1995, we had about 10 regular programs - a writing class, a craft class, one exercise class, a ceramics class, line dancing, and various card groups. Today, we have more than 30 programs in which people participate on a regular basis. We have doubled in size, and have expanded our programs, but we are still using the same space. We need more space to better serve Bethel seniors. The population of the town is turning older as the baby-boomers age, and they will demand more services.

When asked for our 10-year plan ten years ago, we had expressed an interest in acquiring more space, and we stated that if the VNA were ever to move out of the building, theirs would be an ideal space to use for the Senior Center. We need extra space and we are officially requesting the area now occupied by the Visiting Nurse Association.

At the present time, we use the cafeteria that is part of the Center, plus the all-purpose room and the stage, which Parks and Recreation allows us to use for dance and exercise classes, as well as for practices for our annual show. Often, however, we are asked to find other space when Parks and Rec programs are taking place. We need a central space for the many dance and exercise classes we now have, which include yoga, tai chi, Zumba Gold, line dancing, and all-levels fitness. The space soon to be vacated by the VNA would be an ideal spot for these classes. Although we use the cafeteria as best we can, it is not appropriate for some classes that require a wooden floor or a higher ceiling, and it is difficult to see around the large columns that run through the room.

The expansion would also allow us to have larger office space. At the moment, we use one small room with two desks for four people. People walk through it all day to sign up for trips and activities, or just to cut through to the card room. Although we like the openness, we need a private office for counseling seniors on things such as Part D Medicare, as well as for staff meetings. The only space we now have for a private discussion is a closet filled with file cabinets, a safe and storage shelves.

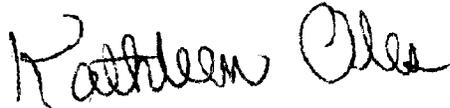
We also need a dedicated classroom space for the popular AARP driving class and for seminars or group discussions.

Since we realize that at this time, the town may not be able to build a new, free-standing, multi-million dollar Senior Center, we have contacted the architectural firm of Baily & Johnson, who could do a needs assessment. We would like to apply for a small-cities grant, but need the \$5000 assessment first, which we cannot do without knowing whether we will be able to use the VNA space.

This would be a great opportunity for the Senior Center and the town to improve its services to the rapidly growing senior population of Bethel. If we receive a small-cities grant, the cost would be minimal.

There is evidence that people who use Senior Centers are healthier, live longer, and stay in their towns longer. Help us keep our seniors alive and well and living in Bethel.

Sincerely,



Ref A P20F2

Kathleen Oles
Director
Bethel Senior Center

-----Original Message-----

From: Bill Dwinells [mailto:DwinellsB@bethel.townhall.org]
Sent: Monday, April 12, 2010 3:29 PM
To: Scott Perry
Cc: Andrew Morosky
Subject: Re: Any Updates on the Firehouse or Rec Building

REF "B"

Scott,

Parks and Rec Building:

Eileen coordinating purchase and placement of trees and fence installation/dumpster enclosure.

South Street Fire House:

Roof Expansion Joint - Proper expansion joint installed last week. Contractor hired by Town, to be paid from retainage.

Flooring Punch List Items - Coordinated with second flooring sub-contractor (Unger's flooring, New Haven) punch list item associated with their contract (no cost to Town). Inspection and sign-off pending.

HVAC Punch List Items - Coordinated with Chase Mechanical punch list items associated with their contract at no cost to Town. Inspection and sign-off pending.

Above ceiling inspection conducted by Fire Marshall and Building Official with Town Maintenance personnel. Work related to CO on-going.

Concrete slab for dumpster enclosure to be delivered, then fence installed for BHD sign-off prior to CO.

At this point, it would be hard to pin down the subs regarding money owed (payments vs. retainage, etc) as there are legal concerns for all involved. Your concerns for the subs are shared but need to be addressed through the payment bond and the Contractor. When contacted by the subs, the Town has provided info regarding when payments have been made and if work has been paid in full.

Please contact me with any questions or comments.

Sincerely,

Bill Dwinells, P.E.
Civil Engineer
Town Of Bethel
Public Works Department
Clifford J. Hurgin Municipal Center
1 School Street
Bethel, CT 06801
203-794-8549

FW: Bethel Senior Center

From: Scott Perry
<sperry@flagshipnetworks.com>
View Contact

To: Nancy J. Ryan <njrymo@sbcglobal.net>
Matt Knickerbocker.vcf (1KB)

Ref "c"

Nancy,

Here is Matt's response in regards to the request from the Senior Center. I'm faxing a copy of the letter we received to John so he can have copies for you guys tomorrow night. Thanks again for taking care of the meeting so that I can see Ryan's concert.

Scott

-----Original Message-----
From: Matt Knickerbocker
[mailto:knickerbockerm@betheltownhall.org]
Sent: Monday, April 12, 2010 10:45 AM
To: Scott Perry
Subject: Re: Bethel Senior Center

Good morning, Scott,

To try to answer your question, it is the responsibility of the Board of Selectmen to determine allocation of space within the building. Ms. Oles has already send a formal request for the former VNA space to the BOS and it will be given full consideration. The space study she references should be held until a final decision is made concerning use of the space. We'll stay in touch.

~~_____~~
~~_____~~
~~_____~~
~~_____~~

MK

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Matthew S. Knickerbocker
First Selectman
Town of Bethel
Clifford J. Hurgin Municipal Center
1 School Street
Bethel, CT 06801

~~_____~~

~~_____~~

Office: 203-794-8501
Fax: 203-778-7520

Ref "c"

On 4/12/2010 at 10:16 AM, in message
[CD406FA5BDF7DE44A5772053D352ACF3604DACD0AA@fsn-
exchange.FSN.LOCAL](mailto:CD406FA5BDF7DE44A5772053D352ACF3604DACD0AA@fsn-exchange.FSN.LOCAL)), Scott Perry <sperry@flagshipnetworks.com>
wrote:

Matt,

I received a formal request from Kathleen Oles, officially requesting that the Senior Center be given the space that the VNA will soon be vacating. I'm not sure if this request falls within the scope of our Commission's responsibilities and if it's something we should discuss and make a recommendation to you, one way or the other. I'm sure there are some variables we do not know about, such as has the space been promised to someone else already? Also, she mentioned a \$5,000 needs assessment to be done by Baily & Johnson and I'm unclear as to the purpose of such an assessment, though she mentioned it is tied to a small-cities grant they are looking to apply for. Are they an entity of their own?

If you have time, a 10 minute call might be easier than trying to discuss back and forth via email. Just let me know when might be a good time for us to talk and I'll give you a call.

Thanks,

Scott Perry

Flagship Networks, Inc.
80 Ferry Blvd., Suite 205
Stratford, CT 06615
(P) 203-416-5805
(C) 203-526-8198
(F) 203-286-1032

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www.FlagshipNetworks.com<<http://www.FlagshipNetworks.com>>