

MAYOR'S SPECIAL SENIOR CENTER STUDY COMMITTEE

April 24, 2000

10:00 AM

Chairman Shea called the meeting to order.

The Clerk called the roll.

Present: Alderman Shea, Alderman Lopez, Ira "Jack" Royer, Irene Robie, Penny Sconsa, Fred O'Connor, Rita O'Connor, Barbara Vigneault

Absent: Robert MacKenzie

Messrs: Ray Lacasse, State of NH Dept. of Health & Human Services

Chairman Shea introduced Mr. Lacasse and stated at a meeting that Irene Robie and myself attended on Thursday, an area committee on aging which is a committee locally to advocate for the seniors, presented their agenda and asked if it would be possible for a representative to address our committee. Mr. Lacasse is here to speak with you concerning advocates for the seniors.

Mr. Lacasse stated that he has known Irene Robie for a couple of years. I have worked for the seniors of this State for thirty years. I have watched a developmental program on behalf of the senior citizens. Before that I was the first Executive Director for the Haverhill Massachusetts Council on Aging as they were beginning to deal with some of the issues. The Older Americans Act is a very important piece of Federal legislation that people should be aware of. The Older Americans Act was passed in 1965, has been renewed every three years except for the past four or five years. There have been problems in Congress about reauthorizing the Act. In that Act, it establishes a Federal Agency to deal with the older population. Under the Federal Older Americans Act, the Administration on Aging was created. The Administration on Aging sees to the implementation of the Older Americans Act. In each State's efforts to try to reach the compliance that the Older Americans Act requires. Under the Older Americans Act, elderly are defined as anyone sixty years of age and over. You need to know that is where the State Agency on Aging, now called the Division of Elderly and Adult Services located in the Department of Health and Human Services, is responsible for the task of the implementation of the Act. One of the most important things that happens when this kind of legislation is passed, is funding. There is very limited funding at this time. There are no current funds available that have not been

committed to a lot of current programs. Programs that we do fund, you are very familiar with; St. Joseph's Community Services, all the meals programs in Hillsborough County. These are funded through the Older Americans Act. The special transit bus service in Manchester is funded under the Older Americans Act. Child and Family Services program of homemakers has been funded for years under the Older Americans Act. There are programs around the State that are funded through the Older Americans Act and consist of some Federal money, a small amount of State money and a lot of local contributions to make up the entire budget. That is a backdrop that is important when you are looking at and developing a senior center.

Alderman Lopez stated that he does not understand what this is all about. Could you get the point of the senior citizen center that we are trying to accomplish here.

Mr. Lacasse replied that he thought it would be important to know the backdrop. There is a national organization called National Council on Aging which is the one that has pioneered the development of senior centers in this country. About ten years ago, I gathered several senior center directors and have been a proponent of senior centers in this State for a long time. Barbara Vigneault was one of the early participants in discussions that create the Senior Center Association in the State of New Hampshire. We have a group of professionals in the State that has developed senior centers. We know have a senior center association. The handout is the National Standards for senior centers. There are very few senior centers in this State that currently have an implemented standard. Part of what is now happening among senior centers is that they are striving retroactively to implement standards so that they can be certified as real senior centers. We are fortunate in New Hampshire to have one of the National Certifiers, Lorraine Carter, who could not be here today but would like to work closely with this committee in developing the senior center. My purpose here is to say that as you are developing the senior center, look at established National Standards so that as you start seeing this take place, you can obtain National Certification which can be yours. Then you will feel free to operate in a good way towards providing the needs for seniors and the community of Manchester. The issue is to urge you to look at these standards and to know that you have a National expert in this State available to work with you. She is currently developing a senior center in Concord New Hampshire. There are only thirteen National Certifiers and she is one of them. It is using a resource that is available to you along with resources found on the area Committee on Aging. A member of the area Committee on Aging is also here, Arlene Kershaw. The area Committee on Aging in Manchester represents for you a wonderful resource of services and consumers whom would be available to you to try to assist you as you develop the senior center. That is my message to you. Do not create a senior center and then retroactively try to meet some standards for accreditation. It

would be far better to build in the accreditation process as you start the development of the center because then it is hard to do it retroactively.

Alderman Lopez stated that he agrees with Mr. Lacasse. All those have been taken into consideration in all of the material that we have developed. Looking at the guidelines, and working with the planning for the State on Aging, everything is in there. There is no problem in the direction that we are going. Once we get the final analysis on the as per building it, to include a group called Friends of Senior Citizens (5013-C) to help the senior citizens. Your people would be welcomed to organize into the group and give us some guidance to not be repetitious.

Mr. Lacasse stated one thing that came out of the committee meeting was getting a sense that you were considering hiring a wide staff. Part of what the committee was responding was to try to build on the existing services so that we avoid duplications.

Alderman Lopez stated that he agrees. I know through the Human Services at the State that a lot of people get grant money that is given to different churches. A lot of that grant money could be diverted to the senior citizen center. Meals on Wheels could be incorporated. You have a staff of three and up to twelve or fourteen people working that system under Federal grants and State health. We are not there yet. We have to build the foundation, work with the program and work with the grants at that time.

Mr. Lacasse stated that he would suggest starting before the building and linking with existing agencies and organizations so that they can provide you with input as to how they can collaborate and work with you before the building is built. As you are making your plans, and looking at an ample and operational budget, it becomes important to know how it will relate with existing services in the community. An example of things that can go wrong; quite a few years ago in Manchester, when the Carpenter Hotel was purchased by the Diocese of Manchester, they were going to transform this into some low income housing for seniors. When it was completed, they called our agency because they had said that there would be meals served in these rooms. St. Joseph's Community Services could start providing meals. We cannot suddenly order them to do something if their budget does not allow it. They should have been planning with St. Joseph's in advance to see how this was going to be done. In fact, where Federal regulations would have prevented them from doing it, which are the reason meals have never been served to the rooms of seniors at the Carpenter Hotel. There is a congregate meal site but that is not the same as bringing the meals up to the rooms. My suggestion is to not assume certain things. Start early on by developing some kind of sub-committee working with various organizations that are currently serving seniors. When Mary Mongan, who is head of the Housing

Authority, when they were preparing to convert Sacred Heart Hospital into a congregate housing project for seniors, one of the first things she did was to call me and we had a conversation about she had hoped with the renovations were done at the old Sacred Heart Hospital that there would be meals served there. We immediately initiated a group to discuss between St. Joseph's and Sacred Heart to try to understand exactly what could be done and how it could be implemented. They do get meals up there now. That was started before the renovations were done. I am suggesting to start now to look at the creation of these standards. Your mission statement, working with entire community, looking at your Governor's Board is what I am urging today.

Alderman Lopez stated that we could work that into the second phase. Right now we are concentrating of getting a building and getting things done. We work in the aspects with Barbara Vigneault and a few others to work out the details as to the programs that are going to go in there and working with other agencies. We are right on target.

Ms. Robie asked Mr. Lacasse are you saying it is never too early to start thinking about these.

Mr. Lacasse replied absolutely, it is never too early.

Ms. Robie asked are you saying perhaps some committees should be appointed to address this.

Mr. Lacasse replied in the affirmative and stated for instance, Lorraine Carter in developing the senior center in Concord there is no building. There is nothing but what she is developing. She has already created a site sub-committee. She has recruited people in the community to look for sites. She has created a program committee already to start exploring with existing agencies what programs and services can be provided from the community. She has all of these standing committees working with her as she designs the plan. When the plan takes effect she will have the backing of the community. She will have certain information about a lot of aspects of servicing the senior center.

Ms. Robie stated I am hearing that we cannot duplicate activities if they are already established. For instance, PrimeTime has a fine exercise program so we could not introduce that into the center.

Mr. Lacasse replied in the negative and stated you can do whatever you want. In this day and age, it seems important to avoid duplication and to cut costs where you can. If there is a program that can be made available to all the seniors that you are interested and concerned with, then you try to work a relationship. Then

you do not have to spend the money if it is already being done. It is not a case of anybody forcing anything; it is a case of working collaboratively with whatever exists. In Concord, the YMCA has a very significant program called the Older Adults Activity program. In the business plan, there will be a relationship with the YMCA so that the new senior center does not create what already exists. It will make it more efficient and less expensive.

Alderman Lopez stated that he would like to move on because we are getting into programs. The direction that we have decided to go is to build a recreational senior citizen center. I do not want to hold this up by looking at everybody coming in and telling everything we have to do. That will hold it up another six months. We need to build it then work the program. If we cannot get something in there because of some State or Federal Law that I doubt exists, that we cannot do anything that we want to do. I am tired of prolonging this and we have to move on.

Ms. Vigneault stated one of the points that Mr. Lacasse is trying to get across is his viewpoint from the State. We have discussed the funding in building a senior center. One of the important things that it does address is that it has a human service component because that is what seniors need in the community. Coordinating these agencies is very important because the State funds these programs that provide the service. Alderman Lopez has said that in the past that the State is funding the programming. It is very important to make this connection because if the State is funding the programs, they are not going to be funding senior centers. They are going to be funding these programs and they exist through other agencies. It is important that we consider coordinating with these agencies to provide the service to the folks who come to the senior center. We need to have it built around having these agencies provide the service (Meals on Wheels) at the senior center. The State of New Hampshire is not going to be funding senior centers. They are going to be funding the programs that exist already out there. To ask the State to fund us versus those programs out there is going to be null.

Mr. Lacasse stated that is absolutely true. There is no money for senior centers and we have never funded them.

Alderman Lopez stated that we are not asking for funding.

Mr. Lacasse stated if we are funding a program with St. Joseph's Community Services and you want that program here, you have to start negotiating with St. Joseph's.

Mrs. O'Connor stated we already have had that for years.

Mr. Lacasse asked do you have an agreement.

Mr. Royer replied in the affirmative and stated over on the West Side.

Mr. Lacasse stated that there are other programs. Easter Seals for instance, and other services that you should also be in touch with.

Alderman Lopez stated there are some services that we do not even want there. Like a medical unit that takes care of people who are sick. We do not want that.

Mr. Lacasse stated but you could have it.

Alderman Lopez stated I would like to move on to what the purpose was here first. I appreciate with due respect, what you are trying to prove and what you are trying to do. I know the programs that Barbara Vigneault is speaking of; we have had many conversations. I am uptight that we are prolonging this of what we want to try to do. We already have a course and a focus that we want to build upon. We are going to contact these agencies. We might not even have anything to do with Easter Seals. We need to focus on what we wanted to do and then we will work with you.

Mr. Royer stated we already deal with a lot of these agencies as far as our centers are concerned.

Ms. Robie stated we should take advantage of what he has to offer to us. If we get different committees to work on different things, there is no reason we cannot continue going forward to get the senior center. They can be doing their thing and letting us know what they are doing. They might have a lot of things that we are not thinking of. We are just thinking just get the building and move the people in and then we will see if we can get the programs. It is very important that we listen to these people and get as much out of their programs as possible. There is no reason we have to stop what we are doing. We can always include that.

Alderman Lopez stated that he agrees with Ms. Robie but that is down the road.

Ms. Robie stated that is not too far down the road.

Chairman Shea asked Barbara Vigneault to work with Ray Lacasse and also getting a few people in your department to work with him so that at a later time we will not be letting anything escape us in terms of taking advantage of State funding and getting as much information and background as you can.

Ms. Vigneault stated we need a motion from the committee that we address the human service aspect of the senior center and that it not be just a recreational facility. It needs to have that human service component. It will not be certified as a senior center in the State of New Hampshire.

Ms. Robie stated to Alderman Lopez that even before I got serious about going for a senior center, I was thinking what is the best type of people to get in there to lead the seniors. What is the best way to get good nourishing food. I do not know how you do that. What other things can we introduce to the people besides line dancing and bingo and tours. I am not an expert or a professional person that would know how to do that. After I met Mr. Lacasse, he has all of the answers I am looking for. Everyone is just thinking of a building. They will let the people pour in and what are you going to do when you have them there.

Mrs. O'Connor stated we have been affiliated with the senior center for eleven years. There is not anything down there that they could put in there that the director Claire...you just mentioned something and it is not just bingo. It is cards and crafts. We have had the Meals on Wheels and Meagan was down Thursday to speak. That has already been down there. There is not a thing that you being affiliated with not just here, but in Massachusetts, that we could possibly have down there. We just need the space to get more people.

Alderman Lopez stated that he agrees. Let there be no doubt that the senior center will work with all of the agencies that are involved to provide whatever activity or program or recreational. Barbara Vigneault has an impression that this is just a recreational senior citizen center. It is a senior citizen center recreational program center. If she develops along with the senior citizens, the different types of programs that are available out there through human services, I am afraid of one thing; that this becomes human services senior citizen center and all of these programs are thrown into there. We might not want those. At some point if Barbara Vigneault wants to continue working on some of the programs that she wants to get in there that she thinks are good for senior citizens or Ray Lacasse thinks might be good for senior citizens, that might not be what the senior citizens think is good for them in that senior citizen center. That is a whole different type of program. We will start and that is the director's responsibility to provide that type of information. She has a staff to do that. We will continue to build a center and she at some point will say we want to provide this program. Somebody will say no that we are not going to go that way because it is going to cost too much. She wants a medical program but I do not. I agree with a social program. People who have lost their loved ones, we could bring in someone with a master's degree in Sociology to work with those people. I agree with that. We have to talk about those things later. We are going to get there but we cannot get there until we build the foundation.

Mr. Royer stated we already have all of these things in existence that is going to stay there. Others can be added to it.

Ms. Vigneault moved to include the human service aspect into the senior center in order to be accredited, duly seconded by Irene Robie.

Alderman Lopez stated that motion is out of order. That is not the direction that we as a committee are going in.

Chairman Shea stated I am the Chairman of the Committee.

Alderman Lopez stated but that is not our mission. The motion is out of order and I would like a ruling from the City Solicitor.

Ms. Vigneault stated that the motion is not out of order because according to our mission statement of the department, we have to address the human service needs of the seniors in Manchester. According to our mission statement, if we just address recreational needs, then it is against the mission statement of the department.

Alderman Lopez stated to Ms. Vigneault that he understands that. You are trying to put something on that is focused to build a senior citizen center. I agree with Jack Royer, you have those programs already so you are going to get them. You are trying to put this before it is even developed.

Ms. Vigneault stated if we have the programs already we need the human service component in there.

Alderman Lopez asked are you accredited with the two senior citizen centers already.

Ms. Vigneault replied the accreditation with the State of New Hampshire has not happened yet.

Alderman Lopez asked are you accredited with the two senior citizen centers in Manchester.

Ms. Vigneault replied in the affirmative and stated we have been considered multi-purpose senior centers.

Alderman Lopez asked this that you have produced accredits you. You accredited with the West Side and the East Side.

Ms. Vigneault replied in the affirmative.

Alderman Lopez asked what makes you think that you are not going to be accredited with a senior citizen center.

Ms. Vigneault replied that is the reason that we have to make sure that it addresses the human service programs that we have already.

Mr. Lacasse stated to Barbara Vigneault that he had mentioned that.

Mr. Royer asked why should we make a motion and vote on it when three weeks ago I made a motion that we have one center that was seconded and voted on. It comes up in the questionnaire about two centers, that should have never been in there.

Chairman Shea stated the he will address that when the time comes. Tom Wallace will have an explanation for that. We have a motion on the floor and Alderman Lopez is challenging it because he wants a ruling from the City Solicitor and I agree that we will get a ruling at a later time. Chairman Shea took a voice vote beginning with Ms. Robie who voted yea, Mr. Royer voted nay, Ms. Vigneault voted yea, Mrs. O'Connor voted nay, Mr. O'Connor voted nay, Alderman Lopez voted nay, Ms. Sconsa voted nay, Chairman Shea voted yea. The motion failed.

Ms. Vigneault stated as director of the department, I would not be able to back a recreational senior center. I would like to go on record as being opposed to a recreational facility. It does fit the mission statement and I cannot manage something that does not fit the mission statement of the department.

Mr. Royer asked Barbara Vigneault what more do you want than what we already have.

Ms. Vigneault replied what we have is a human service model providing human services to the people in the community from the senior centers. It is not a recreational facility.

Mr. Royer asked that is exactly what we are doing now. Since I have been a commissioner when they first started, it has always been that way. All of a sudden why should it change.

Ms. Vigneault replied that is the reason you should be voting yea because you want a human service component in there.

Mr. Royer stated everything that is there now is going to still be in there. Why should I vote yea when it is already going to be staying in there.

Alderman Lopez stated to Chairman Shea that he is throwing a word in there that has never been used in writing, a recreational center. It is a new senior citizen center. I agree with Jack Royer. That is what the center is going to be. If you close these two down, your program is still going to exist. We are not changing your program. I do not understand how people want to do everything at one time. We should do one thing at a time. You can come in with your program, you are the director and you tell us what programs you are going to do and if it is going to cost more money we might not accept one program. We might not want to get into medical care.

Ms. Vigneault stated that is not the only human service program.

Alderman Lopez stated that he is very familiar with it and has read the whole book on council of aging. I am very familiar with all of the aspects of human services. But human services from the State level are trying to push everything down on the City. I do not want it to become the welfare senior citizen center.

Mr. Lacasse stated I look at the standards and maybe there is a little confusion. What is stated as the purpose here, the standard that should be used is the mission statement. The issue before you is does the senior center you project have a mission statement. Who will the senior center serve. What are the needs of those people. Not just the people who are sixty and over now and on this committee but fifteen years from now. We are expecting that there will be a very large growth of population that hopefully this senior center will be able to serve. Amongst services, for instance, a counseling service to help people understand Medicare. That should be built in now. It should be foreseen as part of your service. If this senior center is to meet the needs of seniors and an increasing number of caregivers who are trying to keep their older parents or siblings home. They need a great deal of help, information and support. That is a very critical problem. If we can keep people home it is a lot easier to maintain care for them and a lot less expensive. There needs to be a place where people can get this information. I would urge you to consider that these are real needed services that are way above recreational. There are services that provide these items. There are agencies and programs but you need now to consider the presence of these services in your senior center because otherwise you will miss the needs of people.

On motion of Mr. Royer, duly seconded by Ms. Robie, it was voted to continue with the programs that exist for the senior citizens at the centers and programs can be added as needed for the new senior center.

Chairman Shea asked for a seconded on the motion.

Mr. O'Connor replied that it does not need a seconded motion.

Mr. Royer stated that Barbara Vigneault is concerned that these programs will not be included in the center.

Mr. O'Connor stated if they are needed then they will be in there.

Mrs. O'Connor stated Ms. Vigneault would make sure that they are.

Mr. Royer stated this way it will be.

Mrs. O'Connor asked why would that change.

Chairman Shea stated that he would like to limit it to a few more comments and questions.

Ms. Vigneault stated we have to address the human service needs in building a senior center to make sure that the space is adequate, that we have professional input from the agencies that would be providing the services because they are the ones who get the money to provide the services. For instance, St. Joseph's meals program. We will coordinate with them in order to provide it in the senior center as we have for twenty-one years. We have worked hard to get all of these agencies to provide services for us so that it does not fall on the backs of the City. I need that human service component in order to do it. It is not just a front-door recreational facility where people just play games. We cannot just address the happy side we have to address the sad side. Some of the needs out there are pretty sad that we need to address in the senior center. If we do not have a building that accommodates some of these programs and activities and the space to do it. An analogy to that would be if you did not have an industrial kitchen for St. Joseph's to work out of and you build it with a small kitchen as they have now, then you would have the same problems you are having now with the meal program at the West Side. Alderman Lopez has been addressing some of the human service needs in the facility. We are arguing over a misunderstanding that we are working on human service components. Saying it is just recreational is a terminology that is wrong. It is a human service recreational facility for seniors. It is both. It cannot be one or the other. In order to get an accreditation from the State of New Hampshire; it has to be both. In order to be under the Elderly Services Department, it has to be a human service related senior center.

Alderman Lopez asked Mr. Lacasse to provide a list of grants in the State of New Hampshire.

Mr. Lacasse replied in the affirmative and asked a list of contracts with the Department of Health and Human Services.

Alderman Lopez replied in the affirmative.

Ms. Vigneault stated Arlene Kershaw; Director of Senior Services at Easter Seals is here today. We have worked on the social adult daycare issue and we have discussed it in committee at length.

Ms. Kershaw stated when the Burns Center closed their social adult daycare; there was a gap of services in this City. Seniors are three generations; the go-go's, the slow-go's and the no-go's. You are trying to say that you want to focus on the go-go's and maybe a little bit of the slow-go's and leave it for the other services to deal with the no-go's. None of us who work in the field of aging can do everything for everybody. Seniors who are sixty can have an eighty-year old mother and a one hundred-year old grandfather. They are in very different places and we cannot expect all the services to do everything. We need that cooperation. When one thing closes in our City like the Burns Social Adult Daycare, that leaves a gap for those seniors who are kind of the senior center sort of person but not really ready for a nursing home and certainly not ready for a medical adult daycare. I run four medical adult daycares at Easter Seals. We have nursing, psychology, and a lot of medical procedures and there are some people who do not need that. They need a social adult daycare which is more attuned to the continue-up care with the senior center. It is more logical to have a housed in a senior center because the stigma to be in an Easter Seals medical adult daycare is very disturbing for some people. If you are looking at where is the most common sensible place to have a social adult daycare, you do not put it in a hospital or a place that is medical, you put it in a senior center so then it is less threatening. A person who is at a senior center who is starting to need a little more care and oversight would easily slip into a social adult daycare before they may later on need more. This is continual. Barbara Vigneault and I have been working since the closing of the Burns Center to see whether we can have a social adult daycare attached to the senior center. The problem is money. No one pays for long-term care. Social or medical adult daycare is part of long-term care. People have to dig into their pocket and pay for mom and dad to come to these places and no one really wants to do that. The reason the Burns Center closed was because they could not afford it. Easter Seals cannot afford to subsidize. We subsidize their medical adult daycares; we cannot afford to subsidize any program we put forth. Barbara Vigneault and I have been trying to work on starting the social adult daycare with a little bit of up-front start money. There was a grant written to the City to ask for \$25,000 to help jump-start this to see whether we can make a go of

it. It is still going to be hard because we are still going to have to ask for money from people.

Alderman Lopez asked what, in your professional opinion, would be the maximum number of people that you would put in an adult social daycare.

Ms. Kershaw replied like any business, there is the economy of scales. We are talking about having twenty-five to thirty people. If you get too few people you cannot amortize the expenses across what you are trying to do.

Alderman Lopez asked twenty-five to thirty people means if you have a session three or five days a week, that could be twelve or fourteen because they do not come all together.

Ms. Kershaw replied in the negative and stated that she means the opposite. Twenty-five people per day, which means fifty people, enrolled. When you run an adult daycare they do not come everyday especially a social adult daycare. They come even less. At my adult daycare at Easter Seals there is about one hundred twenty seniors but they do not all come on any given day. I have about sixty coming everyday but it takes one hundred twenty to get that sixty. In a social adult daycare the ratio would be a little bit different. In order to get twenty-five we would probably need sixty or a little bit more because they come less days.

Alderman Lopez asked in the State of Massachusetts, they utilize the human service from the State to send those people who have their Master's Degree in Sociology to run those programs under the State program. Are you saying that there is no State or Federal program right now in the State of New Hampshire that could hire somebody to come into a senior citizen center and run an adult social program.

Ms. Kershaw replied there is a little bit of Title 20 and Title 8 money. If a person is so destitute and so poor that they qualify for that. At the Burns Center, what they found is that most people were not that poor. You have to be so poor to qualify that there are a few who actually qualified. If you are that poor, then the State would pay you for social adult daycare about \$19 a day which is not enough to make it run. Other than that, I am not aware of any other State program that would do that unless we can get a special pilot grant.

Alderman Lopez stated that he agrees with the social adult daycare program.

Chairman Shea asked if Massachusetts can do it then they must follow a certain type of State or Federal regulation. If it is Federal money then it has to be available to each State.

Ms. Kershaw replied in each State, everybody does things differently. The adult daycare world, for example, in the State of New Hampshire we do not have two very distinct social adult daycare and medical adult daycare. In Massachusetts, they do. But I am not an expert on Massachusetts. I am much more aware of what is going on in our State. But the states are different in how they do it. They are also different of how much the State pays for the adult daycare. In our State, up until January it was \$27.50 per day for a medical daycare, which was killing the industry. They went up in January to \$45.00 per day, which gives us a little breathing room. In Maryland, they get \$60.00 per day. Even though they are both funded by the Federal Government, by the time it comes down to the State there is some latitude and some states are more generous than others are. We are not a generous State.

Chairman Shea asked Mr. Lacasse why do we not get the same type of financial support.

Mr. Lacasse replied the structure between states is very different. Massachusetts Agency on Aging is a cabinet level agency which receives large amounts of State dollars to match the Federal dollars. They also have what is called Area Agencies on Aging. The State is sub-divided in smaller kinds of areas for planning and service grants. They have area agencies. In that State of New Hampshire, the Division of Elderly and Adult Services is not a cabinet level entity. The money that the State puts into the State agency is the minimum required by Federal law to match the Federal money. The State agency is the area agency so the whole State is considered one planning and service area. We do not have small localized agencies. The monies that Arlene Kershaw mentioned about Title 20 and Title 8, Title 20 does require very low eligibility standards. There are different structures that exist from State to State. The State sets the rate. The calamity here last year with Burns Center closing was because the State's reimbursement rate was too low to be able to sustain.

Ms. Kershaw stated there is something going on in the State called the focal points. The State of New Hampshire is trying to have twelve focal points in our State per County with Hillsborough County being large is getting two. One for northern Hillsborough and one for southern Hillsborough. The purpose of the focal points is to try to direct information for seniors and more importantly caregivers who are usually the ones who are trying to keep everything together, to go to one central place for information. It would be a shame if the senior center that you do end up building does not cooperate with the established focal point because you do not want to confuse the senior population. One of the biggest issues seniors have had is that they do not know where to go. They are tired of polling different agencies. They want one-stop shopping. The grant for the focal

point is specifically meant to do that. I do ask as you move forward, that you look at that. I have just gone through at Easter Seals, an \$800,000 renovation of our space to better serve seniors. When you think about programs, you think about space. I do implore you to think about both simultaneously for the following reason, the programs and the way in which you are going to use the space will dictate and mandate how that space must be configured. If you do not think about that beforehand, then you are going to be trying to retro-fit things after the fact which is more expensive and very frustrating. I was on the Board of the Nashua Senior Center for five years and they are going through a similar situation. I have looked around at the other senior centers. You need to be thoughtful beforehand about what is your vision. Your vision is not a building; the building is nothing. What is your vision for the senior center. Then once you have your vision then the building will come in terms of the shape of it.

Ms. Robie stated this has been on my mind because when I envision building it I also envision adding so many feet for an adult daycare center. Not for the ones who are in wheelchairs or who cannot conduct themselves. The people who are housebound. When they go to a senior center, they are still housebound and I have grand visions of having a place in the country where they could have a fenced in area and walk around. Then the question came up about who pays for this. If we build that structure and we let Easter Seals use it, who pays for all the things that go inside like the help and the food.

Ms. Kershaw stated Barbara Vigneault and I worked it out. It is very much a budget issue. In this particular case, being concrete, Easter Seals would be housed in the senior center, as we envisioned unless that has changed, it would be our budget. But our budget has to be able to sustain itself. Therefore, we have to be creative. We have tried to do a market study and we went to the City for a grant. The first year is going to be at a loss and people are going to have to pay out of their pockets. The very poor will be paid for through Title 20 or Title 8 but otherwise it will be other ways.

Ms. Robie asked how much of it would fall on the City just to supply couches and televisions.

Ms. Kershaw replied the City was going to be doing some in kind sort of thing like space and some of the furniture.

Alderman Lopez stated you get the programming, we will get the money do not worry about it.

Ms. Robie stated that it does not come that easy. That is the reason I was trying so desperately to meet with you. I would still like to sit down and talk with you.

Mr. Royer stated the Elderly Service Commission is aware of this. We have been talking about it for two years since Barbara Vigneault brought it to our attention.

Mr. Wallace stated there are three areas that I wanted to address today. One is the questionnaire on the survey that we did last week.

Chairman Shea stated Mr. Royer raised a question before and I would like you to respond to it.

Mr. Royer asked why question number three was put on this questionnaire when it was voted on at one of our meetings that there would only be one center.

Mr. Wallace replied that was a vote of the Senior Center Advisory Committee. There were other discussions at the meetings that I have been at that there may be a number of people who do not agree with that.

Mr. Royer asked what meetings are you referring to.

Mr. Wallace replied meetings that we had here. There was some discussion that people may not want a single senior center because they would be harder to get to. They would rather have centers in their neighborhoods.

Mr. Royer stated that is the reason the motion was made and seconded and voted on unanimously. The only one who questioned it was Barbara Vigneault. At that time, you were questioned about it because it was in your contract that you could go along with it that way. You said there was no problem. There are two aldermen here that could verify the fact that if you did have a problem they would bring it to the Board of Mayor and Aldermen meeting to straighten this out.

Mr. Wallace stated that he takes responsibility for putting in that question.

Mr. Royer asked did you do this questionnaire on your own.

Mr. Wallace replied that he did the questionnaire and sent it out to David Fang. We put the question in, as you will see when we get through the results; the responses were in agreement with what the vote that was taken.

Mr. Royer stated to begin with Barbara Vigneault and David Fang were the only ones who mentioned anything about that being in your contract and you had to abide by it. When a motion is made here, and seconded and passed, it should be abided by. That is the reason we are here. If we are going to make motions and

pass them then there is no sense in even making the motion if you are going to go against them.

Mr. Wallace stated the he was not going against them. I was just asking for other opinions.

Chairman Shea stated to Mr. Royer that his concern has been recognized.

Mr. Wallace stated he has an update on the sites. We are not ready to release the list of all of the sites that we have been gathering. We are up to close to thirty different sites that have been identified. The reason I do not want to present the list is because some of them were somewhat nebulous in terms of exactly where the site was. They were very vague descriptions. We have to go back and see what the specific site is.

Alderman Lopez asked you say thirty sites but with the parameters that we speak of you could eliminate a lot of them.

Mr. Wallace agreed and stated we will be eliminating quite a few of those. I have looked at the list and am familiar with some of the sites and I can tell that they are not big enough.

Alderman Lopez asked what would you say it is down to.

Mr. Wallace replied the potentials are probably between five and ten. We have been taking suggestions and writing them down. We will gather information on them so we can determine how big they are and then start to narrow the list quickly and then start focusing on what is left.

Alderman Lopez stated that the committee could help him with it.

Mr. Wallace stated Allen Clark from REI has been compiling the list.

Mr. Clark stated at this time it is a compilation of all of the suggestions. We have not done any analysis at this time because we are waiting for the results of the questionnaires as well as the site program that needs to get developed as far as the size of the building and the amount of parking that would be needed. We will go through a formal analysis of defining whether or not a particular site will meet within those requirements and when we go through that process we will probably narrow it down very quickly to less than ten and then we will spend more analysis on those ten. It is worth it to go through the process of at least looking at as many potential sites as we can at this stage. There was a few that popped up that maybe we would not have thought about that may make the final list.

Chairman Shea stated anytime when we are looking at possible sites, we do not reveal publicly what these sites might be simply because there might be negotiations involved.

Mr. Clark agreed and stated some of these sites may have some neighborhood concerns either positive or negative. There is no sense getting too excited about them if they do not meet some basic requirements, size being one of them.

Alderman Lopez stated one of the areas that I know that we surely do not want to be building a senior citizen center near Auburn or Hooksett.

Mr. Wallace stated once we have all of these together, we will make up a map and we will spot every one so you could see that.

Mr. Fang asked Mr. Wallace that maybe he could share with the group, up until today, how many resources you have contacted for the site selection.

Mr. Wallace replied that we did contact the Planning Department because you had a list of about eight to start with because people have called your office. The others have been things that have been suggested at these committee meetings and then there have been others like aldermen that have called and given us names.

Mr. Clark stated in addition, our staff has done a physical survey of the area. We have received calls on a regular basis from interested parties who know about the process and have made suggestions as well as utilizing through our computer system of available sites that are listed from multiple listing services. The fact of the matter is that once we go through this process, it is not going to take us very long to narrow this down to a handful or two of sites that need further analysis.

Mr. Royer asked do you have Lakeside Hospital on your list.

Mr. Clark replied in the affirmative.

Mr. Wallace stated the handout is a tabulation of Part I of the survey. Parts II and III are somewhat difficult for us to tabulate. Part III was the handwritten comments from people and what they were hoping for. We got many different responses and we are trying to get those organized. Part II had the ranking of spaces by priorities was unsuccessful in terms of getting consistent responses. Most people either if they wanted something, they put it as number 10 high priority and they may have put seven number 10's in and nothing else or they checked off things. So far, I have only seen one or two people who ranked them one through ten as to what was important. So that is going to take a little bit of

looking at and see if we can see a pattern on that response. The first part which was the answers to the questions was pretty well answered the way we had it with the exception of question four that because of the misprint of not having the boxes and quite a few of the people did not check anything on that one. There were a total of two hundred twenty three responses on questionnaires that were filled out and returned. Of that, approximately one hundred eight were handed out at the meeting and returned at the meeting. More than half of the total responses were ones filled out away from the meeting and brought back in. As we have been doing the tallies we can break that number if anybody is interested. Although I have not seen any pattern of the ones done at the meeting versus the ones done away from the meeting.

Chairman Shea asked what do you see is the key issue here.

Mr. Wallace replied the key issues were definitely any of the questions that dealt with the number of centers. The majority wanted a single centrally located facility. That was consistent with a lot of the verbal comments that were added on the questionnaires. The other thing that was reflected was the question about the social services. It was question eleven. There were almost as many that agree and disagree on that, it was very close. Some of the discussion may have been that people were not quite sure what was meant by social and this committee is having that same kind of discussion.

Ms. Robie stated when we thought about acquiring a place where we could build a center or if the City decided that they were going to have a center for the seniors, they always said that we could put the Welfare Department or Child Health Services in there. People were saturated with that and they could not transfer that to a place for Barbara Vigneault, somebody with Human Resources or medical care. They did not think of that. They thought of people invading. That is the reason it could have been put more simply.

Mr. Wallace stated we had a problem at the meeting and there were questions coming up and Barbara Vigneault had to try to clarify that.

Ms. Robie stated with the people being at the Aldermanic Chambers, I thought that it would be item by item explaining with people checking off. A lot of these created a great deal of confusion. They did not get a true picture.

Mr. Wallace stated it could have been read either way. In analyzing all of these questions, we have to keep that in mind and compare them to some of the other comments that were on the forms too. A couple of other things that surprised me a little bit were that there was a question six about being on a single level versus multiple levels and most of the people wanted a single level facility, not two floors

or more. We had over seventy percent either agree strongly or agree. The other one was the question ten about renovating an existing building. Most of the people were either agreeing or agree strongly that they would prefer renovating an existing building.

Alderman Lopez asked on question six you mentioned a single level. We talked about a single level with a drop-down, is that considered a single level.

Mr. Wallace replied in the negative and stated I would have interpreted anything that had more than one floor that the activities were on was a multiple level. That is the reason that I was surprised because the discussions that we have had that did not seem to be a important factor except for the question's responses here was that it was not something important. Maybe people were thinking about the issues and the problems at the West Side Center where there are things on two or three different levels and it is somewhat difficult to get up and down between those.

Mr. Royer stated as far as a single level it would be more advantageous to have a cellar. That would be one floor but utilize a cellar for any big activities. Like the center that we visited.

Mr. Wallace stated the one in Chelmsford has two levels and it seemed to work fine. It requires an elevator and fire stairs.

Ms. Robie stated the people were protecting themselves. They are not going to have a second floor for Welfare and others. It stands to reason that if you are going to have it all on one floor it is going to be a huge building long and wide because you have to have storage space and office space for Barbara Vigneault. If it had been explained to them you would have gotten a different response.

Mr. Wallace stated my reading on this is that I do not think a well-planned multi-level facility that had elevators and did not have three or four levels inside, that could work and still address what the issues were. I am not going to use that as a constraining issue. Either in looking at buildings or coming up with a plan for a building. The site we have could dictate that also.

Ms. Robie stated if we had two floors, it would be necessary to have elevators. This generation of people is thinking that they cannot ask the City for too much money. So they would eliminate extras and deprive themselves of things because they do not want the City to have to pay.

Mr. Wallace stated because of the ADA, any new multi-level building has to have an elevator.

Ms. Robie asked even if you have it for storage.

Mr. Wallace replied that gets to be an issue but the way the law is written is that you do have to have an elevator.

Ms. Robie asked so you may as well have two levels.

Mr. Royer stated the point I was getting at is if you have a cellar that means the building itself does not have to be that big.

Mr. Wallace stated a multi-level building would reduce the footprint and generally tend to reduce the cost of the building. The amount of foundation and roof. You do get additional cost for the space of the stairs and the elevator. But at a point, that gets cancelled out by some of the other savings. We are a large enough building that two-levels would work.

Mr. Royer stated as long as it is not two floors above ground.

Mr. Wallace stated it should not be on too many floors and too many things scattered. The one advantage of a single level is that it is easier to keep track of everything. You end up with long corridors, which is just as hard to get to as a different floor.

Ms. Vigneault stated from the history of the Carpenter Center was that folks were disappointed with a cellar-type of atmosphere underground. People did not want it then and they do not want it now.

Alderman Lopez stated it is a good survey because it confirms everything that we talked about at the first meeting.

Ms. Robie stated to Barbara Vigneault that she thinks the big difference is at the Carpenter Hotel is not well lighted. Even if there are no windows in the basement. But to just go into the Carpenter Hotel, it needs a great deal of bright paint and lights. Most of the centers that we have visited that had a basement were well painted and well lighted with a lot of bright furniture. You did not feel like you were in the basement no more than you feel without windows.

Ms. Vigneault stated we just know that we are above ground.

Mrs. O'Connor asked I understood that we were going to go on City property so we would not have to put money out if we could get land that the City has or trade off. I thought that was a first priority money-wise.

Mr. Wallace replied the direction we got was to look at the City property first but we have not closed off other possibilities. That is the first list we got was city-owned properties. In evaluating it, that is going to be important criteria.

Mr. O'Connor stated I have gone around the City looking for places and they were talking about moving the library on the West Side over to Brown School. My suggestion would be to leave the library right where it is and move the center over to the Brown School and build a building over there. It is well situated and easy access. The lot would be big enough to take care of most of the cars if they tear that building down and put in a new building on one level. There is plenty of parking already there for the library. The activities there are not that great for the library itself.

Chairman Shea stated we have a member of the CIP Committee here and he could bring that to the committee's attention. Would you be willing to do that Mr. Lopez.

Alderman Lopez replied the library is under the CIP Committee, which the Board of Mayor and Aldermen told us to take another look at it. We do not know which direction it is going to go. It is still in committee and we are still in the budget process. Who knows what is going to happen tomorrow we might open up the whole thing but I do not know. We have to wait and see. I do not think there is enough land there but we can certainly look at it.

Chairman Shea asked Allen Clark to put that on the list.

Mr. Clark replied that it is already on the list.

Ms. Sconsa asked adjoining the Greek Church on Hanover Street to the west, it says "Do Not Enter City Property" is that anything that can be looked at.

Mr. Wallace replied that is a monastery that the City took for taxes. I do think it is big enough.

Chairman Shea stated it is condemned.

Mr. Wallace stated the lot is not anywhere near the size that we need.

Ms. Robie stated the frontage is only forty-five feet.

Alderman Lopez stated we have enough places to look already.

Mr. Royer asked out of thirty places that you have how many of those are City property.

Mr. Wallace replied about one-third of them.

Mr. Royer asked do the majority of them have ample land.

Mr. Wallace replied in the affirmative and stated however they are not always identified in terms of exactly where it is or a portion of park areas. It depends on how much of the park is available for development is another question.

Mr. Royer asked like Derryfield Park.

Mr. Wallace replied in the affirmative.

Chairman Shea asked if there were any more questions about the questionnaire.

Mr. Wallace stated the only other thing is the building program. Allen Clark mentioned that it is something that we need to begin to get pinned down a little bit better so that we can evaluate the sites. We had a program committee meeting last week and based on that I have taken a listing of spaces and gone through and put areas on them. I have done it in small-medium-large size areas to get an idea of what we are talking about for square footages. One of the things we are going to have to do is begin to focus on which area we are going to be dealing with or what is doable. To give you a point of reference we have identified four different senior centers and areas. The one that is being planned in Claremont is 8,900 square feet; it is a small facility. The one in Danvers is just less than 12,000 square feet. The one we visited in Chelmsford was 20,000 square feet. And the one in Methuen is 18,000 square feet that we had plans for. On the top where it says recommended average daily attendance, I used the programming guidelines from the National Institute of Senior Centers. They had some recommendations, in terms of daily attendance, of what size the building should be. Where I had 15,000 square feet they recommend that would be for a project where you would get 175 people a day. The others were 200 and 300 people per day. That would give you some idea as to what the capacity of the building would be in terms of people. I have broken these down into the groupings that seem to be fairly consistent with the plans that we have looked at in buildings. We have seen this as far as organizing the spaces. As we go through these, we should be talking with St. Joseph's to finalize those sizes and the last item was the adult daycare and we should talk about that. There are some requirements for that, of so many square feet per person.

Mr. Royer stated when we are talking with St. Joseph's it should also include funding for their part of it.

Mr. Wallace asked as far as building the site or paying for the space.

Mr. Royer replied as it stands right now everything that we buy on the West Side we are paying for out of our budget yet they are utilizing everything and not paying for anything. If we are going to put in commercial equipment for their benefit, then they should also help fund it.

Ms. Vigneault stated that she spoke with Meagan Brady who is the Director of St. Joseph's and they had expressed to me that wherever it does go that they would like to follow. Meagan said that she would like to be consulted because they do have plans already prepared from past kitchens of what should go in and what should not. She also said that they might be able to help with some of their money for the kitchen.

Chairman Shea asked could you check further with her and find out specifically how much they could give, when we get along in the project, and bring that information back to the committee.

Ms. Vigneault replied in the affirmative.

Alderman Lopez stated being at the prior meeting at the East Side Senior Center and putting this together; you have done a very good job, Mr. Wallace. My recommendation would be to go for the 24,000 square feet building.

Chairman Shea asked if anyone else had a comment on the size of the building and how big it should be.

On motion of Alderman Lopez, duly seconded by Ms. Robie, it was voted to be looking at a 24,000 square foot building for the senior center.

Mr. Royer asked if that would include a cellar.

Mr. Wallace replied we do not know. That is going to depend on sites. One site could take it on one floor; another site would require a two-level building.

Chairman Shea asked Alderman Lopez would you like to see a site that is at least 24,000 square feet.

Alderman Lopez replied in the affirmative and the reason I am saying that is that it gives an opportunity for them to get the architect to look at all the sites with 24,000 square feet to accomplish what we are going to put in there. At the same time, find a site where we can expand if we have to. We should build it right the first time with an opportunity to expand. In talking with Barbara Vigneault and Alderman Shea at this meeting and we went through this process we covered quite a bit. Barbara Vigneault is going to work with the people to provide other details. This gives them the opportunity to go out and do the job and eliminate that thirty down to two.

Mr. Wallace stated I do list the site requirements here. One of the things that seem to be a general consensus is that the parking should accommodate about one hundred cars. That is going to have a big impact on the sites obviously. In the questionnaire, most of the handwritten comments were to provide ample parking.

Alderman Lopez stated my motion then would be the 24,000 square feet for the building. The parking spaces have to be added.

Mr. Wallace stated this is the building area only.

Ms. Robie stated I want to call your attention to the question about the kitchen. It has "Resident" Kitchen.

Mr. Wallace replied after the discussion we had last week and earlier it has come up that it would be nice to have an area where the people who are using the center could come in and if they wanted to make a snack or a cup of tea they could get access to a small kitchen area without having to go into the large commercial kitchen. The comment about operated by friends was that it was also suggested that maybe it could be a little fundraising activity by the friends of the senior center so they could have a snackbar where you could buy a cup of coffee or a doughnut. It would be operated in the facility as opposed to bringing a franchise in like Dunkin' Donuts.

Ms. Robie asked were you planning on having a small kitchen just for the purpose of the members to go in there and make themselves a pot of coffee or get a few crackers or are we thinking of having a larger kitchen where we would hire our own cook and aids who will serve the food fresh from the kitchen to people and give St. Joseph's their own small kitchen where they could operate out of that. I thought when we talked about two kitchens this is what I had in mind.

Mr. Wallace replied I was thinking of a small kitchen that would be for the residents to use. It would not be much more than a sink, a counter, a refrigerator and a microwave. All of the meals that we going to be served would be done by

St. Joseph's. The lunches would be served at the dining area and Meals on Wheels that went out.

Ms. Robie stated that she is very much against St. Joseph's food. It lacks a great deal of flavor or desire. We have been in centers where they have their own kitchen, walk-in refrigerators, walk-in freezers, and walk-in coolers. They hired one person seven hours a day, two aids four hours a day. They gave out the most appetizing looking meal that was very nourishing and well planned. It was very appealing. They served between 175-200 people. I would never buy any groceries if I had a place like that where I could go and eat. I object to having Meals on Wheels serve. If they must have a place to prepare the meals to take out to those who are homebound, we can accommodate them. But I am going to fight for a big kitchen where we can hire our people and serve walk-ins. Invite as many people to come out to eat. Laconia has a very small center but they have a huge kitchen. It stayed partitioned off from the Meals on Wheels. The food came in bulk and they served it fresh right there. They have a lot of high-rises like us and those people were bussed in at 10:00 in the morning and they had a chance to socialize and they were introduced to cards. They never would have come out of those places if they did not have that. I would like to see that as a big improvement over what we already have.

Mr. Royer agreed with Ms. Robie and stated no way am I going to go along with one big kitchen just for St. Joseph's. That is exactly what this says here. We are not going to pay for a kitchen for them. The kitchen they have on the West Side right now they are putting out 120 meals a day plus whatever people go in there to eat. There are not more than six to ten people until they have a special party. Other than that, there is nobody there. When they left St. Raphael's to go there, they were paying St. Raphael's \$3,000 a year to take that place. Barbara Vigneault brought it before the commission in regards to this and we voted to let them start using that. Since then, we have had to buy oversized refrigerators mostly for their use that is coming out of our budget. They are not paying anything for it. Once they check things out, they were not in the hole; they were \$200,000 to the good.

Ms. Vigneault stated it is more complicated than that. If St. Joseph's is going to have an operation they have to have an industrial kitchen. Where if they utilize the kitchen it has to meet certain restaurant codes and Health Department codes. You have to have an industrial refrigerator. If they were going to help us get any Federal money in this kitchen, we would need it to be industrial. We could utilize the kitchen as well. I do agree with Irene Robie that the center itself does need a separate kitchen where they can have parties. At the West Side now, with the meal program and the center people trying to use the kitchen, everyone cannot be trying to prepare meals and trying to prepare snacks. It is important to have a

kitchen big enough for the center and for the meals that they want to provide for themselves. We need an industrial-type kitchen that meets specifications for St. Joseph's because we have to think about the folks who get the homebound meals. What Jack Royer is trying to say is true in one aspect that we need to look at the needs of the center and how it is operated in providing those meals for parties that we have and things that we provide. It would be great to be able to make nutritious food but there are a lot of regulations that go along with that. If we do meal preparation, we have to meet Health Department specifications. Right now we bring food in that is prepared so we do meet them. But if we were to make them on site you have to meet special laws. That has to be taken into consideration in the working of the kitchens.

Alderman Lopez agrees with all three committee members. Calling it "St. Joseph's" kitchen is a problem.

Mr. Wallace stated that is the reason I put it in quotes.

Alderman Lopez stated I would eliminate it so St. Joseph's and let Barbara Vigneault and the commission work it out. The commercial kitchen is what we want and you can work with the Health Department.

Mr. Wallace stated it would not make a difference whether St. Joseph's is operating it or the senior center is operating it. It still needs to meet those codes.

Mr. Royer stated prior to St. Joseph's coming to the West Side Center, Claire Dachowski used to do baking. None of that is going on now because they have taken over that section of it and I do not want this to happen at our new place.

Mrs. O'Connor stated we couldn't go in to get a glass of water. They only have a small area and we are not allowed to have anything as far as coffee. Claire Dachowski always has coffee and snacks available. St. Joseph's does not cook any meals there, everything is brought in. It is put on hot plates but they need that part to put their food and drinks on. They take of the cleaning and Claire Dachowski and Monique helps out. They have a dishwasher.

Chairman Shea asked would the committee like to see a commercial kitchen, however, does the committee want to see a commercial kitchen which is exclusively for the seniors and an additional kitchen for St. Joseph's to operate out of or does the committee want one commercial kitchen which would be utilized by both the center and St. Joseph's.

Mr. Wallace asked and the second option would be to provide another kitchen that would be larger than what I have listed here that would be available to the

residents to make their own snacks. If you have Meals on Wheels working out of one little kitchen and you have a bigger commercial kitchen, I am not sure that anybody is going to want to do the Meals on Wheels because it may not function for them. They could just do the Meals on Wheels somewhere else.

Ms. Vigneault stated but the Meals on Wheels and the congregate are two different things.

Mr. Wallace stated but they could use the same commercial kitchen. That is what they did in Chelmsford.

Mr. Royer stated everyone is using the same one there. That is the way it should be here.

Mr. Wallace stated that is the reason for the addition of one kitchen for the lunch program and a separate kitchen that would be more for snacks. I could see it would be difficult for people to go in and get a cup of coffee when they are trying to fix 200 lunches and you are in the middle of that activity.

Alderman Lopez stated as long as we have a commercial kitchen, things could be worked out as long as it is under your control and not some agency coming in and telling us that we cannot get a glass of water. Tom Wallace is talking about a small kitchen where people go in there for doughnuts and have coffee so they do not have to go in the big kitchen like a side pantry.

Ms. Robie stated what I am talking about is to have the side pantry for the Meals on Wheels program.

Alderman Lopez stated they couldn't do that.

Ms. Robie stated the center in Chelmsford is a self-contained commercial kitchen with a very skilled person who runs that kitchen. She works seven hours a day. She worked in a high school and brought two aids from the high school so they were well prepared and trained. They have a cart with snacks that they push out of the kitchen and it has coffee and milk. People drop donations. That will take care of the snacks.

Mr. Wallace stated that is what I was thinking of with this resident kitchen. It may be a small counter and the cart goes in there and fill it up and bring it out and you push it back.

Ms. Robie stated so the members do not have to go into that kitchen because the person who is in charge of the kitchen knows that has to be done and gets it out

there. They come in about 10:00 in the morning and take a snack and sit there and socialize and wait for whatever program they want to do.

Mr. Royer stated both centers right now have coffee that is accessible to anybody. During break at bingo, they stop and get coffee and dessert. We do not want to change of these things, we want to keep them and improve on them. When you talk about having two kitchens, then you start talking more money. We do not have that much money now.

Mrs. O'Connor stated Megan was down last week and she said they are having a problem with money. They charge between \$2.00 and \$2.25 for their meal there. They need money because they are not getting enough money to operate. The high-rise on the West Side is now providing two meals a day. Somebody is in there cooking these meals and they do not have Meals on Wheels.

Mr. Royer stated a lot of these high-rises feed their own people right there. That is the reason you have very few people going there to eat. The only time they have a function like St. Patrick's Day they have a party, usually it is incorporated with Meals on Wheels or St. Joseph's. There are ten to twelve people at the most.

Chairman Shea stated one of the points that was brought up earlier is the fact that if there is a senior center and there are high-rises feeding people but we project in the future a lot of people who are going to be going to a senior center are not going to be residents of high-rises. It would be beneficial to build a commercial kitchen in the year 2001 to insure that in the year 2005, 6, 8 or 10 it is there and available for those who might want to take advantage of it. That is what we have to think about.

Ms. Robie stated while we are building we are going to be getting together to improve everything. Improve what we have now and improve the size of the building. We also want to improve the quality of life for the people who live in the high-rise. They do not drive or have bus service; everything they do is right there. That is not the purpose of the quality of life for the elderly. If we throw in shuttle buses we will be able to pick these people up like they do in Laconia. They will have a chance to mingle with others and make a life and eat there. If they want to stay in the afternoon.

Chairman Lopez stated a commercial kitchen and just a small pantry is all we are talking about. We can work out the details. I agree with Jack Royer, we are going to have all of this but we have to get there first. As long as we are in control, we will be all right.

Mr. Wallace stated it gives you an idea of the type of spaces and the overall size and I would appreciate getting some direction in terms of the size because that will make it very easy for us and we need that to move on to the next step. How that 24,000 square feet is broken up can still be modified somewhat.

Chairman Shea asked what is the next phase.

Mr. Wallace replied we are finishing up this programming and gathering the information phase this week. The next step in the site analysis and that will be Allen Clark's job to be focusing on that. We have set aside a total of six weeks to finish that. That is the way the project schedule has been set up. It is going to take sometime to get information on some of these sites. We should have an intermediate meeting and present what have so far to confirm the short list and then look at the next site. Then focus on the last few sites that do seem to be workable.

Chairman Shea asked what would your suggestion be as far as having another meeting.

Mr. Wallace replied probably look for a couple of weeks to get all the information.

Mr. Clark stated in two weeks we could see where we are. It is going to narrow down fairly quickly and then we can analyze from there. What we have come up with for sites and if we need more time, we will tell you.

Chairman Shea asked if we gave you a little bit longer and came back to this committee a month from tomorrow.

Mr. Clark replied three weeks would be fine.

Chairman Shea stated the next meeting would be in three weeks on Tuesday, May 16, 2000 at 9:00 AM in the Walter A. Stiles Conference Room.

There being no further business to come before the Committee, On motion of Ms. Robie, duly seconded by Alderman Lopez, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee