

**Seekonk Senior Center
Seekonk, MA**

Date: January 15th, 2015
Prepared by: Christine Medeiros
Distribution: Dave Bowden, BTGA File

A meeting was held to review programming needs. The following comments were noted:

GENERAL

1. Design to be comfortable, homey, and inviting.
2. Wireless internet access required including space to set down laptops.
3. Design to take into consideration future phases of the two story space adjacent.
4. HVAC to be upgraded throughout.
5. All spaces to be completely handicapped accessible per ADA standards.
6. Design to be flexible to adapt to potential future needs.
7. Bring in natural light when possible. Bright spaces are important.
8. The center will serve 3500 seniors in the Seekonk area.
9. Rooftop mechanical systems to be reviewed.
10. Operable windows and separate heating/cooling zones are important for the office workers and senior population. Different activities needs different heating/cooling needs.
11. Security is important for senior safety. Current space has camera system connected to local fire/police.
12. A generator should be included as an alternate in the design. Space is not to be used for emergencies but could be a staging area for food delivery in emergency situations.
13. Clear signage is important
14. Light colors and a simple design is desirable. Ability to clean and materials conducive to seniors should be considered in the design.
15. Furniture used to should be accessible for aging seniors. Chairs should be easy to get in and out of, tables should have the wheelchair accessibility, etc.

EXTERIOR

1. Connector path to the YMCA is important.
2. Outdoor activities space like bocce, golf, etc. should not be a high priority in this phase.

SOCIAL SERVICES

1. Should emphasis privacy. HIPPA Regulations apply in this space.
2. Space should be easily accessible from entry.
3. Waiting area options to protect privacy/not segregate those looking for these services.
4. Lockable filing cabinets are required.
5. Acoustics are to be considered to increase privacy in offices.
6. Veterans Services to be accommodated in Phase 2. Currently has space at Town Hall.
7. Weekly medical clinic space needed.
 - a. Lockable storage for medical supplies.
 - b. Separate bathroom for emergencies and privacy.
8. Offices to include Directors Office, Assistant Director Office, and (2) Social Worker Offices.
9. (2-4) Work stations to be provided.

9. An exterior entry to include gathering space, benches, and space for table and chairs.
10. Consultants are currently reviewing the building and assembling their reports for the schematic design submission.

NEXT STEPS

1. Committee to provide BTGA with a site survey to allow consultants to begin their work.
2. BTGA to coordinate with Bernie on design needs including previously purchased table sizes, filing cabinet needs, fax/copier equipment, and overall functionality of the design for staff.
3. BTGA to provide 1-2 updated schemes to be reviewed at the final schematic design meeting.

SCHEDULE

1. Final schematic design review to be 2/26/15.

If any of the above is inconsistent with your understanding, or this meeting memo fails to document any items discussed, please contact our office immediately.