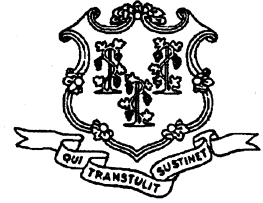




# Town of Griswold

## SPACE NEEDS COMMITTEE

December 7<sup>th</sup> 2010  
Griswold Town Hall @ 7 pm  
28 Main Street  
Jewett City, CT 06351



APPROVED MINUTES  
Call to Order 7:00 pm.

1. Roll Call - Atty. Stuart Norman, Thomas Giard Jr., Ryan K. Aubin, Theresa Madonna, Steve Mikutel, Tina Falck, Frank Everett, John Wolkowski, Erika Bevis, William Stetson  
Absent: Shirley Higgins, Lawrence Laidley

Also in Attendance: Dr. Paul Freeman, Griswold School Superintendent

2. Approval of Minutes – Motion by R. Aubin for the Approval of September and October Minutes with the correction to the date. Seconded by J. Wolkowski. Motion is unanimously approved.

3. Public Comment – Dr. Freeman explained that the Board of Education would like to initiate a proposal for our consideration concerning a town building to house a possible Youth Center and Senior Center, to consider space currently connected to the campus. The town currently owns an undeveloped piece of land located on the schools campus. The Board of Education is interested in including office space for administration staff that currently rents a building on Main Street in Jewett City. Board of Education believes having an on-campus after school youth center plus senior center would supply an overall benefit to all ages that participates. J. Wolkowski asked if the Board would be interested in signing a lease for the facility, if office space was created in the Town owned facility. P. Freeman expressed that the Board would consider a lease if that was an option. P. Freeman expressed there would be a huge benefit to having a youth center in campus along with the senior center facilities. J. Wolkowski asked if having a resident trooper office on campus would, in Dr. Freeman's opinion, distract students during a normal school day. P. Freeman explained his idea of including a separate entranceway for car traffic and a sidewalk entrance for students. The separation would allow our senior citizens to drive, State Troopers entering/leaving and daily staff transportation to be set apart from the school student walking traffic. J. Wolkowski also mentioned that ambulance might want to be involved because they are focused on building their own facility. P. Freeman expressed having a resident trooper on site would be a benefit because they do not currently have their school trooper. E. Bevis asked where the location would be on the school campus. P. Freeman expressed that the Board has not even discussed the exact location, but there are wetlands and some available space, which could house a small building in comparison to the High School. The idea is to place the building by the tennis courts and connected by sidewalk to the campus. Also, the building could be connected to the health building in the back (which is currently for sale). P. Freeman then had to excuse himself to focus on the 201-car accident, which included a number of his students.

4. Presentations by various organizations as to space needs.

Tina Falck – The Director of the Senior Center presented their current membership numbers and expressed that their daily attendance has outgrown their current facility. T. Falck also expressed the senior center only has 20 parking spots that share usage with the Town Hall. They have had over 12,000 seniors sign in their sign-in booklet in the last year. The senior

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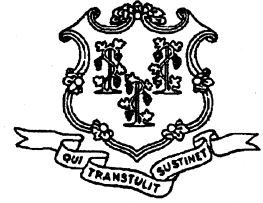
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center is also a Meals-on-Wheels location. The senior center also has a transportation system, which has transported over 5,000 seniors last year. T. Falck expressed that they are at a stand still with programming because of conflict in facility use. The senior center frequently uses ever little bit of space in the center. Membership dinners sell out every single month. The senior center educates on nutrition, insurance and other beneficial programs. They are looking for not elaborate but functional additional space. The senior center members asked to stay in their currently location, but build up from the foundation. Larry Wagner, an expert grant writer, expressed to T. Falck, in the summer, that the center's best opportunity for grants from state is to be stay in their currently location. J. Wolkowski expressed if the building is bigger that the parking would have to increase as well. T. Falck mentioned that the addition parking lot by the town hall has been a wonderful addition to the currently situation. T. Madonna asked T. Falck to express her opinion in having the seniors and youth working together. R. Aubin and T. Falck both expressed that both centers have worked together for years, and the partnership is very strong. W. Stetson asked if quantities of non-residents who use the senior center. T. Falck expressed that they do have out of town memberships but a very small ratio. T. Giard, J. Wolkowski, F. Everett and W. Stetson asked if T. Falck should bring to the next meeting the centers number of out of town membership vs. resident memberships. J. Wolkowski explained that a brand new building might bring in more out of town participants, so a policy must be created and implemented. T. Madonna asks what size rooms would the senior center like to add? T. Falck mentioned that they are looking for couple large rooms in order to separate classes. The senior center is looking for larger rooms, larger kitchen and private office space. J. Wolkowski asked how would the operating costs, which could not be paid for by grant resources, be affected. T. Falck figured increases of 50% in heating, electricity, recreation fees, water and maintenance/custodial supplies. F. Everett explained comparing the existing facility with the additions might not be cost effective in annual costs as a new efficient building paid for by grants. S. Norman suggested if the membership fee of \$3 a year might need to turn into \$3 a month. T. Giard expressed the economy of scale by combining a building for a youth and senior building with a shared common room for programming. J. Wolkowski expressed that the projection of revenue has to been very accurate or fees will fall on the taxpayers. E. Bevis asked where the membership fees go to. T. Falck expressed that the money is used to purchase projects to offset costs of monthly purchases like art supplies and etc. T. Madonna asked about the Meals-on-Wheels program fee. The town pays the Meals-on-Wheels program to operate out of the Griswold senior center. T. Falck mentioned less than 10 meals go to non-residents. TVCCA runs the program with volunteer and paid drivers. T. Madonna mention that with a new building with opens space, which is used of this program, would be rentable by the municipality for an income. A bigger facility would give the town an economy of scale to potential income. J. Wolkowski expressed that the idea of renting a space for income is not a guaranteed resource. T. Madonna expressed that when the Youth and Senior budgets combined would put money on the table for an overall building including both departments. J. Wolkowski reinforced that relying on revenue of rentable space is a non-guaranteed resource. T. Giard expressed that combining the two departments into a new building would supply economy of scale, which uses existing Youth and Senior budgets that once paid for two separate facilities annual operation costs, are now paying for one facility that both would share, which will reduce costs to the town considerably. T. Falck expressed they have 3,800 square feet, not including closet space.

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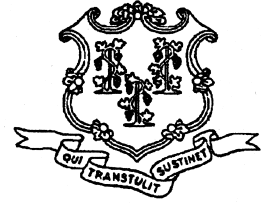
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Ryan Aubin – Director of Youth and Family Services / Park and Recreation Department. R. Aubin expressed recreation receives \$44,070 in which \$21,100 is set aside for summer recreation. The department has over 20 programs that run with a \$0.00 budget. They are “pay to play” programs meaning instructors are only paid a percentage of their actual participants fees.

R. Aubin explained each department included in the youth center facility:

### Park and Recreation Department

- Recreation Programming Micro-Management: Development, Administration
- Recreation Reference Walk-In & Call-in Center – 9 am thru 5 pm
- Town Park Inspections Filing
- Veterans Memorial Park Rental
- Court-Ordered Community Service
- Skate Park Camera System Server

### Youth & Family Services – SDE Youth Service Borough - #58

- Parent Walk-in & Call-in Center
- Program Offerings: Youth Development, Juvenile Justice, Family Involvement, Mental Health Services, Teen Pregnancy Prevention, Community Outreach
- After – School / Weekend Programming: Large Room is converted into Open Space for Structured Program. (Examples: Hula, Dance, Babysitting, etc.)

### Drop-in Youth Center – A Youth Center is a Deterrent from the Juvenile Correction System.

- Drop in center for “at-risk” youth, ages 9 years old thru 16 years.
- Staff of four adult part-time employees.
- Supply a positive environment for an average of 20 – 50 kids each day from 3:00 – 6:00 pm. Monday thru Friday.
- Supervised social safe-haven with the purpose to supply after-school programming, positive youth development, mentoring and clubs for at-risk youth/teens of Griswold.
- Informant to the Resident Troopers.

R. Aubin mentioned that the youth service budget is not cushioned in any way. This means R. Aubin is to write grants to foundations and state in order to have monthly programming without using resident taxpayer funding. R. Aubin read the Town Committees who use the youth center facilities are: Youth & Family Services Committee, Skate Boarding Association, Recreation Commission (backup), Local Prevention Council, Youth Center After-School Clubs, Children First and Griswold – Supported Youth Task Force (backup). R. Aubin also included his data report from last year’s number, which was submitted to the State of Connecticut Department of Education. R. Aubin expressed the goals of a new facility would be to Eliminate rental fee. Cut budget by \$10,380.00. Cut over 20% of the Youth Center’s budget, which goes to rent. Reduce monthly utilities with modern water + energy efficient systems. Community Room + Recreation Programming revenue would be generated and

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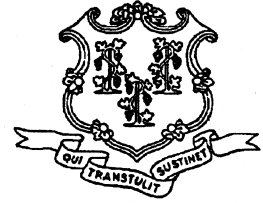
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utilized to offset costs of monthly utility bills of the center. To supply our residents with a Youth & Recreation Center that they deserve and other towns have had for years and to supply an improved Center model at a lower budget with equal program offerings. R. Aubin explained three-size option and described the advantages/disadvantages of each. The model size that the department is requesting is between 2,000 and 5,000 square feet, which is similar to the Montville Youth Service Borough, which has a fenced in outdoor basketball court, which is used for hockey, basketball, skating, etc. R. Aubin also expressed that he has contacted Canterbury, Montville, East Lyme and New London for youth center information. R. Aubin supplied numbers from Montville and Canterbury. R. Aubin expressed that operational costs of the Montville Youth Center are lower even though that have over 1,500 more space. T. Giard asked what hours of the day the senior center operates. T. Falck answered 8:30 am until 3:30 pm, which activities in the afternoon. R. Aubin answered his office hours are 9 am – 5 pm or 10 am – 6 pm depending on a youth issue or meeting compared to an adult meeting or issues. R. Aubin explained the drop in center for youth opens at 2:30 until 6 pm, Monday thru Friday. T. Giard expressed that the hours of activities are opposite that maybe a joint facility with space for each center plus a common room would work. R. Aubin and T. Falck explained that they agree. J. Wolkowski asked about summer hours for the facility, which R. Aubin explained he is onsite for Summer Recreation and staff from the youth center sometimes work at summer recreation, but because of budget the youth centers stay at 4 hour blocks of time. T. Giard expressed that a location up at the school would supply a head quarters for summer recreation. R. Aubin agreed. T. Falck expressed that the senior center are very possessive of their stuff and how to make it a general common space. T. Giard explained that the common area could be dividable for programming based on the age bracket. The facility would have a youth side and senior side of the same building. The common room would have to be assigned to project. W. Stetson asked of the senior building would be functional if the seniors received a new building. R. Aubin agreed, but having a youth center by a school with an outdoor area would be a better idea than just supplying indoor entertainment without physical activity. W. Stetson also mentioned that the resident troopers are not a part of Griswold. R. Aubin explained that point is very understood. J. Wolkowski explained that the town would be the landlord of the facility. F. Everett asked Aubin to explain the revenues of \$4,000+ and the \$12,000 for summer recreation. R. Aubin explained that the \$12,000 would not be in our budget next year because the Recreation Departments will be cutting the budget by \$12,000 because the summer recreation program should be a break-even program with no revenue. R. Aubin also explained that the \$4,000 revenue from the recreation programs like Zumba, Aerobics, Karate, etc. is dropped in to a revolving revenue account called the Recreation Fund. All money transferred to the fund is used for upkeep on town parks. R. Aubin gave an example of the wood carpet and wooden perimeter installed this month at Glasgo Park, which was a recommendation of the town insurance agency to reduce liability to the town. The idea of the fund is to maintain parks without asking for an increase in the recreation department's budget from the board of finance. F. Everett explained that with a new facility that every penny that comes into the town needs to be accounted for. F. Everett complemented the revenue currently coming in for recreation and to imagine what the department could do with a new facility.

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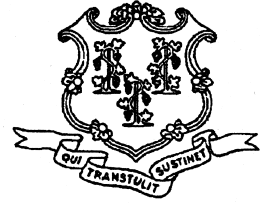
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T. Madonna asked the board to thank both directors for presenting.

5. Discuss and act on any other business that may come before the committee.

S. Norman explained that he and Ryan would try to reach out to the firehouse and state police to have them attend a meeting. T. Madonna asked for an overview of the land, which the Board of Education discussed as a possible location. T. Giard said he would receive an overlay from the town's planner of the location. T. Falck expressed that the senior center has a recorder that the Space Needs Committee could have instead of purchasing a new one. S. Norman announced the next meeting would be on January 4<sup>th</sup>.

6. Adjournment – Motion by S. Norman for adjournment is unanimously approved at 8:45 pm.

RA 11.13.10