

Meeting Minutes
Senior Committee Meeting
Thursday, August 22, 2013
Conference A, City Hall

Members Present: Robert J. Lister, Chairman; Nancy Novelline Clayburgh, Councilor; Judy Bunnell, Maureen Arsenault O'Leary, Nancy Andrews
Absent: Senator Martha Fuller Clark, Jack Jamison
City Staff Present: John Bohenko, City Manager; Brinn Chute, Senior Services Coordinator; Adam Cannon, Special Projects Manager; Rus Wilson, Recreation Director

Chairman Lister welcomed everyone and asked that everyone introduce themselves by going around the room. Chairman Lister also thanked the City Manager, John Bohenko for his continued support and help and Rus Wilson, Recreation Director for his hard work and assistance with reports, etc. Also, thanked Chuck McMahon for his continued support in his reporting.

New Business:

The charge of the Committee was reviewed which is stated in the binder provided with various reports.

Chairman Lister stated that this was an organizational meeting. The first committee charge from the Mayor was to come back in 150 days with a report. First organizational meeting there are several reports in the binder that are very helpful information. Rus Wilson, Mary Ann List, Director of the Library and Adam Cannon, have put together very useful and helpful information.

The other charge is not just where it is but what it is. The financial responsibility the City may have.

Third meeting about the Doble Center – Chairman Lister asked if there are any questions about Doble Center.

City Manager Bohenko gave an update on Doble Center. It was a major hurdle to get National Park Service to give approval. There is support to transfer Doble to the City with our delegation and we have been working on this project for 6 years. Timing of facility under the Lafayette Road project with BRAC.

Councilor Clayburgh asked if possible for a tour of Doble Center. The City Manager indicated yes, but it would have to be worked out. If not, possible to get in and take pictures.

Chairman Lister indicated that he has been contacted by several organizations to be involved such as nutritionist, physical therapists, etc. He then asked the Committee to please keep a list of organizations that they are contacted by. It would be impossible to have everyone at the table, but would not want to slight anyone, community input every effective. If everyone kept a running list they could compare.

Ms. Chute indicated it was important to discuss schedule to make sure it doesn't need to be changed and that it works for everyone's individual schedule on the Committee.

Ms. Andrews asked about the City budget – what is the timeline on the budget?

City Manager Bohenko indicated that there would be a new council in January. In the interim measures have been put in to have Ms. Chute in place to expand – see page 10 of report to City Council, the budget out to 2015 – where the Doble can be placed or any other facility could be plugged in to the capital budget. It would be 6 weeks to 2 months to put appropriation in place. The major item is not staffing or operation but actual facility. City Council could turn around in 8 weeks – existing or new facility. If new – actual funding could be done 8 weeks – 2 meetings – 2/3 vote.

Ms. Andrews passed out list of providers.

Ms. Bunnell indicated that there was an association regarding networking and she will bring that information.

Chairman Lister indicated that a lot of support is needed for Senior/Recreation Center.

Mr. Wilson discussed the comprehensive report that was prepared. (Report to the City Council Status of Senior Services and Recommendations, dated August 16, 2012). The report's recommendation is that several satellite locations are expensive to operate – recommendation of one center where seniors can go – City agrees with one facility. The gym at PMS has a few offices but is just a gym. It would be great to have one central facility.

Chairman Lister then went back to the schedule and asked that we please look at dates, would like to prevent night meetings, inquired if morning was the best time. It was indicated that mornings were the best. Decision was made to move meetings to Wednesdays mornings at 9:00 a.m. Chairman Lister will let Senator Clark and Jack Jamison know of the new day and time.

Ms. Arsenault O'Leary indicated that there was a conference on October 2nd through the 4th in Sturbridge, Massachusetts put on by the NCOA. It is a great opportunity to review resources. To attend for a day is \$130.00. Ms. Bunnell is attending the conference. Mr. Wilson indicated that Ms. Chute would also be attending.

Ms. Andrews inquired if updated data could be obtained – breakdown of households in Portsmouth by ages. Ms. Chute indicated that the report information is in the report from

2010. Adam Cannon indicated that he would be able to put something together regarding 60+ and 65+. Ms. Andrews would like to look at 50+ for report for planning ahead.

Ms. Arsenault O'Leary indicated that she has a lot of access to statistics through the NCOA and would be happy to get information.

Chairman Lister stated that the whole process could be a model for other communities – this is a real opportunity.

Councilor Clayburgh asked if the City of Dover has a senior center. Ms. Chute indicated that Dover uses the McConnell facility. City Manager Bohenko indicated that the McConnell Center is a reuse facility. Ms. Chute also stated that Salem, New Hampshire has an approximately 13,000 square foot new facility and that Kittery has a retro fit – it you haven't seen Kittery, it is worth going to see. Chairman Lister indicated that there is a sister building to the Doble Center in Manchester, NH. It was stated that looking at other models would be very helpful.

Councilor Clayburgh indicated that she had been contacted by the Italian American Heritage Club and they would like to build a bocce court on the property of a senior center. They would be willing to raise the funds.

Ms. Chute suggested that the October 3rd meeting be moved to October 9th.

Chairman Lister asked the Committee to do their homework by reading up on demographics, etc. and come back to the next meeting with some sites to tour. The Committee would not be able to go to all but certainly to some.

Ms. Arsenault O'Leary indicated you could see the national standards on Page 46-50 from the NCOA/NISC Self-Assessment and Accreditation Manual.

Ms. Andrews said she had some good information on the handouts (4 pages) June 20th 2013 Port Forum #2. This form was used to categorize the different activities, locations, which people have used this service and if not – why not. As you can see from the form, they were then tallied. Also, she handed out a fact sheet of What Programs and Services are not available that you would like.

Councilor Clayburgh asked if transportation was an issue. Ms. Andrews indicated that transportation was an issue; again what does the Community want in a comprehensive center.

Ms. Arsenault O'Leary indicated that all transportation needs are different. Councilor Clayburgh thought that transportation should be added to the list of needs. Ms. Chute felt that focusing just on the type and location of center was what needed to be done first. City Manager indicated that the Committee should come back to City Council on September 16th with various areas – where and what it should be comprised of and then talk about transportation. Dealing with transportation is expensive. New Hampshire has

no funding for transportation. What we have right now is working. COAST opportunities are there but you have to comply with Federal regulations.

Ms. Andrews indicated that there is a problem with proposing sites – decide what you want first it will help what site will be best.

Chairman Lister stated that looking at existing sites helps to move it along, not only where it is but what it is at the same time. Touring facilities would be helpful.

Ms. Chute indicated that it would be helpful to come back to the next meeting with ideas. The Greater Portsmouth reports is going to have wellness information, which is important to know for sites. Ms. Chute suggests site first then programming.

Chairman Lister stated this is not just about senior citizens but our whole community. Ms. Andrews stated look to future – senior centers thrive better if for the whole community. Councilor Clayburgh indicated that getting the original committee information with the list of sites would be very helpful. Adam Cannon indicated he has the stuff from the old report and he will put it together.

Ms. Andrews stated that Senator Clark is interested in examining the dog park and tennis courts; other possible site between library and middle school. The City is heavy in seniors.

Chairman Lister said that in picking battles, the taking of the dog park isn't one of them.

Ms. Chute reiterated to come back to next meeting with a list – main decision do you retro fit or build brand new; she also indicated that there was not a lot of space.

Ms. Arsenault O'Leary wanted to be specific about who we are talking about 50+, 60+ and 65+ - need that information first for size. Councilor Clayburgh indicated that there was a list with these numbers in the old information.

We need to look at all costs. Chairman Lister indicated that a lot has been done with regards to Doble. The Chairman also indicated that he wanted to hear from seniors by holding a public commentary to have a dialogue. He wants the seniors to be part of the process. There is a meeting on October 22nd of Port Forum to hear from people so it would be good to have the Committee ready with sites before the October 22nd Port Forum, at the Library at 5:00 p.m. and possibly make a presentation.

Councilor Clayburgh has had complaints that there is not much senior input. She also asked if most seniors are at 50+ or 60+ ; Ms. Arsenault O'Leary indicated 26.29% - 50+; 36.15% - 55+ and 37.56% 60+ from NCOA facts. Some centers are strict on 60+. 50+ centers have more opportunities and some centers offer 18+; can come any age over 18 open to number for many reasons. Opportunities for funding 50+ better.

Chairman Lister asked does programming include seniors with Alzheimer's and dementia; Ms. Chute stated that day program for seniors with Alzheimer's and dementia is a whole other program and we don't want to duplicate services of other agencies. Senior Citizen/Recreation is what we are taking about. Ms. Andrews stated that we cannot do all needs. If it is going to be vibrant, it needs to encompass everyone. Chairman Lister stated that the Committee needs to facilitate focus – what is our focus – what do we stand for?

Ms. Andrews indicated it would be helpful to know who is using Spinnaker Point – as a Senior Center doesn't need to be a fitness center. She also stated to stay vibrant seniors need a place to eat together.

Councilor Clayburgh also stated it would be good to have an update on adult day care. Ms. Chute indicated that the Mark Wentworth – Adult Day program is 3 days a week, Tuesday, Wednesday and Thursday at Community Campus; it is not being used on Mondays and Fridays. Ms. Bunnell asked if we knew how many a day are at the Community Campus. Ms. Chute indicated that approximately 12-16 seniors; it is a 2,100 square foot and they can accommodate up to 40 people. Medicaid is used for coverage.

Chairman Lister stated it is an issue that 16 individuals are using Community Campus when it could accommodate 40; does research show we are reaching people? Ms. Chute indicated that there are a lot of Rockingham County services out there.

Chairman Lister stated that the next meeting would be September 4, 2013 at 9:00 a.m. and then meet again on September 18, 2013, October 9, 2013, October 16, 2013, November 13, 2013 and December 4, 2013. Draft minutes will be available. Information handed out today would be sent to Committee Members that were not in attendance today.

The meeting was adjourned at 10:30 a.m.

Respectfully submitted,
Joanna Diemer

Meeting Minutes
Senior Committee Meeting
Wednesday, September 4, 2013
Conference A, City Hall

Members Present: Robert J. Lister, Chairman; Nancy Novelline Clayburgh, Councilor; Martha Fuller Clark, Senator; Jack Jamison, Judy Bunnell, Maureen O’Leary, Nancy Andrews
Absent: N/A
City Staff Present: Brinn Chute, Senior Services Coordinator; Adam Cannon, Special Projects Manager; Rus Wilson, Recreation Director

Chairman Lister opened the meeting at 9:03 a.m. The Committee first discussed changes to the prior weeks meeting minutes. Mr. Cannon noted the changes and would send out a revised copy to the committee.

Following discussion of the minutes, Mr. Cannon gave a summary of information distributed to the senior committee which included handouts on senior and Portsmouth demographics, research provided by Ms. O’Leary and a synopsis of the February meeting of the former Senior Steering Committee discussing various potential sites of a Portsmouth senior center.

Ms. Andrews noted how large the 50+ population is in Portsmouth and how it will grow during the next five years and decade. Chairman Lister added that he would like to consider the idea of a community center and also stated that he would like the Committee to be more forward-looking and avoid creating a senior center in reaction to the existing senior center population.

Next, Ms. Andrews stated that she did not see any piece for education in the different sections of the senior services budget and no sections for lifelong learning in the school budget. The Committee agreed that education is an important component of any senior center and Chairman Lister added that it is why it is so important to think about partners.

Councilor Clayburgh stated that the Committee should make a decision on the target age or whether there would be a target age. Ms. Andrews said that there are a large amount of people coming up through the ranks into the older population who are active and don’t have the physical and nutrition needs of the seniors who are more frail.

Ms. O’Leary briefly summarized the statistics regarding senior centers which target certain age populations. She noted the diversity and stated that there are some senior centers which allow for 18+ to participate. Others were very strict and required an ID for age verification. She also added that an intergenerational component is necessary to have a successful senior center.

Mr. Jamison noted how people aged 50 and older are healthier, living longer and have different abilities and needs. Ms. Andrews added that the Doble Center is a large site and if it were to be used as a site for a senior center, she could see the value in the ability to have a location that caters to the diverse interests of seniors. Ms. O'Leary stated that senior centers often need more space than expected and as an example she noted a former senior center that was 7000 square feet and had two floors. One of the floors was taken up by administration.

Senator Clark noted the importance of how a center would be labeled and to align the center with one vision and communicating this vision. She also added that there is a real opportunity to include a larger slice of the population and offer things for all different ages. Chairman Lister agreed and liked the idea of an adult center. Ms. Andrews stated that the process should consider what is good for Portsmouth and to think about concepts like healthy living in order to capture the 40+ demographic.

Next, Chairman Lister asked the Committee to move onto the discussion of potential sites for a center and the Committee reviewed the list of sites from the former Senior Steering Committee. Ms Andrews added some additional sites including the dog park and tennis courts near the South Mill Playground and the space between the middle school and the library. She also inquired if the tennis court space is bound by federal dollars. Senator Clark stated that zoning is an issue with the tennis courts and that a potential idea would be to move the courts to Peirce Island and have a central building as an anchor utilizing the Library and New Connie Bean as additional activity and recreation components. She also voiced her concern that the Doble Center may be too out of sight and out of mind which could deter seniors from participating.

Ms. Chute considered Senator Clark's idea as one that could be part of a longer-term plan. In the short term, Ms. Chute recommended to use a re-existing building like the Doble Center. Senator Clark agreed that there should be a space sooner rather than later. Chairman Lister added how important it would be to educate the community so that everyone sees the value of a center. Ms. Chute stated that she envisions a center that encapsulates the six dimensions of wellness (physical, emotional, spiritual, social, vocational and intellectual).

Next, Ms. Andrews offered forth consideration of a few more existing sites including the Women's City Club off of Middle Road, the Masonic Lot, space in the historic mansions, space at Strawberry Banke, and the site of the old Page Bar. She also stated that she is impressed with the energy and resources put into the development of senior services and that she would like to involve architects and city planners, potentially.

Ms. Chute and Senator Clark discussed the merits of a center downtown. Ms. Chute was concerned about the limited parking and slippery winter sidewalks in the downtown area. Senator Clark was concerned that if it was not downtown, a population would be marginalized. She also added that a location can make the statement that the population is not marginalized and that transportation would need to be a key component of a center.

Ms. Andrews said that the vibrancy of downtown is what makes Portsmouth what it is. Ms. Chute was concerned about where the majority of older residents reside. Mr. Jamison spoke about the Doble Center and noted that it has a large parking lot and is a single floor structure. He also noted that the Community Campus is more than just a medical service center and includes many programs that serve many different generations. Ms. Chute noted that the Community Campus is owned by the Foundation for Seacoast Health.

Mr. Wilson suggested adding Spinnaker Point as a potential site for a senior center.

Chairman Lister stated that the Committee should narrow their list to a few sites and compare the positives and negatives of each. He also noted that the City Manager would have access to federal funding to renovate Doble as a senior center, but that this funding would not be available for other locations. Following this, the Committee brainstormed various qualities they would like to see in a comparison of sites. These qualities included size, parking, levels, greenspace, potential for growth, location, ownership, transportation, costs of rehabilitation or costs of a new build, age of neighborhood and time for completion.

The Committee then narrowed possible sites down to five sites: Community Campus, Spinnaker Point, Doble Center, the former Page Bar and the VFW center.

Ms. Andrews noted that the Community Campus still has a negative stigma associated with the prior Senior Steering Committee process. Ms. Chute believed that the perception had changed and noted the great attendance at the senior luncheons at the Community Campus. Ms. O'Leary also believed that there is a negative stigma associated with the Community Campus as a senior center location.

Next, the Committee discussed Spinnaker Point as a site. Ms. Chute noted that additional land would need to be leased and that Spinnaker would need ADA renovations.

Mr. Jamison noted that he liked the suggestion put forth by Councilor Clayburgh and the Italian-American Heritage of a bocce ball court at the new center to bring in various age demographics. He also asked if COAST would be amenable to establishing a transportation stop at a center. Ms. Chute noted that COAST works very closely with the City and would work with the City concerning this matter.

Chairman Lister asked about the revenue from the sale of the Connie Bean. Ms. Chute noted that the City received \$1.5 million and that a piece of that money would need to be used for veterans. Councilor Clayburgh added that an expenditure would need approval from the attorney general's office.

Mr. Jamison stated that another benefit of Doble is its proximity to Portsmouth Regional Hospital and the potential for a partnership. Ms. O'Leary stated that other senior centers like the Mill Race Center in Columbus, Indiana have a partnership with a nearby hospital. Ms. Andrews recommended expanding a partnership with the Foundation for Seacoast

Health. Councilor Clayburgh stated that the foundation only grants money for programming, but not construction. Senator Clark noted that the original concept of the Community Campus included a component for seniors and that it was not just meant to serve adolescents.

Chairman Lister stated that the Committee should have an open mind about all of the decisions in the process. Ms. O'Leary offered to bring some sample goals, missions and visions from other senior centers to the next meeting. Councilor Clayburgh said that it is really important that the Committee gets to take a tour of the Doble Center.

Ms. Bunnell provided the Committee with a list of all of the New Hampshire senior centers and noted that there is a new center in Concord. Ms. Bunnell also asked that the contact information of the executive director be included in these minutes. It is as follows:

Vivien Green, Executive Director
Centennial Senior Center
PO Box 4149
Concord, NH 03301
603-228-6630
www.centennialseniorcenter.org

The Committee then considered potential existing senior centers to tour. Ms. Chute stated that the Committee could utilize the 14-passenger Recreation Van for a tour.

Chairman Lister stated that he would like the Committee to inform the community through a press release in celebration of seniors. He noted that this was a way that the public could be part of the process.

Ms. Andrews asked if an update or presentation by the Committee should be added to the October 22nd PORT meeting at the Library. Ms. O'Leary stated that she is working on arranging a video on seniors for Senior Center Month.

Following this the Committee discussed the action items from this meeting and considered future meeting dates. The Committee decided to move the next meeting from Wednesday, September 18th to Monday, September 16th. The Committee also decided to work on a proclamation for seniors. Information regarding the five sites will be provided at the next meeting.

The meeting was adjourned at 10:30 a.m.

Respectfully submitted,
Adam Cannon

Meeting Minutes
Senior Committee Meeting
Wednesday, September 16, 2013
School Board Conference Room, City Hall

Members Present: Robert J. Lister, Chairman; Nancy Novelline Clayburgh, Councilor; Martha Fuller Clark, Senator; Jack Jamison, Judy Bunnell, Maureen O’Leary, Nancy Andrews

Absent: N/A

City Staff Present: City Staff Present: John P. Bohenko, City Manager; Brinn Chute, Senior Services Coordinator; Adam Cannon, Special Projects Manager; Rus Wilson, Recreation Director; David Moore, Community Development Director

Chairman Lister opened the meeting at 9:04 a.m. Meeting minutes were accepted. Ms. O’Leary handed out a 1-page summary of senior center mission statements that she had compiled.

Mr. Cannon gave a summary of a matrix that he had compiled, “Comparison Chair for Potential Senior Center Locations”, which outlined the potential senior center site locations and the evaluation criteria that the senior center committee had selected at the meeting on September 4.

Mr. Jamison suggested that the number of parking spaces per facilities be added to report.

Ms. Andrews reported that The Page building is for sale for \$3.5 million. She also asked Mr. Wilson about parking status at Spinnaker. Mr. Wilson replied that parking is dependent on programming, but that it could be full based on a specific activity. He added that if a senior center were built at that location more parking would need to be added.

Mr. Jamison asked further about the Spinnaker Points facility makeup, specifically if there was a kitchen area. Mr. Wilson stated that Spinnaker only has a small kitchen space for staff. It is a fitness facility with a big cardiovascular room, workout studios, an indoor walking loop, basketball/volleyball courts, and indoor swimming pool. He continued that there are 500 senior members plus the daily non-members who attend the fitness classes. Additionally 99% of the members are Portsmouth residents. Mr. Wilson also noted that Spinnaker has an elevator, but not to the basement level.

Ms. Andrews asked if the City has considered working with the school department to utilize the buses when they are not in use to transport the students; noting that there are potential partnerships that could be considered. Chairman Lister said that he will add that to the “food for thought” list. Ms. Andrews also asked if perhaps sidewalks should also

be added to the chart to consider if walking from downtown to Doble via sidewalk was possible.

Senator Clark suggested that the committee look at the accessibility of a possible senior center to and from the senior housing units.

Chairman Lister asked for clarification regarding whether the Foundation for Seacoast Health had stated any interest in a senior center on the Community Campus site and whether the “The Greater Portsmouth Area Senior Center Project” report had those results. Councilor Clayburgh stated that the earlier committee had never met specifically with the Foundation on the use of the Community Campus site so there is not a sense from them regarding their interests. Mr. Jamison added that Families First is looking to expand and have said it would need to be a bump out to that facility. Councilor Clayburgh echoed that any talk of a senior center at Community Campus was a new building.

Ms. Andrews concurred that there would need to be a new build at Community Campus including parking. She also stated she talks to 300-500 seniors in her many respective groups and she does not know anyone who is interested in the Community Campus location. Chairman Lister added that the high school also had a hard time getting people out to the Community Campus location. Councilor Clayburgh stated that the New Heights program is very popular and a wonderful facility for them, but they do bus the participants there. Ms. Andrews also stated that is a high use facility with Kremple and Families First. Mr. Jamison added that the issue is space, but that when you have good programs, people will come.

Senator Clark asked the committee to consider as part of the big picture, a short term, a long term and transitional plans for seniors and a senior center. And to make sure the committee looks at the big picture. She further asked, doesn't the city need a community center, not just a senior center? With the loss of Daniel Street building, she would like to see the report recognize that down the road there may be a need for a different type of facility. She voiced her concern that the Doble Center could only be used for recreation; adding the importance of creating a center for everyone in the community. Senator Clark then asked that the committee examine all possible site locations including:

- 1) Lot between the middle school and library
- 2) Moving the tennis courts to Peirce Island and building a one-store building on the South Mill Pond tennis court location.
- 3) Parking lot next to City Hall

Ms. Andrews shared that she feels that it is important that the committee does everything they can to explore downtown Portsmouth for a possible location of a senior center.

Senator Clark also stressed the importance that the senior center be a place that seniors can gather and call home. She then asked about the definition of recreation as it regards to the designation of the Doble Center having to be used specifically for “recreation purposes”. Mr. Wilson replied that recreation has a broad definition – it can be active and

passive and all encompassing of wellness. He stated that you'd be hard pressed to find something that is not "recreation". Ms. Chute added that the 6 dimensions of wellness are a good starting point when thinking about what type of programming might be offered at a senior center, and that they all fall within the recreation realm.

Councilor Clayburgh, who also sits on the Recreation Commission, commented that the Recreation Master Plan states that the City needs a large, multi-generational facility. Chairman Lister indicated that the report could be sent to everyone for their review.

Councilor Clayburgh went further to say that, preliminarily, it appears that Doble makes the most sense. Ms. O'Leary commented that all the green-lights go off for Doble because it has a lot going for it like \$0 for acquisition, 1-story and COAST access. Mr. Jamison chimed in that expansion possibilities are there, but also said an elevator does make any multi-story building accessible. Ms. Andrews echoed Councilor Clayburgh and Ms. O'Leary's sentiments that she likes Doble because of green space, especially because the garden possibilities, as well as the proximity to Portsmouth Hospital for possible wellness partnerships.

Chairman Lister said we want to do a good job looking at all the options, keep an open mind, but also, in all fairness to the citizens, the committee needs to provide a report. He thanked Mr. Cannon for all his hard work on the site comparison chart. Chairman Lister reminded the committee that the next meeting is a discussion on possible programming. Then he steered the group towards the next item on the agenda: vision, mission and goals.

Ms. Chute drew the committee's attention to the Doble PowerPoint presentation in the committee's binder which has a slide on potential vision for a senior center. Additionally she asked committee members to read through Ms. O'Leary's handout on the mission statements from other senior centers.

Ms. O'Leary went more in depth to describe the four tenants of a mission statement: who, what, where and why. She also added that it should be inspiring.

Ms. Andrews inquired about the Recreation Department's mission, in relation to the fact that the City's Senior Services is an extension of the recreation department. Further inquiring about the City of Portsmouth and School Department's mission as it relates to potential partnerships. Ms. Andrews also noted the importance of looking at the 40+ population.

Chairman Lister asked Ms. O'Leary what was the best way to proceed with creating a mission statement. She replied that perhaps a small group should compile something and bring it back to the group.

Ms. Andrews said the mission is also important because it is marketing the need for a senior center in the community and shows how there will be a positive community impact.

In relation to the mission statement conversation, Senator Clark reiterated her desire for the senior center to be a place that seniors can call home and can all come together. Stating that because of all the various activities in the community, the need is really to have a welcoming place for the 55+ to meet and interact. It can also serve as a clearinghouse to learn about what is going on in the community and how seniors can access those things. Senator Clark continued by saying that it is important to look at all the things that are being offered and then look at the holes in programming and how to help create access to those programs. For example, the COAST Bus does not go to the Library.

Senator Clark continued by saying that the committee needs to ask the question, “what do we wish we had for seniors?”, and examine what we do and do not have. She commented that we don’t want to treat our senior community as something separate; we want them to be well integrated into everything that is going on in our community. The committee must look at opportunities for intergeneration programming to keep people engaged.

Mr. Jamison said a mission should be short and sweet as well as a statement that we can use when asked to do things beyond the scope of the mission.

Ms. Andrews commented that today’s seniors don’t necessarily see themselves as aging. She wants the mission and programs to appeal to a broad scope of people. The Kittery Community Center is appealing to people because it has a broad scope of programming.

Mr. Jamison said one of the things we want to consider is the people who are homebound and have limited mobility; we want to care for them.

Senator Clark said there is an immediate need to create a welcoming home for older adults. She also recognized that in the longer term it is worthwhile to create a multigenerational center. She said that the committee needs to make a statement that the City values seniors. Given the changing demographics of Portsmouth, the senior center needs to provide comparable amenities for our citizens; they are taxpayers too. Senator Clark said she feels like seniors are not getting their share of community support and added that transportation and pedestrian accessibility is a huge component of the equation.

Chairman Lister geared the group back towards a mission statement.

Ms. O’Leary recommended that the committee should come up with their own language for goals and strategies. She said this is our opportunity for a brainstorming session. Some things will be part of the mission and some will be goals. Ms. O’Leary urged members to send ideas to Chairman Lister. Then he will create a matrix using the “who, what, where, and why”. Also commenting on the “who” for the mission needs to be diverse, including seniors with and without economic needs, physically-active and vibrant seniors, and frail seniors.

Ms. Andrews repeated that everyone should put something together for inspection from the committee. Noting #2 and #8 from the mission statements provided by Ms. O'Leary's handout are a good base, plus adding the City, Recreation and School mission statements. She is interested to see how they could blend. Ms. Andrews stressed not using language like elderly and aging, but rather to focus on the phrase "positively impacting our community". As a final note, she said that embracing healthy aging will also result in cost savings for Portsmouth.

In the spirit of the programming conversation, Mr. Jamison noted that some of the Library programs could be offered at the senior center. Senator Clark followed stating that creating space for grandparents is useful for the programming discussion next time; noting that she will not be present.

Ms. O'Leary furthered Senator Clark's comment by saying intergenerational programming is essential and that the seniors at a senior center decide that on their own. Ms. Chute echoed Senator Clark's comment by stating that seniors often are the daycare for grandchildren and creating a support network can be a function of a senior center. Furthermore, she stated that Doble is a big enough facility to have rooms for such activities. Ms. Andrews did mention that some seniors make a conscience decision to attend places without children, like Spinnaker.

Chairman Lister reminded the group that talk about programming and partnerships will be in the future meetings. Pulling the group back to the topic at hand, Chairman Lister said he will send a draft of possible mission wording ahead of time for committee to review. He said he does not want to spend meeting time on wordsmithing. Adding there is a lot of opinions and expertise in committee so getting everyone's thoughts is important. Chairman Lister repeated his thanks to Mr. Cannon for his chart on potential senior center locations. He also made a point of thanking Ms. O'Leary for her contributions and City Manager Bohenko and Mr. Moore for being at the meeting and setting up the Doble Tour.

For the final topic on the agenda, Chairman Lister addressed tours of senior centers around the area. Ms. Andrews said that she plans on visiting the Concord Senior Center. Ms. O'Leary shared that at the Mass conference offers tours of other senior centers. Three committee members are attending conference; Ms. Bunnell, Ms. O'Leary and Ms. Chute. Ms. Bunnell said she plans on attending a tour and will report back after conference.

Ms. Bunnell also reminded the committee about the handout she compiled that lists the NH Senior Centers including their web addresses.

Ms. Andrews finalized her comments by noting that the committee did not talk about goals and members should be prepared to bring ideas to the next meeting. And then addressing the City Manager, Ms. Andrews asked two questions. One, in prep for the committee's work on a budget, is the City Budget on-line and two, is it possible to link school and senior transportation?

City Manager Bohenko responded that the City's annual budget and capital budget are both on-line and hard copies are available in the library. He asked the committee to note in the report that senior transportation is under the Parking & Transportation line item, not the senior budget and added that the City is spending substantial sums of money in transportation including around \$140,000 for the City-sponsored Senior Transportation at and around \$250,000 for COAST Transportation.

Responding to part two of Ms. Andrews' question regarding school buses as a possible partnership for senior transportation, City Manager Bohenko said that the school buses would bring up the issue of accessibility and that senior transportation is a demand-activated system which is a specific type of service and used for specific reasons.

Councilor Clayburgh asked the final question of the meeting to Mr. Moore and City Manager Bohenko inquiring about when the City is scheduled to acquire the Doble Center. City Manager Bohenko stated that the Department of the Army has not yet completed their new facility. The City has applied to, and been accepted by, the National Park Service to use the Doble space for recreation use. City Manager Bohenko said the City is hopeful the property will be released through either BRAC property disposal process.

The meeting was adjourned at 10:28 a.m. followed by the committee meeting at the Doble facility at 11:00 a.m. for a tour.

Respectfully submitted,
Brinn Chute

Meeting Minutes
Senior Committee Meeting
Monday, October 7, 2013
Conference A, City Hall

Members Present: Robert J. Lister, Chairman; Nancy Novelline Clayburgh, Councilor; Jack Jamison, Judy Bunnell, Nancy Andrews
Absent: Maureen O’Leary; Martha Fuller Clark, Senator
City Staff Present: Brinn Chute, Senior Services Coordinator; Adam Cannon, Special Projects Manager

Chairman Lister opened the meeting at 9:05 a.m. He then briefly informed the Committee that the release of the Doble Center has shifted to a different process. Originally, the Doble Center was to be released to the City through the Base Realignment and Closure (BRAC) process. The City was recently informed that the release would go through a property disposal procedure controlled by the GSA. As such, the release of the property may take longer than originally expected. Chairman Lister also added that forty people signed a petition urging the Committee to choose the Doble Center property as a senior center. Councilor Clayburgh stated that she believed that the Doble Center would be vacated by March and following this, a report would be completed, which will then allow for a property release sometime thereafter.

Ms. Andrews stated that she is concerned about having a “Plan B”. She also asked how many people are members at Spinnaker Point and how many of those members are aged 50+. Senior Services Coordinator Brinn Chute stated that she did not have the figures for 50+, but that there are greater than 500 senior members at Spinnaker.

Following this, the Committee voted unanimously to approve the September 16th meeting minutes.

Chairman Lister stated that he concurred with Ms. Andrews suggestion of a “Plan B” as he wants to ensure that a senior center is established in a timely fashion and also added that he is interested in having the Committee send a letter to the City Manager voicing support for Doble as an option. Councilor Clayburgh then motioned to recommend to the City Council the Doble Center as the Committee’s first choice for a senior center with a second from Ms. Andrews. The Committee unanimously approved the motion.

Ms. Andrews stated that she would like to reflect upon the site selection and talk about ideas. She noted that sidewalks continue from the center all the way to downtown and that the sheer square footage of the property could bring some satellite programs together as a one stop shop for senior services. She added that there could be a multi-car garage and fitness and wellness activities.

Councilor Clayburgh said that she believed that the Doble Center offered a win/win proposition as there is no acquisition cost for the property. Chairman Lister stated that he has heard from people that they would like to facility to be utilized. Ms. Chute indicated that the sidewalks are wide for pedestrian access and that the City, in general, is working towards complete-streets to balance pedestrians and cars. She also added that the City would ask COAST for a bus stop as well. Noting the size of the property, Ms. Chute stated that the property is primed to be inclusive of the whole community and creates income and rent opportunities.

Councilor Clayburgh asked if the yellow gate could be eliminated. Ms. Chute replied that once the property was conveyed to the City, the City would be able to make any changes that it wished. Ms. Andrews noted that people have voiced concern with the proximity to the traffic circle and the possibility that there may be a lot of noise, but that she didn't notice any problems from the circle.

Next the Committee briefly discussed a potential Plan B. Ms. Chute noted that a solid "Plan B" could be utilizing the space abutting the Spinnaker Point property as a community/senior center location. At the moment, the City is currently conducting a title search on land abutting Spinnaker Point. If the City owns this piece of land, then potential for a new build and additional parking is possible.

Councilor Clayburgh also asked about whether the Committee should recommend a name for the center. Chairman Lister stated that the new U.S. Army Reserve Center will also be named after Doble and that the Committee should think about a recommendation for a name. Ms. Andrews recommended "Adult Community Center" as the name. Ms. Bunnell stated that most seniors don't want to attend places with the words senior, elderly, and older folks. She also added that its important that the community be educated about this trend.

Chairman Lister shifted the discussion over to programming. Ms. Chute gave a short presentation on the six dimensions of wellness. The dimensions are as follows: social, vocational, physical, spiritual, emotional and intellectual. She noted that at the 2013 Senior Center Conference they recommended building the foundation for a senior center based upon the dimensions. She also stated that there is a pre-existing stigma in relation to "senior" verbiage and that it was important to think about intergenerational buy-in from the entire community while having a massive variety of senior programming.

Continuing, Ms. Chute stated that there could be vocational opportunities for people aged 50+ and that operational costs could be offset through the intergenerational component. She added that the Doble Center allows for growth and expansion of programming.

Chairman Lister asked the Committee to think about the partnerships that the City could form as part of this process. He also stated that he would like to ensure that there are opportunities for public input from residents and encourages them to participate. Ms. Andrews stated there would be ample opportunities for input including the Senior

Luncheons, programming surveys, at Committee meetings and at the PORT meeting on October 22nd in the Levenson Room of the Library.

Next, the Committee began to discuss the mission statement. Ms. Andrews indicated that she would like to see a focus on Portsmouth's quality of life in the mission statement and to see the word adult in the statement. She also added that she likes the Recreation Department mission statement's responsiveness to needs. Councilor Clayburgh inquired if the Six Dimensions of Wellness should be included in the statement. Brinn replied that it should be included in the goals. Chairman Lister thought it was important to include as a framework and that goals should include the right terminology to educate people about the purpose of the facility as a home for older adults.

Ms. Chute inquired as to whether the Committee should ask for an extension in order to discuss some items in more detail. Chairman Lister stated that its really important to start the process as he would like to see some movement on the issue this year. Mr. Cannon stated that it was important to complete the work of the Committee prior to the arrival of the incoming City Council as the priorities of the new City Council may be different and also in order to help give the City Manager a recommendation on what staff actions to take prior to the beginning of the next budget season. By voting to accept the report and recommendations, the City Council can authorize the City Manager to begin the process of working towards a senior center. Councilor Clayburgh noted that the budget process begins at the end of January and does not end typically until late spring. She also added that the City budget needs to be passed by June 30th each year. Chairman Lister stated that it was important to lay the groundwork for the incoming City Council.

The Committee moved onto a discussion on funding. Ms. Bunnell spoke briefly regarding the Senior Center Conference and stated that there are some examples of pilot programs with the National Center on Aging (NCOA) that she would like to share at the next meeting. She also noted the differences in funding between NH and other states. Massachusetts, for example, gets some state funding for senior centers whereas New Hampshire does not. Ms. Andrews stated that she would reach out to have the state legislature involved. Ms. Chute recommended a Committee similar to the "Friends of the Cochecho Arts Festival", perhaps called a Portsmouth Council on Aging, which could hunt for grant opportunities and collect donations on behalf of the senior center. Ms. Andrews recommended researching AARP funding and asked if the budget was available from the former PHA-run senior center.

Ms. Chute stated that the Spinnaker and Connie Bean budgets are good examples of what a budget would be like at a senior center to establish a framework for costs. Councilor Clayburgh asked how specific the Committee should be in regards to programs and budgeting. Mr. Cannon replied that the Committee should consider proposing a sample operations budget focusing primarily on staffing. The costs of retrofitting the Doble facility are unknown until the City receives the property and the City Manager is authorized to retain a consultant for engineering and design services. He also stated that it was important not to price each program out one-by-one, but rather to think about a vision of programming.

The Committee discussed some specific programming ideas. Mr. Jamison suggested a fantasy football league and for an opportunity for people to create individual gatherings at the center. Ms. Andrews would like to see a welcoming front desk and a center with intellectual programming and lifelong learning. Ms. Bunnell recommended preventative services and evidence-based physical activities. Ms. Chute stated that prescription education was the next wave in senior services. Mr. Jamison stated that he'd like to see a drop-in center and a café, perhaps stratified for men and women. Councilor Clayburgh asked if there should be a survey. Ms. Chute noted that she has done a survey through the senior services office and that Ms. Andrews has done a survey through the PORT group.

Next, the Committee moved on to partnerships. Mr. Jamison suggested that the Library should be a part of the programming. Ms. Chute stated that they currently are a big part of interim services and that one service they could provide is computer training. Ms. Bunnell noted the diverse, skilled and vast volunteer pool in Portsmouth.

Ms. Andrews stated that she is concerned about the spiritual component of the six dimensions of wellness. Chairman Lister stated that he had spoken with a retired minister who is eager to contribute to senior services. Ms. Chute stated that the spiritual component could be self-directed with self-initiated Bible study groups or self-initiated meditation or meditation groups in a garden. The spiritual component would not condone active proselytizing or money collections, but also would not prohibit seniors from joining a self-initiated religious group utilizing space in the center.

Closing the meeting, Chairman Lister discussed the remaining meeting schedule and stated that Mondays were difficult for a couple of attendees. The Committee decided to hold the next meeting on Friday, October 25th at 9:00 a.m. in Conference Room A. The Committee also wanted the minutes to reflect a public participation opportunity at the PORT Meeting scheduled for Tuesday, October 22nd at 4:00 p.m. in the Library's Levenson Room.

The meeting was adjourned at 10:40 a.m.

Respectfully submitted,
Adam Cannon

Meeting Minutes
Senior Committee Meeting
Monday, November 4, 2013
Conference Room A, City Hall

Members Present: Robert J. Lister, Chairman; Martha Fuller Clark, Senator; Jack Jamison, Judy Bunnell, Maureen O’Leary, Nancy Andrews
Absent: Nancy Novelline Clayburgh, Councilor
City Staff Present: City Staff Present: Brinn Chute, Senior Services Coordinator; Adam Cannon, Special Projects Manager; Rus Wilson, Recreation Director

Chairman Lister opened the meeting at 8:56 a.m. Meeting minutes were accepted. Chairman Lister thanked everyone for their input and time dedicated to the creation of this report.

Mr. Cannon gave a summary of the draft copy of the Blue Ribbon Senior Committee’s report to the City Council. Chairman Lister reminded everyone that this is a working document so comments and edits can be added.

Ms. Andrews inquired as to whether or not the term 50+ Activity Center was used in the letter from the City Manager to the GSA. Mr. Cannon and Ms. Chute reported that it was not the term used.

Ms. Chute stressed that this draft is a working document and urged the group to review the document to make sure this is the voice of the committee.

Ms. Andrews asked if it would be helpful to show that we are part of the already existing recreation structure and suggested that the report should perhaps have an organizational chart. She also added that the report should stress consolidating services as much as the Committee is creating brand new. Thinks there is a lot of enthusiasm in expanding recreation services that include intergenerational services.

Senator Clark expanded those sentiments to ponder if the committee should be looking at the Doble building as an intergenerational facility with a 50+ component, especially after the sale of the old Connie Bean and the lack of program space at the new gym. She also stated there needs to be a place for seniors, but it may just need to be bigger. Perhaps developing a long-term plan on how that space becomes an intergenerational community center. Ms. O’Leary stated that good senior centers have intergenerational programming. Ms. Chute and Mr. Cannon referred to the draft report that stating that in regards to a community center and long-range planning, the report gives a nod to the recreation and City master plans. Mr. Cannon said that we could add to that section should the Committee so desire.

Mr. Jamison reminded the Committee that the Mayor's charge was to report on a senior center not an intergenerational center. Adding further that a long-term plan component makes sense, especially based on feedback that has been received.

Ms. Bunnell chimed in stating that the committee was charged to find or locate a senior center and that the committee seems to be going beyond the charge. She added that you can always offer intergenerational programming, but the need is to focus on seniors because that was what the Committee was asked to do.

Based on the demographics, Ms. O'Leary states that we need to be looking ahead to serve the older population.

Ms. Andrews suggested that, based on funding, it might be better to approach this as an inclusive facility that still honors seniors. Continuing that the committee should look at the budget in terms of a consolidation of services first and then an expansion of services. She urged the committee to be mindful of how the report is written in regards to funding. Also added that position descriptions should be added to the report.

Mr. Jamison thinks we have a compelling argument when the 50+ population is 35% of the City's population – and growing. Additionally, Mr. Jamison stated that he believes that we could count on a lot of volunteerism at the future center.

Dr. Lister suggests that the City Manager be invited to the next meeting to discuss budgets and budget projecting.

In regards to the City's insurance, Ms. Andrews asked if the new center would be covered or if that would be an additional cost to the City. Mr. Wilson stated that the building would be covered and there would not be an additional cost.

The conversation turned towards a secondary site. Ms. Chute stated that the report will include the site matrix that the committee reviewed based on the committee's set of criteria. Ms. Chute went further to state that any secondary sites would include land acquisitions and potential new builds and recommends it be stated as such in the report.

Chairman Lister stated that the Committee will ask the City Manager on where the City is in the process of acquiring the Doble facility. And what is the turning point that the City begins to look at a plan B instead of Doble.

Senator Clark asked if there an interim space that seniors would be welcome for a gathering space - A gathering space for right now. Mr. Jamison said that is a fantastic idea. Ms. Chute stated that, other than the drop in time prior to senior luncheons, there is not a designed space for seniors to gather. The major factors for that are the lack of available space and the senior services coordinator is presently only part time. Ms. Andrews suggested the high school during after school hours. Ms. O'Leary suggested the hours of 10am-3pm for an interim senior drop in space.

Chairman Lister refocused that group by reviewing the three things the committee is currently discussing: 1) charge 2) secondary site 3) interim space. He cautioned the group to not spread themselves too thin.

Senator Clark inquired as to whether or not COAST stops at the library. Ms. Chute shared the availability of the Mark Wentworth Senior Transportation to the library for senior activities. Senator Clark would like the committee to recommend in the report that the COAST stop at the library. Mr. Cannon stated that there can be mention of transportation in the report.

Ms. Andrews stated that she feels that it is premature to have the NCOA accreditation as a recommendation. Ms. Chute said it could be a charge of the sub committee. Committee agreed to add the NH Association of Senior Center's guidelines to the appendix as well as the self assessment guidelines for the NCOA accreditation.

Ms. O'Leary read the revised mission statement. Committee agreed to add a bullet to the goals stating "intergenerational programming". Further conversation continued about adding dedicated space for seniors as part of the mission. Senator Clark stated that perhaps dedicated space for seniors should be a mission of the City. Ms. Chute further suggested that a function of the report could be a recommendation that there is always a dedicated space for seniors. Continuing further, Senator Clark outlined that the committee's report should include the wording "dedicated space" and recommend that in order to meet this goal that the city continue to pursue the acquisition of Doble; and if the Doble does not work out, it is still the obligation of the City to pursue and provide as a dedicated space for seniors in the City. Mr. Jamison said to put it as Recommendation #1.

Senator Clark recommended that report recognize the emerging demographics in regards to seniors. And describe in the report the implications of the word "senior" verses "50+" and the philosophy of the committee in choosing this specific language in regards to creating culture. Ms. Andrews referred the group to page 44 of the blah blah report...for more demographics. Ms. O'Leary suggested that a statement should also be included about the health benefits of a community with a senior center. She will provide some of that information for the committee.

Ms. O'Leary is hoping in the future that there is the possibility for two full time staff members for the center. Ms. Chute suggested that we look at staffing and the budget in terms of short-term and long-term and reflect that in the report. Senator Clark stated that the report could give a general statement stating that given the demographics of Portsmouth and current trends that it is more than likely that the budget will need to grow over time.

Ms. Andrews stated that the report should address the sustainability issue. Mr. Cannon referred to the draft report's mention of possible revenue streams. Ms. Andrews stated that she wishes that the committee talk about revenue ideas at the next meeting.

Mr. Cannon stated that part of the Committee's work was to create vision and creating a path for the future work in regards to a center, and also cautioned about keeping the report focused and to the point. Chairman Lister said the group has had very good discussions but wants to accomplish the work without being too fragmented.

It was agreed that committee members will be sent an electronic copy of report for edits. As well as having the option of writing on report and brining suggestions to next meeting.

Chairman Lister outlined the upcoming meeting dates and adjourned at 10:25 a.m.

Respectfully submitted,
Brinn Chute

Meeting Minutes
Senior Committee Meeting
Wednesday, November 20, 2013
Conference Room A, City Hall

Members Present: Robert J. Lister, Chairman; Nancy Novelline-Clayburgh, Councilor; Jack Jamison, Judy Bunnell, Maureen O’Leary, Nancy Andrews
Absent: Martha Fuller Clark, Senator
City Staff Present: City Staff Present: John P. Bohenko, City Manager; Brinn Chute, Senior Services Coordinator; Adam Cannon, Special Projects Manager; Rus Wilson, Recreation Director

Chairman Lister opened the meeting at 8:00 a.m. Meeting minutes were accepted unanimously.

Chairman Lister then requested that City Manager Bohenko give an update on the City’s efforts and progress to acquire the Doble Center. City Manager Bohenko stated that in order to receive the property the City has been working under a federal process for property disposal. Originally, the City was waiting for the property to be disposed through the Base Realignment and Closure (BRAC) process. Due to the length of time that it took for the Army to relocate over to their new building, the BRAC process expired and the property disposal would take place through the GSA process.

The GSA process is more bureaucratic and takes more time than the BRAC process. The City is working with both the Congressional Delegation and the Army in order to see if there is a way to shorten the process and receive the property sooner.

Ms. Andrews asked about the Comprehensive Recreation Needs Study recommendation for a multi-generational center and whether it would be efficient to have two different centers. City Manager Bohenko stated that two centers (one for adults and one for everybody), though potentially inefficient, may be better as there are adults who want a private facility where there are no children.

Regarding the report’s second recommendation, City Manager Bohenko stated that there could be an element sheet that describes the center and also added that he believes it would be unwise to set a “drop dead date”, as has been suggested by others, to abandon the Doble Center and search for a new location. This is because the individuals who are helping the City at other levels may not find that the City is committed to the property.

The City Manager also described the bonding process in response to one of the Committee members questions and stated that a resolution would need to be passed, followed by a public hearing and a vote of the City Council.

Chairman Lister asked how long would it take for a turnaround if the City received the building. The City Manager stated that it would ideally be a six-month turnaround, but if there were absolutes (timelines) built into contracts that the City would pay a premium.

Ms. Andrews asked if most of the \$1.5 million from the sale of the Connie Bean would be able to be used for the Doble Center. The City Manager also noted that the City could budget it with the hope of having it on the last quarter of FY15. He also recommended to staff to label the reports sample budget as illustrative only to show what to expect a typical center operating budget to be like. Ms. Andrews suggested footnoting costs that are already occurring at the bottom of the chart. The financial discussion continued with the report item on senior transportation. Councilor Clayburgh stated that it was also important to include the City's contribution to senior transportation as a footnote.

The Committee then discussed the potential for an interim space. Ms. Andrews stated that there has to be a place available and added that there might be space available at the Masonic Temple. Ms. Arsenault spoke with Living Innovations about interim space and noted that it was too small, but that the Committee should address the interim. Councilor Clayburgh stated that the common area at the Middle School might be a good space.

Chairman Lister stated that he would like to see the goal strengthened for an interim space and the Committee discussed programming including lifelong learning and a congregant café. Chairman Lister asked for a historical perspective to be added to the report answering questions about why and how the City arrived at this point. Mr. Jamison stated that it was important to have rooms available for senior groups to schedule.

The Committee suggested being broader with the list of partners and to make more references to the "50+ Activity Center" terminology in the report. Chairman Lister added that the public would get a chance to provide more feedback at a Senior Input Session on Friday, Nov. 22 in the Levenson Room of the Library. Ms. O'Leary suggested that she could also provide a National Accreditation book to Ms. Chute. Ms. Bunnell recommended a recommendation for the City to use national and state standards to develop an operations manual with the goal of being accredited.

The Committee then discussed the agenda for the final Committee meeting and adjourned at 9:15 a.m.

Respectfully submitted,
Adam Cannon