

**FY16**

Revised 9/2019

Groton  
Council  
on  
Aging

**LONG TERM PLANNING GUIDE**

LONG TERM LISTENING FOR  
LONG TERM PLANNING

## *“Long Term Listening—For Long Term Planning”*

### **Groton COA [GCOA] 5 Year Groton Community Adult Center 2-Phase Long Term Planning Guide**

The Groton Council On Aging [GCOA] Long Term Planning Guide is the result of the cumulative findings from a town-wide survey, census data, input from senior center experts, participants' input from over 5 focus groups, current staff expertise, COA Board input, research, and site visits to other senior and adult centers. By all measures, it is clear that the Groton Senior Center, as it currently exists, cannot optimally address the needs of Groton's current senior population nor meet the needs of Groton's imminent future senior population.

The 60 and older adult population has increased by 1% per year since 2010. In 2015 the older adult population (60 years and older) comprised 25% of Groton's adult population. Growth data and statistics show that growth will continue to increase by 1% per year and will reach 30% of the adult population by 2020.

The research unit of the Office of Elder Affairs 2002 projections estimates the Groton adult population 65 and older will increase from 668 in 2010 to 1455 in 2020. This is an increase of 117% in 10 years.

Based on these ever-changing needs of Groton's aging population and the imminent baby boomer inclusion, the need to increase and refine existing programs and develop ones that are needed must begin now.

The current center, originally designed to serve as Groton's VFW, is not optimally suited for use as a senior center from both facility and program perspectives. The building measures ~5,000 sq. ft. of space and prohibits optimal program offerings due to the lack of quiet, separate space and an inability to provide adequate programs for large groups (50 or more) due to limited room size and room configurations. Building accessibility is sub-standard. There is no elevator in the building requiring those attending programs in the basement to enter through an outside steel door that is not always easily accessible in the winter. Often times programs need to be split between the 2 levels creating obstacles and hardships for those with limited mobility.

Currently, participants must enter the building by walking around the building, through the parking lot (in all weather conditions) and up a lengthy ramp that is not doable for some. There are no automatic doors on the building that enable those with walkers or wheelchairs access with independence and dignity.

Based on our findings and to better align our Center with our Core Beliefs, the Planning Committee developed a 2 phase Long Term Planning Guide.

### **Council on Aging (COA) Center's Core Beliefs**

**Position Statement:** *The Groton Center* is the primary resource and dedicated point for support services to aid seniors to age in place and to navigate life's transitions. We will achieve this Core Belief by making *The Groton Center* the primary community resource for support, information, and referral services to Groton's older adults, their caregivers and other Groton stakeholders who provide services for our seniors.

#### **The How's:**

1. *The Groton Center* will be a dynamic, welcoming place where people gather and participate in activities and programs that promote healthy aging through physical, cognitive, social, outreach services, emotional, and vocational wellbeing.
2. *The Groton Center* will collaborate with participants and other community organizations to address needs and current concerns of older adults and their families as well as to be responsive to emerging needs in this diverse community.

3. ***The Groton Center*** will be a trendsetter to ensure that older adults and their care givers are educated and informed about issues and concerns that matter most in their lives.
4. ***The Groton Center*** will be a center for all adults to participate and engage in practices and activities that promote healthy minds and bodies to maintain their independence.

***The Center's Mission, Vision, and Core Beliefs will be accomplished through a 2 phase Long Term Planning Guide.***

## *Phase 1*

### **Goal #1: Conduct a Facility Feasibility Study (IP)**

Prepare a Request for Proposal [RFP] for BOS review and ultimate approval by the voters at the Spring 2016 Town Meeting.

#### **OBJECTIVES:**

1. Evaluate the program and space [internal and external] needs of the Senior Citizens Center—present and planned.
2. Assess the benefits and challenges of relocating some or all programs and services to one or more existing town and/or private facilities.
3. Identify key limitations, deficiencies, and advantages in the existing facilities and its overall site (parking, handicapped access, safety, etc.).
4. Assess the feasibility and costs of remediation.
5. Assess the benefits, challenges, and/or downsides of co-locating to other sites or facilities.
6. Provide an assessment of the benefits and challenges of other identified sites for a new facility.
7. Prepare cost analysis and benefits of renovating/upgrading existing facility.
8. Prepare cost analysis for a new building with land acquisition if applicable.
9. Prepare a comparative analysis of the benefits of moving/building a new center vs. upgrading/renovating the existing Center.
10. Develop preliminary design drawings of the top 2 preferred recommended plans.
11. Provide a cost estimate for the top 2 preferred recommended plans and projected project completion timeline for each.
12. Meet with COA Director and other appropriate boards periodically as needed.
13. Be prepared to present and support findings to various town-wide groups.

**Goal #2: Expand Public Awareness (IP)**

**Plan for and implement 4 town-wide informational sessions that will address:**

**OBJECTIVES:**

1. Expand public awareness and knowledge about senior issues in Groton.
2. Present the rationale to support upgrading the Center's facility.
3. Provide opportunities for all residents to learn about the Facility Feasibility warrant.
4. Explain the benefits to the community at large of a 21<sup>st</sup> Century Center for Groton.

**Goal #3: Form Feasibility Oversight Committee(IP)****OBJECTIVES:**

1. Assess and score Feasibility RFP.
2. Assess current building structure.
3. Help promote passage of the town-wide warrants.

**Timeline: Phase I: January 2016 – April 2016**

**Phase 2: Following positive approval of Phase I at Spring Town Meeting**

GUIDE: Ongoing (O); In Place (IP); Need to be Done (N) Not Applicable (NA)

**Goal #4: Secure Funding for Building (IP)  
Renovation/Building/and/or Expansion**

**OBJECTIVE**

1. Feasibility Oversight Committee develops action plan and timeline for next step Center Renovation/Building/and/or Expansion **[N/A]**

*NOTE: we must consider planning and funding for grounds and ground facilities—commencing fall 2019*

**GOAL #5: Develop and Enhance Programs and Services**

<b>GOAL #5: Develop And Enhance Programs &amp; Services</b>			
<b>Objectives</b>	<b>Status 9/2019</b>	<b>Person(s) Responsible</b>	<b>Notes</b>
1. Identify unmet needs.	<b>[O]</b>	KS/Staff/COA BoD	
2. Explore evening programs.	<b>[IO]</b>	KS/Staff/COA BoD	
3. Address program interests as indicated in the needs assessment.	<b>[O]</b>	KS/Staff/COA BoD	
4 Explore evening transportation options.	<b>[O/IP]</b>	KS/Staff/COA BoD	
5. Evaluate current and future programs as they relate to: branches of service: Information and Referral, Health and Fitness, Leisure and Education, Retirement and Family Care.	<b>[O/IP]</b>	KS/Staff/COA BoD	

**GOAL #6: Strengthen Organization**

<b>GOAL #6: Strengthen Organization</b>			
<b>Objectives</b>	<b>Status 9/2019</b>	<b>Person(s) Responsible</b>	<b>Notes</b>
1. Change Center’s name from Groton Senior Citizens Center to Groton Community Adult Center. <i>(Note: the name was reconfigures to The Groton Center)</i>	<b>[IP]</b>	KS/Staff/COA BoD	
2. Create a comprehensive older adult volunteer database to address the needs of The Groton Center and the Groton Community at large.	<b>[IP/O]</b>	KS/Staff/COA BoD	
3. Recruit external advisors as needed.	<b>[O]</b>	KS/Staff/COA BoD	
4. Study present and future staffing issues based on existing and projected needs.	<b>[O]</b>	KS/Staff/COA BoD	
5. Benchmark other effective Senior Centers and/or other organizations.	<b>[O]</b>	KS/Staff/COA BoD	

**GOAL #7 – Build Financial Sustainability**

<b>GOAL #7 – Build Financial Sustainability</b>			
<b>Objectives</b>	<b>Status 9/2019</b>	<b>Person(s) Responsible</b>	<b>Notes</b>
1 Explore endowment possibilities.	<b>[O]</b>	KS/Staff/COA BoD	
2. Establish a friends group.	<b>[IP]</b>	KS/Staff/COA BoD	
3. Work with town leaders/COA Board to develop 2 – 4 year financial plan.	<b>[N]</b>	KS/Staff/COA BoD	
NOTE: Goal #7 will commence FY 2020 to include BoS Liaison John Reilly			



**GOAL #8 – Expand Public Awareness**

<b>GOAL #8 Expand Public Awareness</b>			
<b>Objectives</b>	<b>Status 9/2019</b>	<b>Person(s) Responsible</b>	<b>Notes</b>
1. Develop a marketing/outreach plan for the Center	<i>[N]</i>	KS/Staff/COA BoD	
Needed: KS (others)—Research and draft working plan to define with goals, objectives, and timelines the what, the who (responsible), and rationale for such).			

**Goal #9: - Center Grounds Planning & Development**

<b>GOAL #9: The Groton Center Grounds Planning &amp; Development</b>			
<b>Objectives</b>	<b>Status 9/2019</b>	<b>Person(s) Responsible</b>	<b>Notes</b>
1. Research, plan, and define to include financing a 2 – 4 year plan for the Center’s grounds and external surroundings.	<i>[N]</i>	M. Keoseian, H. Sienkiewicz, R. Martin, P. Cunningham,	Working team formed. Plan needs to be developed. Working draft due by 11/30/19.

**TIMELINE PHASE II MAY 2016 – JUNE 2020**