

MEMORANDUM OF MEETING

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Office of Recreation & Community Services

DATE AND TIME: February 4, 2014

ATTENDEES:

Debbie Stanley, Recreation & Community Services

Joe Samolis, City of Middletown

Katherine Clunie, Silver Petrucelli + Associates

Middletown Senior Center Employees

Purpose: Furniture and Storage Requirements

- A tour was given of the current facility and their requirements. Both J. Samolis and D. Stanley acknowledged that their current space was larger than the proposed new location and that they would have to condense storage, which they said wouldn't be a problem. Several of the storage wardrobes and files were underutilized and have the potential to decrease while still being functional.
- A list of current furniture was given to K. Clunie and it was reviewed.
- The group sat down and went over the furniture plan, space by space and some changes were noted at the offices and are as follows:
 - There is no need for a printer "nook" as the printer used is actually a full sized photocopy machine. The nook is to be eliminated and both workstations to slide down to allow space for the copy machine up against the wall of the office.
 - The Office of Recreation and Community Services currently has two copy machines and would like to take both with them.
 - It was requested that Office 119 house lots of storage to be utilized by the entire staff. J. Samolis said that this Office is only required full privacy a few times a year and mostly will be used with an open door policy. The furniture in that space does not need to be as special or elaborate as the Director's Office.
 - Two Lateral files should be included in both of the offices for adequate storage.
- When looking for potential spaces to house more storage J. Samolis suggested the pantry, as the space will not be filled with dry goods and will likely have extra room.
- J. Samolis noted that he would like a touch screen kiosk to be located in the lobby space as well as brochure racks on the wall. The current Senior Center has several brochure racks in use that house 8 ½ x 11" flyers and brochures.
- The Employees at the Senior Center said that display cases or areas to display Senior's artwork (ceramics, knitting, paintings etc) is very important to the facility and it would be nice to have more than the two proposed on the plan.

- J. Samolis requested that the built in storage cabinets in the Conference Room be used for general office supplies.
- D. Stanley was concerned with the abundance of card tables & chairs and the lack of tv watching area. She noted that more of the population watches tv on a regular basis than plays cards. K. Clunie suggested flexible, moveable furniture in that room and mounting the tv on the wall as opposed to placing it in the nook on the casework.
- A tv will also be added to the Library and will be housed in a media cabinet which will also offer storage for books and magazines.
- The employees of the Senior Center mentioned needing several places for seniors to hang their coats and noted that they like for their coats and purses to be visible at all times as theft is sometimes a problem. K. Clunie suggested that those using the multipurpose classroom upstairs hang their coats in the closet there. Employees also mentioned that they currently have a few treadmills and wondered if those could be accommodated.
- The health screening room will need deep lockable cabinets in order to store the CPR mannequins and would like more storage than currently shown on the plan.
- The custodian will require a table or work bench in the mechanical room for his supplies and to serve as a “home base”

ACTIONS:

- K. Clunie is going to revise the furniture plan and send it back to the committee for approval
- After approval K. Clunie will meet with Suburban Furniture to select specific furniture pieces for review and approval.

Any corrections, additions, or comments should be made to Silver / Petrucelli + Associates within 14 days of the date of the meeting.

Distribution: Distribution list, file