1. **Project Request:**
   The Falmouth Council on Aging requests approval from the Town Manager and Board of Selectmen to formalize a Senior Center Building Space Needs Task Force (see attached). The purpose of this Task Force is to evaluate the options available for a new Senior Center by conducting a Site Selection Process and Feasibility Study. This Task Force will promote community knowledge of the site selection process and provide the Town Manager and Board of Selectmen with the necessary information needed to make critical decisions for expanding its investment on a longstanding capital request of a Senior Center.

2. **Background:**
   The Falmouth Council on Aging Senior Center is a 4,020 sq.ft. building which was built in 1977. According to the U.S. Census, the Senior Population from 1980 to 2010 has more than doubled (117% growth) since the current Senior Center opened. According to University of Massachusetts Donahue Institute projections, this trend is expected to continue through 2030 with the result that by 2030, nearly half of the entire Falmouth population will be seniors (age 60 and older).

   There has been a great deal of work over the years within our Town agencies in acknowledging the space needs issues at our current Senior Center location. The Town Planner submitted a Site Analysis Report to the Town Manager in 2005. The Friends of the Falmouth Senior Center funded a Feasibility Study prepared by Caitlin Architecture and a Town Meeting Article was placed on the 2006 Town Meeting Warrant for the design and engineering of a new Senior Center. However, it was determined that the site selected could not be used for this purpose and the Town Meeting Article for a New Senior Center was not discussed and therefore voted indefinite postponement.

   A Needs Assessment Study conducted by the University of Massachusetts Boston Gerontology Institute to examine the short-term and long-term strategic planning efforts of the Falmouth Council on Aging has been completed. This report will serve as a tool and support the Falmouth COA Senior Center by identifying the needs of the aging population in order to begin a planning process that will address budget, staffing, program development and space needs so we can better serve our community.

3. **Scope of Services:**
   The New Senior Center Task Force will perform the following tasks and provide updates to the Town Manager throughout the process.

   - Develop Timeline for Site Selection Process and Feasibility Study.
   - Develop Site Selection Criteria for a Senior Center to be reviewed and approved by Town Manager.
   - Develop a list of (5-7) Sites that meet the Selection Criteria for a Senior Center to be reviewed and approved by Town Manager.
   - Evaluate Potential Sites.
   - Report to the Town Manager and Board of Selectmen in a public forum, an overview of the Site Selection Process and recommend (2-3) tops sites to be included in a Feasibility Study. Approval of site(s) recommended requested to move forward with a Feasibility Study.
   - Determine Feasibility Study Funding Source. (Donations, Grants and/or Town Meeting Article)
   - Develop Feasibility Scope of Services for review and approval by the Town Planner, Town Engineer and Town Manager.
   - Feasibility Study to be solicited utilizing required procurement methods.
   - Site Selection Process and Feasibility Study to be presented to Town Meeting.
4. **Operational Expenses:**
The Director of the Council on Aging will continue to work with the Town Manager to evaluate the operational needs of the COA Senior Center and will begin to modify services and expenses as needed to municipal operations in response to selected goals of the Needs Assessment. The Director will further begin to consider the additional costs associated with providing these services at a proposed new facility.

5. **Conclusion:**
Upon completion of the Site Selection Process and Feasibility Report, the Senior Center Building Space Needs Task Force will disband.