

Senior + Community Programming Worksheet for Millis Council on Aging, Recreation + Library

The purpose of this worksheet is for right-sizing the programming to determine building location.

Color Key:

Program Space
Senior Center Oriented
Community Center Oriented

Check Boxes:

Yes = include in programming
No = not include in programming
? = need to discuss

COUNCIL ON AGING PROGRAM	RECREATION DEPT PROGRAM	LIBRARY PROGRAM
Entry		
<ul style="list-style-type: none"> • Vestibule w/ bench • Covered Entry off parking lot 		
Reception / Lobby		
<ul style="list-style-type: none"> • Receptionist Desk • Check-in Station • TV/Smartboard/Today's Calendar • Storage area for Coats 		
Offices		
<ul style="list-style-type: none"> • Director Office • Program Manger's Desk • Outreach Office • Department Assistant Office • Flexible / Rotating Desk • Private Counselling Room • Files / Counter / Storage 	<ul style="list-style-type: none"> • Recreation Offices (if renovation) • Related offices + storage 	
Lounge		
<ul style="list-style-type: none"> • Library Space • Comfortable Sitting area - Reading/ Lounge • Fireplace area • Counter - Donated goods / Coffee Station • Tables + Chairs for puzzles and visiting • TV area w/ dvd storage • Candy's Corner w/ display space and storage 		
Dining Space / Large Event Room		
<ul style="list-style-type: none"> • Meals on Wheels - Everyday Circular Seating for 40-50 people • Periodic dinners + events - Sit-down meal for 170 people during events/fundraisers (Valentine's Day Brunch, St Patricks Day Feast, Mothers Day Tea, Fathers Day, Cook-outs, Thanksgiving Day Feast, Christmas w/ Millis PD + EMTs) • Quarterly Events - Sheriff's Office "Are You Okay, Senior Photo ID, File Of Life, Triad, Yellow Dot, Scam Prevention" Programs • Semi-Annual Events - AARP Medicare + Social Security, Mass Bar Presentation - Turning 65, HESSCO's Diabetes Prevention • Annual Events - Health Fair, Flu Clinics, Holiday Fair, Coye's Auction - Antique Roadshow Room Divider & Storage 	<ul style="list-style-type: none"> • Teen Space • Space that is large enough to accommodate 50+ and available on nights and weekends. 	<ul style="list-style-type: none"> • Large-scale Concerts • Large-scale Author talks • Silver Screen Matinees (afternoon movies) • Teens - place to work on group projects or study in a group where food is allowed (café-type setup)
Commercial Kitchen		
<ul style="list-style-type: none"> • For in-house events to offer home cooked meals, healthier meal choices • Hands-on Culinary classes • HESSCO worker office • Typical Equipment / Counters / Workspace 	<ul style="list-style-type: none"> • Cooking & Baking 	

COUNCIL ON AGING PROGRAM	RECREATION DEPT PROGRAM	LIBRARY PROGRAM
Multi-purpose Rooms		
<ul style="list-style-type: none"> • Presentations from: Mass Commission for the Blind, AARP, VNA, Attorney General Office, HESSCO, Legal Clinics, CommCan (CBD), MA + National Councils on Aging, Financial Planning, SHINE • Musical Performances, Sing along group, Music Classes • Monthly Events - HESSCO Aging Consultations, Podiatry, Coalition of newsletter, Public Health Nurse Consultations • Community Gatherings, Movie Nights • Cultural Events - Art Shows, Virtual Travel, Historical Performers, Story Tellers • Healthy Aging - Fairs, clinics, memory testing, fan the flame • Educational Groups - Language, Memoirs, Budgets, Planning • Cabinet Storage + Sinks 	<ul style="list-style-type: none"> • Music Lessons • Certification Programs • Movie Nights 	<ul style="list-style-type: none"> • Legal Counsel (Citizenship Study Groups, Small Business Legal Consults, Know Your Rights classes, Real Estate Procedure, Family Law + Divorce counsel) • Travel/Outdoors (Planning trips, Hiking guides, Booking trips, Boat courses, Winter Camping) • Financial Empowerment (Wealth mgmt, Trust/Wills/Estate Planning, Loans+Mortgages, Credit + Medicare Counsel, Food Access Snap Info) • Speakers on Various Topics, Book Discussion Groups, Millis Reads • Career Training (Career Coach, Small Business counsel, Apprenticeship Info, Military Test Prep, Remote+Flex jobs) • Art Exhibits • Youth - Staffed Homework center, Spanish Language programming to support the Immersion program • Babies/Kids - "Baby and Me" story time w/program for older siblings • Babies/Kids - Baby Sign Language Course for new parents • Parenting (New Parents Group, Parents of Young Children & Parents of Elementary School Group - supervised children, Parents of Middle Schoolers & Parents of High Schoolers, Special Topics (Picky eating, screen time, high spirited children, anxious children)
Multi-purpose Health Room		
<ul style="list-style-type: none"> • Hair Salon • Podiatry - manicures/pedicures/waxing • Health Clinics - Blood Pressure • Chair Massage / Reflexology • Weigh loss + Mental health support groups • Pet Therapy 		<ul style="list-style-type: none"> • Health + Wellness Programs - Caregiver Support Group, COVID Training, Mental Hygiene, First Aid, Emergency
Multi-purpose Support Room		
<ul style="list-style-type: none"> • Memory Café • Supportive Day Program 		<ul style="list-style-type: none"> • Memory Café
Fitness / Gym		
<ul style="list-style-type: none"> • Gym Area - Free weights & Equipment • Fitness Classes - YMCA, Strength (tv w/ dvd) Yoga/Meditation, Tai Chi, Pilates, Low Impact Workouts, Self-Defense • Dance Classes - Line Dancing, Tap Dancing, Latest Dance Moves, Dancing with the Stars • Changing/Locker Room w/ showers + storage • Cabinet Storage + Sink 		<ul style="list-style-type: none"> • Fitness / Dance Classes • Babies/Kids - playgroup w active equipment for physical play/exercise - gym mats, wedges, trikes)
Craft Room		
<ul style="list-style-type: none"> • Crafty Ladies • Paint + Sip Classes • Mr. Fix it workshop, wood working, wood carving • Rug Braiding, basket weaving, wreath making • Pottery • Victorian Valentines • Sewing Class • Water color, oils, charcoal • Open Art Studio • Lockable Cabinet Storage (5) and sink • Big tables for crafting • Storage for on-going crafts (rolling racks) 	<ul style="list-style-type: none"> • Arts & Crafts • Paint Nights 	

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Tech Room		
<ul style="list-style-type: none"> Digital Photography 	<ul style="list-style-type: none"> Computer Classes 	<ul style="list-style-type: none"> Technology (Social Media Classes, Navigating Info landscape, Windows/Office/Excel classes, News Literacy training)
<ul style="list-style-type: none"> High School Seniors Teaching Seniors Cell phone and tablet use 		<ul style="list-style-type: none"> Makerspace (sewing machines, computer for editing projects, 3-d printer, robotics equipment)
		<ul style="list-style-type: none"> Kids - Coding & Robotics Programs and Equipment Teens - supervised spot for video gaming Tech Help
Game Room		
<ul style="list-style-type: none"> 2 pool tables 	<ul style="list-style-type: none"> Cards/Cribbage 	<ul style="list-style-type: none"> Teens - pool table, ping pong table
<ul style="list-style-type: none"> Gentleman's club 		
<ul style="list-style-type: none"> Tables for games (Board games, Chess, Cards, Cribbage, Poker, Bingo) 		
<ul style="list-style-type: none"> Lockable Cabinet Storage 		
Storage (Medical)		
<ul style="list-style-type: none"> Wheelchairs, walkers, etc. 		
<ul style="list-style-type: none"> Shelves for various supplies 		
Passive Outdoor		
<ul style="list-style-type: none"> Drop-off waiting area 		
<ul style="list-style-type: none"> Outdoor furniture storage 		
Active Outdoor		
<ul style="list-style-type: none"> Sitting and Dining - Outdoor shaded area with picnic tables, outdoor games 	<ul style="list-style-type: none"> Garden Tips 	<ul style="list-style-type: none"> Community Cultural Outings
<ul style="list-style-type: none"> Outdoor walking/jogging paths 	<ul style="list-style-type: none"> Community Garden Space 	
<ul style="list-style-type: none"> Outdoor performance area for summer concerts 	<ul style="list-style-type: none"> Farmers Market 	
<ul style="list-style-type: none"> Community Garden - Garden Club, Millis School Students 		
Bathrooms/Support Facilities		
<ul style="list-style-type: none"> As required 		