

COA Board Meeting Minutes
September 14, 2023
09:00 AM

In Attendance: Bert Lannon, Helen Daly, Meredith St. Sauveur, Elizabeth Derwin, Joyce Boiardi, Bill Brown, Anne-Marie Gagnon.

- The minutes of the August 31st meeting were accepted.
- Action Item follow-up from previous meeting:
 - Anne-Marie will check with Jim McKay on the Tribute Garden sign. We noted that re-painting the sign above the entrance (it's faded) could help identify the center better.
 - It's a work in progress on storage of the Lovin' Spoonful delivery. Pastries do not have to be frozen; Lovin' Spoonful donations need to move out of the center faster, and fresh produce should be reconsidered to take off the truck.
 - Helen sent Anne-Marie different chair options for the center. Next step is to make decisions on both chairs and tables.
- Two candidates were interviewed for **Senior Services/Outreach Coordinator** position. This is a 35 hour a week position. Anne-Marie is hoping to have a hire confirmed shortly.
- Three candidates for the **open COA board seat** were interviewed by Anne-Marie and Meredith. Meredith is going to ask the candidates to come back and meet with Helen and Joyce the week of October 9th (Meredith will also attend). Once those meetings happen, we will be able to finalize the 7th member of the board.
- We reviewed the **subcommittees** and settled on three for FY24:
 - Transportation – chair is Bert, other members are Bill and Elizabeth. We are also going to include Rochelle and the drivers. Focus is on existing vehicles, new vehicle purchases, vehicle maintenance, and any new transportation alternatives.
 - Programming – chair is Joyce, and members are Meredith and Helen. We are rolling responsibility for physical space and daily operations into this subcommittee.
 - Marketing and Communications – chair is Elizabeth and the other member is Helen. The newsletter, video production and distribution, and other means of communicating with the town fall under this subcommittee.
 - Anne-Marie is an adjunct member of each subcommittee.
 - Subcommittees will be reviewed annually to see if new ones need to be added, existing ones combined, or any other changes made. As projects come up, new subcommittees may be formed.
- The town received \$25K from the State for **a new vehicle**. The car we currently have needs to be replaced. The transportation subcommittee will be involved in vehicle selection.
- Update on **Reconfiguration** of the Center:
 - Two cubicles have been set-up in the administrative area. Plexiglass will be installed in that area to better define the space as office area.
 - The office for the new Senior Services/Outreach Coordinator is being readied for the new hire.
 - The former office space for the department assistant and HESSCO is now operating as a multi-purpose room. The craft group was very happy to hold the first meeting in that space.

- Decisions still need to be made on furniture for the new multi-purpose room, and the former dining area.
- Candy's corner is in the process of being set-up in the former dining area.
- A banner welcoming people to the Center is hanging in the elevator vestibule and a desk with "COA" on the front is now in that area.
- **Security** is an issue in the Center, especially during quiet times. The space is long and the administrative area is in the middle. People can come into the Center and no one would know. This issue is being discussed with the Town Administrator's office. Some type of surveillance is needed.
- The **reception area** is not covered by a staff member in the afternoon. We are looking for volunteers or residents looking for a tax rebate to cover this position.
- We would like to **offer a meal** (either breakfast or lunch) once a week. Mondays might be a good day. We acknowledge this will require some coordination with Meals on Wheels, proper food handling procedures, and staff. We will keep this idea for a medium-term initiative.
- **Bingo** will be moved into the larger programming room starting next week.
- Anne-Marie **hosted a coffee** for anyone in town September 6th. About 10 people attended. She is going to keep this as a monthly event.
- Once the town settles on information sessions regarding the **new building at the Tri-County school** we will let visitors to the Center know the dates and times.
- There is an **open house at Anthology** on Sept 21 from 4:30 – 8:00. Notice of this is available in the Center.
- There will be **coupons** available at the Center for a **knife sharpening** event at Rocky's Ace Hardware. With the coupon seniors can get 2 knives sharpened for \$5.
- Seniors in town will have the opportunity in mid-December to pick up Christmas gifts for their grandchildren from the **Police/Fire department Christmas drive**. There are usually gifts left over and the Police/Fire department will make those available to seniors in town.
- There are some **new programs** being offered in **October** and those are detailed in the newsletter. Some highlights are Seated Strength and Balance, flu clinic, ice cream social, basket weaving, music enjoyment, pizza and prevention, Harvest Celebration, and tax exemptions for Seniors.

Action Items

Anne-Marie – check with Jim McKay on Tribute Garden sign

Bert – will be able to cover the reception desk some Wednesday afternoons

Anne-Marie – check with HESSCO on decreased spending for Millis residents in July

Items identified for further discussion at **future meetings**:

1. Newsletter distribution – are we reaching enough Seniors in town?
2. Dues – this is a function of the Friends. Should we switch to the same renewal date for everyone? How often should we advertise this in the newsletter? How can we make sure people know dues are optional, and not a requirement to use the Center?
3. Senior dulas – what are they and can we make use of them?
4. Refinement of the mission statement

Next Meeting – October 12, 9:00 AM.