

**Lunenburg Council on Aging Minutes
September 10, 2013**

Minutes Approved at the 10/8/13 COA Meeting

Present: Mary Lynn Conrad, (Chairperson), Barbara Brown (Vice-Chairperson), Doreen Noble (Director), Jane Doyle, Joyce Wass, Deb Seeley, Whitney Lacka, Connie O'Dea, and Sue Doherty (Admin. Asst.)

Guest: Lloyd Carlson (Supporters of Eagle House), Tony Bertone & Shirley Bertone, (Perspective COA Board Members),

Welcome: Ms. Conrad (Chairperson) opened the meeting at 10:30AM. She welcomed and introduced all in attendance.

Minutes: Ms. Doyle noted to correct a name in the August 2013 minutes to read – Brook Hansel instead of Hannah Brooks. Ms. Doyle mentioned that Ms. Hansel was interested in Community Service work at the center and said that she had many ambitious friends that could also help out. Ms. Noble spoke to say that there was a mix up with the original meeting time which was set up with Ms. Hansel. She went on to say that MS .Hansel has no driver's license or school I.D. which makes it difficult to CORI check and that it would be difficult for her to directly supervise a minor. Ms. Noble will contact Ms. Hansel again to see what other interests she may have that would work. Ms. Doyle moved to approve the August 13, 2013 minutes, with correction. Ms. Wass seconded. On vote, motion carried, 7 in favor, 0 opposed.

Ms. Noble mentioned that the Youth COA program has been put on hold due to the fact that the Director of the COA in Clinton has gone on to another place of employment.

Director's Report

1. Finance/Informational Report:

The Executive Office of Elder Affairs will add the Eagle House Senior Center to their list of COA Board Training sites on November 6, 2013. There will need to be at least 4 other COA's in attendance for this seminar to be held.

The Town Clerk's office has been very diligent with reminding boards and committees within Lunenburg about taking the Conflict of Interest test. The Eagle House Outreach Coordinator has completed and returned hers to their office.

Ms. Noble informed the COA board that she will be attending the Executive Office of Elder Affairs Annual Conference from October 1st through October 3rd. She will also be out of the office on October 8th for carpal tunnel surgery.

Ms. Noble is currently working on the Executive Office of Elder Affairs Annual report. She will have copies available for the COA to review when finished.

The Outreach hours at the Eagle House have been increased to 24 hours per week with approval from the Town Manager. New hours will be Tues.-Thurs. 8AM-4PM. This will make the Outreach position eligible for benefits.

Funding of the extra hours will be made possible through an increase in the Formula Grant. Formula Grant funding comes from the State and is based on how many senior citizens are in a community.

Currently Lunenburg's population is made up of 37% over the age of 60, which is a significant increase from prior years.

Kitchen staff hours will be increased from 2-4 hours per week due to the extra time that is required in preparing special non-MOC meals such as the salad bar and Monday's soup & sandwich.

A new breakfast program will be in effect at the Eagle House beginning on October 1, 2013. This is a MOC Nutrition sponsored program and the suggested donation cost will be \$2.25 - \$3.00.

A new kitchen staff person will be advertised for at the senior center. Ms. Noble stated that the person will not need to be Serve Safe Certified due to the fact that there are already 3 employees who have completed that course. She stressed the fact that the only time a paid kitchen staff worker will need to be certified by that program is if he/she will be serving/preparing a non-MOC meal.

The DPW has trimmed back the apple tree behind the Eagle House and have cut back the overgrowth in the back area. This is all to aid in the preparation for the Bocci Court project which volunteers have offered to install behind the Eagle House.

Capital Plan requests have been sent to all Town boards and Ms. Noble will submit approximately \$10,000 for replacement of carpets and floor tiles at the Eagle House along with the possibility of installing a stairway between the upper and lower parking lots.

Mah Jong has been added to the list of events at the Eagle House and is played on Thursdays from 9AM-3PM.

Ms. Noble discussed with the board how the awarding of the Boston Post Cane Criteria was developed in 1998. It states that the recipient must be an active member of the community as well as a resident for 25 years. She asked the board if they might want to change that criteria to perhaps read "15" years and omit the active member of the community segment.

Discussion ensued among the board members which resulted in they would like to leave the criteria the same without too much emphasis on "active member of the community".

Old Business

1. Recreation Area behind Eagle House: Lunenburg resident Dave MacDonald has been spear heading the Bocci Court project behind the Eagle House. Ms. Noble reported that the Town Manager has informed her that approximately \$4999.00 can be encumbered to aid with this project.

Ms. Doherty will contact him to see where the timeline of this project stands.

Ms. O'Dea questioned what the outcome of asking Monty Tech Regional High School to install stairs between the upper and lower lots was.

Ms. Noble replied that Monty Tech informed her that this project would not be placed on their list of requests until the year 2016.

2. Building Re-Use Committee: Ms. Seeley reported that she has attended two meetings for this committee and that their goal is to identify potential reuse of the Passios School building, whether it be renovation or demolition. The Board of Selectmen is concerned with another empty building in the Town and has charged this committee with researching the best way to utilize that building whether it be moving Town Offices into it, rental property or tear down. The cost to tear down that building would be approximately \$750,000. It had been mentioned at a Board of Selectmen meeting that perhaps the Eagle House could move to that building but after discussion all are in agreement that this should not happen. This Building Re-Use Committee would like feedback from the COA on this matter.

New Business

1. Recommendation New COA Board Members to Board of Selectmen:

Ms. Doyle moved to recommend to the Board of Selectmen the appointment of Tony Bertone, Shirley Bertone, and Judith Tarbell to the Council on Aging Board. Ms. Seeley seconded. On vote, motion carried, 7 in favor, 0 opposed.

2. Boston Post Cane: Discussed under Director's report.

Sub-Committee Reports/Minutes – Finance, Board Development, Advocacy, ByLaw, Director's Evaluation

1. Reorganize Sub-Committees: COA Board members discussed the reorganization of COA Subcommittees to be as follows:

Advocacy: Jane Doyle, Joyce Wass, & Whitney Lacka

Finance: Deb Seely, & Connie O'Dea

Board Development: Joyce Wass, Connie O'Dea

ByLaw: Barbara Brown & Whitney Lacka

Director's Evaluation: Deb Seeley, Jane Doyle, & Barbara Brown

If the new COA candidates are approved by the BOS, they will all be placed on subcommittees at the October meeting.

Discussion ensued concerning the Director's Evaluation Committee. Board members felt it was not necessary to do an evaluation on a yearly basis but would like to incorporate Director's goals into the evaluation in some way.

Subcommittees discussed setting meeting dates as follows:

Director's Evaluation – October 8th at 9:30AM

Advocacy – October 1st at 9:30AM

Finance – October 8th at 11:45AM

Agendas will be sent to the Town Clerk for posting.

Correspondence: A request from Montachusett Home Care was read asking for a volunteer to sit on their Board of Directors.

General Discussion: Ms. Seeley requested information for viewing the COA newsletter online. Ms. Doherty will contact the publisher, Liturgical Press, for that information.

Adjournment

Ms. Doyle moved to adjourn the COA meeting. Ms. Lacka seconded. On vote motion carried, 7 in favor 0 opposed.

Meeting adjourned at 11:55AM

Respectfully Submitted

Susan Doherty, Administrative Assistant

Lunenburg COA

