

**Lunenburg Council on Aging Minutes  
October 8, 2013**

*Minutes Approved at the 11/12/13 COA Meeting*

Present: Mary Lynn Conrad, (Chairperson), Barbara Brown (Vice-Chairperson), Jane Doyle, Joyce Wass, Deb Seeley, Connie O'Dea, Shirley Bertone, Tony Bertone, Judy Tarbell and Sue Doherty (Admin. Asst.)

**Excused:** Doreen Noble (Director)

**Absent:** Whitney Lacka

**Guest:** Lloyd Carlson (Supporters of Eagle House), & Karin Menard (Lunenburg Finance Committee)

**Welcome:** Ms. Conrad (Chairperson) opened the meeting at 10:31AM. She welcomed and introduced all in attendance.

**Minutes:** Ms. Seeley moved to approve the minutes of the September 10, 2013 COA meeting. Ms. Brown seconded. On vote, motion carried, 9 in favor, 0 opposed.

**Director's Report**

**1. Finance/Informational Report:** Ms. Noble was out on short term medical leave and Ms. Conrad read a prepared report from the Director to the board. (See attached).

**Old Business**

**1. Recreation Area behind Eagle House:** Ms. Doherty contacted Dave MacDonald for an update which the COA board had requested at the last meeting concerning the Bocci Court construction behind the Eagle House. Mr. MacDonald replied via email that this had been forwarded to the Jack Rodriquenz, DPW Director and as of this meeting, there has been no response from Mr. Rodriquenz.

**2. Building Re-Use Committee:** Ms. Seeley updated the COA board on the progress of the Building Re-Use Committee. She said that the committee would like a letter from the COA board explaining why they feel that no change or move is needed at the Eagle House. Ms. Seeley suggested that Ms. Noble should prepare a letter for the next COA meeting listing the many functions/activities that the Eagle House is used for, which can be passed on to the Building Re-Use Committee.

**3. Boston Post Cane:** Tabled until the November COA meeting.

**4. COA Board Training 11/6/13 @ Eagle House 9:15AM:** Board members were reminded about the 11/6/13 COA Board Training being held at the Eagle House. Lunenburg COA board members will be supplying baked goods for the morning portion of the meeting. All were encouraged to attend.

**New Business**

**1. Eagle House Building Use:** Ms. Doherty spoke to clarify the building use policy of the Eagle House Senior Center. The past practice of using the older section of the Eagle House by private businesses to conduct classes, have meetings, etc... was that an alarm/building key could be picked up at the Public Safety Building, after a room fee was paid to the Town for building use, and returned to the Public Safety Building the same evening. Room rental for the newer section is a higher rate, and a janitorial fee must also be paid for the opening and closing of the building due to the fact that the alarm system is different.

Unfortunately since the dispatch station at the Public Safety Building is no longer manned, this makes it impossible for private entities to use the older section.

If it were a Town Committee or Board requesting use of either section of the Eagle House, arrangements can be made to have a Town employee associated with that entity retrieve keys/alarm code to enter the building, after which they are responsible for returning the keys the next day. The COA does not allow a private entity access to the building code or loan out the keys to people other than Town Employees for liability reasons.

Recently there had been a request from an outside business to use the Eagle House for a yoga class after hours. The Eagle House, both rooms, can be used by outside agencies after hours if the person requesting it pays for the room usage along with a janitorial fee for opening and closing of the building, particularly if the business is a profit making enterprise.

**2. COA Policies & Procedures:** Ms. Doherty informed the board that upon review of the COA Policies & Procedures she suggested to Ms. Noble that they be brought up to date. This will be a lengthy process and Ms. Noble agreed that this is a task that needs to be done. A copy of the current COA Policies & Procedures will be given to COA members for review at the next meeting.

### **Sub-Committee Reports/Minutes – Finance, Board Development, Advocacy, Bylaw, Director’s Evaluation**

Ms. Brown moved to accept the 4/6/2013 Advocacy Committee minutes. Ms. Doyle seconded. On vote, motion carried 9 in favor, 0 opposed.

Ms. Conrad mentioned that after reviewing the Advocacy Committee minutes she wanted to remind that committee that their charge was to advocate for elder issues and that fundraising, although commendable, is not a function of the COA.

**1. Add New Board Members to Subcommittees:** COA Board members discussed the reorganization of COA Subcommittees to be as follows:

**Advocacy:** Joyce Wass, Whitney Lacka, Shirley Bertone, & Tony Bertone

**Finance:** Deb Seeley, Connie O’Dea, Shirley Bertone, Tony Bertone, & Judy Tarbell

**Board Development:** Joyce Wass, Connie O’Dea, Judy Tarbell, & Barbara Brown

**Bylaw:** Barbara Brown, Whitney Lacka, Jane Doyle, & Deb Seeley

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

**Reminder of Subcommittee Minutes & Agenda Submittals:** Ms. Doherty reminded all COA subcommittees that minutes and agendas need to be posted in a timely manner. A copy of the Open Meeting Law regarding agenda and minute postings was distributed to the board for review.

Discussion ensued regarding subcommittee minute approvals/acceptance. Clarifications will be sought from the Town Clerk regarding this issue.

Ms. Brown suggested that all COA subcommittees follow a template/form for conducting their meetings, similar to the one she developed and uses for the Bylaw Subcommittee.

Board members discussed new board member orientation meetings which in the past happened each time a new member was appointed to the COA with the Director and the Chair. It was discussed that perhaps another subcommittee should be formed to aid with this procedure.

**Correspondence:** Ms. Conrad read a note which was sent by Ms. Noble to the Women’s Club congratulating them on their 100<sup>th</sup> Anniversary. Ms. Noble was unable to attend this celebration due to prior commitments.

**General Discussion:** There will be a free breakfast at the Eagle House on October 30<sup>th</sup> from 8:30AM – 10:30AM.

The School Building Committee will be added to the November COA agenda where they will present plans for the proposed new Middle/High School.

Ms. Conrad and Ms. Brown both received notice that it was time to take the Conflict of Interest test again.

Ms. O’Dea questioned if anyone had come forward from the COA board to voluntarily sit on the Montachusett Home Care Board of Director’s.

Ms. Doherty replied that nobody had come forward.

**Adjournment**

Ms. Wass moved to adjourn the COA meeting. Ms. Brown seconded.

On vote motion carried, 9 in favor 0 opposed.

Meeting adjourned at 11:45AM

**Upcoming Meetings**

November 12, 2013

December 10, 2013

*Respectfully Submitted*

*Susan Doherty, Administrative Assistant*

*Lunenburg COA*