

**Lunenburg Council on Aging  
Meeting Minutes  
February 10, 2015**

*Minutes Approved at the 3/10/2015 COA Meeting*

**CALL TO ORDER:** Chairperson Pete Lincoln called the meeting to order at 9:45AM.

**Present:** Pete Lincoln (Chairperson), Doreen Noble (Director), Debbie Lincoln, Sarah Grant, Diane Nowd, Kevin McNally, Judy Tarbell, Jacquelyn Dwyer & Sue Doherty (Admin. Asst).

Not present were Deb Seeley (Vice Chair), Cheryl Moisan, Brian Guenard, & Betty DiGiacomo.

**ANNOUNCEMENTS:** Mr. Lincoln announced that the Board of Selectmen will be rescheduling their planned Board & Committee Volunteer Appreciation function and encouraged Council on Aging (COA) board members to attend.

**MINUTES APPROVAL:** Ms. Lincoln moved to accept the January 13, 2015 Council on Aging minutes.

Ms. Tarbell seconded. On vote, motion carried unanimously.

*\*Ms. Nowd made note that the January minutes reflected that the Advocacy Task Group will investigate developing a Facebook page when in fact it should say Public Relations Task Group will be doing this.*

**CURRENT BUSINESS**

**1. Director's Report:**

- Ms. Noble informed the board that the FY16 budget has been sent to the Town Manager, is unbalanced and funding sources are still being reviewed for this year and the next. The Director will present the FY16 budget to the COA board upon completion.
- Ms. Noble explained the procedure for determining whether or not the Lunenburg shelter would be open in case of emergency. According to Fire Chief Sullivan, the shelter would not be opened unless there are severe heat and electrical issues. The shelter would be staffed by COA staff and other Town employees.  
COA board members all volunteered to help out in shelter situations.
- Senior Citizen Property Tax Work Off Program is still suffering setbacks due to the fact that the IRS (Internal Revenue Service) want to tax the participants which will make them employees of the Town, and they will need to file W2 forms. This will affect some participants who are considered "poverty level" services such as food stamps and fuel assistance. Currently there are 17 slots with 9 applicants, 5 of which have started the program.
- A new "direct line" phone service at the senior center has gone into effect today. This will eliminate miscommunication within the senior center. MART (Montachusett Area Regional Transit) also requires that the only person to communicate with van clients and drivers will be the dispatcher.
- Ms. Noble commented to say that the COA's idea of an Eagle House Facebook page is an excellent idea. She also mentioned that although she did not want to offend anyone, she does not accept personal "friend" requests from elected or appointed officials on her personal page.  
Ms. Dwyer will work on creating the Facebook page with assistance from the Director.
- The Lunenburg Turkey Hill Family Lion's Club Pancake Breakfast scheduled for tomorrow has been cancelled due to lack of parking because of the recent storm.

## 2. Eagle House Closing due to Inclement Weather

The procedure for Eagle House closure due to inclement weather is that if the schools are closed, then the center will also be closed with no activities, meals or transportation.

There had been a complaint filed at Town Hall that the Eagle House was closed on Tuesday February 3<sup>rd</sup> and the person was upset that he could not get his lunch that day. Ms. Noble explained that MOC Nutrition (Montachusett Opportunity Council) had cancelled lunch and the reason for closing when schools are closed is to keep elders off of the road for safety reasons and to allow for the DPW to clean up.

Ms. Doherty had gone into the office briefly that day and was concerned with a frail client who had been outside shoveling and was out of breath. Ms. Doherty reported this to the Director via a phone call and then stopped by the client's house to speak with her. The client answered the door and told her she was fine, then Ms. Doherty reported this back to the Director. The Director followed up with a phone call later on to the client who assured her she was fine and refused medical treatment.

Ms. Noble had explained to the Town Manager that all senior center transportation and meals on wheels clients had been contacted via telephone for wellness checks and informed her of the incident.

Although the Town Manager agreed that elders should be kept off of the road during these situations, she requested that the senior center remain closed to the public, but be staffed, on "snow days" to handle emergency situations.

After due diligent discussion the board decided to speak with the Town Manager about the COA closing policy. The belief is that if elder clients know that the building is staffed, they will not abide by the closing policy and therefore will become a hindrance to the snow/ice removal process.

## 3. Wish List for submission to Supporters of Eagle House Inc.

COA board members briefly discussed what items they would like to request to the Supporters for purchase. Examples of items were:

- ✓ Decaffeinated coffee (determined that this is already available and paid for by the Supporters)
- ✓ Benches for the recreational area
- ✓ Shed to store wheel barrel and recreational equipment
- ✓ Arborvitae trees or possibly a fence to define property lines
- ✓ New senior van (determined that this request does not qualify as an appropriate request for the Supporters)

## 4. Filming/Photo Waivers

Mr. Lincoln informed the board that he is involved in local cable T.V. programming and he would like to develop a show about the senior center and the daily activities that go on there. Currently there is no policy concerning filming/photos of the clients. It was determined that in the future if there were to be any filming/photos taken at the senior center a general announcement would be made to the clients about it.

## 5. Eagle House Senior Center Handbook

Board members discussed the possibility of developing a small handbook concerning the services/activities that are rendered by the senior center. This would be in addition to the newsletter which is published on a monthly basis.

## 2. Task Groups (suggestions):

- **Advocacy** (*charge of task group is to deal with elder issues within Lunenburg*)  
Ms. Nowd will contact Representative Benson's office in regards to making an appointment to discuss elder issues with her at her convenience.
- **Communication** (*charge of task group is to deal with how the staff, board members and senior center participants communicate with each other.*)  
The Communication Task Group will contact the Town Manager later today regarding the snow closure policy.
- **Public Relations** – (*charge of task group is to further investigate how to reach a broader audience*)  
No report

**NOTICES & COMMUNICATIONS:** None

**BOARD COMMENT:** Board members discussed the possibility of holding an open house after closing hours at the senior center. The purpose would be to attract more people who do not visit the center during the day and are not aware of what activities are held at the senior center. This would also serve to educate the public on what the function of the COA is. It is hoped that a summer date can be set for this function so it can be held outside as well as inside.

Mr. Lincoln mentioned that the Lunenburg Ledger had included under Eagle House Events, senior bus trip information, which is being run by a private individual. Mr. Lincoln contacted the individual along with the editor of the newspaper to make certain that this will not happen again. The Council on Aging currently does not have a trip coordinator nor do they endorse the person whose information was published in the paper.

Ms. Noble informed the board that the “hang up” phone calls that were occurring in December have ceased.

**PUBLIC COMMENT** None

**ADJOURNMENT**

Being no further business, Ms. Lincoln moved to adjourn the COA meeting. Ms. Dwyer seconded. On vote, motion carried unanimously. Meeting adjourned at 11:24AM

**UPCOMING MEETING SCHEDULE**

March 10, 2015

*Respectfully Submitted*

*Susan Doherty, Administrative Assistant*

*Lunenburg Council on Aging*