

**Lunenburg Council on Aging
Meeting Minutes
October 13, 2015**

Minutes Approved at the 11/10/15 COA Meeting

CALL TO ORDER: Chairperson Pete Lincoln called the meeting to order at 9:33AM.

Present: Pete Lincoln (Chairperson), Susan Doherty (Director), Debbie Lincoln, Sarah Grant, Diane Nowd, Betty DiGiacomo, Kevin McNally, Judy Tarbell, Cheryl Moisan, Brian Guenard & Jane Rabbitt.

Excused: Jacquelyn Dwyer

Guests: Cheryl Aubuchon, Eagle House Supporters & Karin Menard, Lunenburg Finance Committee

ANNOUNCEMENTS:

Mr. Lincoln reminded all board members that if they cannot attend a meeting to call him, not the office, to let him know.

Mr. Lincoln gave birthday greetings to board members Cheryl Moisan and Jane Rabbitt.

Mr. Guenard reported that he was unable to meet with the DPW Director concerning building issues at the senior center.

MINUTES APPROVAL: Mr. Lincoln pointed out a date change in the September minutes that needed to be corrected.

Ms. Lincoln moved to accept the amended minutes. Mr. Guenard seconded. On vote, motion carried unanimously.

CURRENT BUSINESS

1. Administrative Assistant Hire: Ms. Doherty informed that board that after receiving close to 90 applications for the administrative assistant position, 2 people were interviewed from the Clerical Union and 4 people were chosen for interview from the general public. After careful consideration of all, Amanda Koeck was chosen for the position and will begin work on October 19, 2015.

2. Director's Report:

- **Budget Report: No Report**
- **Property Tax Work-Off Committee:** The Property Tax Work-Off Committee had met in September and Ms. Doherty was elected as the Chairperson to the committee. Plans were made to begin work on next year's program and another meeting has been set for October 27th.
- **Building Repair Progress:** No further building repairs have been done status is "still a work in progress"
- **Current/Upcoming Events:** Ms. Doherty reported on the current events as follows:
Adam Bergeron, Classical Pianist will be performing at the Eagle House on November 2nd. This program is sponsored by the Eagle House Supporters.

November Pancake Breakfast has been changed to Wednesday 11/4/15 due to Veteran's Day.

Lunenburg Women's Club will be sponsoring a "Free Lunch for Veterans" at the Eagle House on 11/4/15.

Ms. Doherty will open and close the building for this event.

The first Wednesday Evening programming went well with 9 people in attendance for Yoga and 2 in attendance for the Fallon program.

HD Flu Shots will be given on November 4th from 4-6pm for those 65 and older, courtesy of Hannaford Supermarket.

Future programs for Wednesday evenings include a Thanksgiving Floral Arrangement class given by Lunenburg Flowers & Gifts on November 18th at 6pm,

The arts programs given by Terry Hathaway and Yoga class led by Linda Malcomb will be ongoing.

The Lunenburg High School National Honor Society and Community Service Club will be working with the senior center to provide raking, snow shoveling, gift wrapping and electronic device help for seniors.

The Tea Party which was held on October 6th was a great success and raised approximately \$400 for the Eagle House Supporters. COA board member Sarah Grant spearheaded this endeavor and was congratulated by the board members on her efforts.

Ms. Grant spoke and gave credit to all of the volunteers who helped with this program.

3. Boston Post Cane Ceremony October 19th 2pm: Board members were reminded about the Boston Post Cane Ceremony in honor of Sarah Powell. COA board members volunteered their help with the ceremony which was graciously accepted by the COA Director.

4. Inclement Weather Closing Procedures: Ms. Doherty informed the board that the Town Manager has informed her that if schools are closed during inclement weather and the Eagle House programs are cancelled, the employees must report to work. The only time they are not to report would be if there is an emergency closure called by the Town or by the State.

Ms. Doherty stated that if a benefit employee could not report to work in those situations they would be allowed to take a personal or vacation day if they so choose. Non-benefit employees could either make up the time on another day or lose that day's pay.

5. Eagle House Walkway: This project is still under slow construction and is slated to be completed sometime in November.

6. Eagle House Recreation Area: Mr. Lincoln reported that a row of arborvitaes have been planted on the property line between the Jones House and the Eagle House. Atlas Landscaping was hired to do the landscaping but they also cleared and leveled the area where the new shed will be placed, free of charge.

Plans for constructing the shuffle board court are still scheduled to begin sometime this month.

The Eagle House Supporters have agreed to pay for the plantings, the shed, along with benches for the recreation area.

Kevin McNally will be donating horseshoe equipment to the rec area.

7. COA Board Training 11/16/15 at Eagle House 8:45am: Ms. Doherty informed the board that Emmett Shmarsow from Executive Office of Elder Affairs contacted her and asked if Lunenburg would consider hosting an Area COA Board Training on 11/16 at the Eagle House and she agreed to do so.

Ms. Doherty explained that it would behoove the board members to attend, especially new ones, so they can understand what the purpose of Council's on Aging are and to learn what is expected of COA board members. COA Board members volunteered to supply refreshments for this morning meeting and Ms. Doherty gladly entrusted them with that duty.

8. Lunenburg Women's Club "Free Lunch for Veterans" 11/11/15 12 Noon @ Eagle House: Discussed under Director's report.

9. Capital Plan Requests: Ms. Doherty stated that Capital Plan requests are due soon and after discussion with DPW she will be requesting the following:

- New Roof
- Outside/Inside Building Painting
- Outside Building repairs to porch and siding

Mr. Lincoln requested that a new parking lot be added to the request.

NOTICES & COMMUNICATIONS: There were 5 talent bank forms received from the Selectmen's Volunteer booth at the Stillman Farm Fair.

BOARD COMMENT: Ms. Doherty mentioned that long time volunteers for the Eagle House Senior Center Mario & Ann Patacchiola recently lost their son to Lou Gehrig's disease. Board members expressed their condolences.

Ms. Lincoln thanked Cheryl Aubuchon for attending today's meeting as the liaison for the Eagle House Supporters.

Ms. Aubuchon thanked Ms. Grant for her work on Tea Party which raised funds for the Eagle House Supporters.

PUBLIC COMMENT: Karin Menard introduced herself and stated that she will be attending the COA meetings as the liaison for the Lunenburg Finance Committee.

ADJOURNMENT

Being no further business, Ms. Grant moved to adjourn the COA meeting. Ms. Nowd seconded.

On vote, motion carried unanimously.

Meeting adjourned at 10:30AM

UPCOMING MEETING SCHEDULE

November 10, 2015, 9:30AM

Respectfully Submitted

Susan Doherty, Director

Lunenburg Council on Aging