

COA Meeting Notes

December 3, 2014

Kevin called the meeting to order at 10:35 am. Members present: Kevin Rudden, Carol Kotros, Mary Ann Hopkins, Ann Vandersluis and Director, Amy Wilson-Kent. Absent: Jim Negri on medical leave. Also present: Friends' members John Trainor, Dick Skinner, Sue Carlson, Lou Meroli, Tom Irons and Dottie Leighton. COA member Bob Carlson arrived at 11:00 am and Earl Pearlman at 11:15 am.

The Secretary, Treasurer and Director's reports were all unanimously approved. Amy gave a verbal report of the very busy month of November. There was no Friends' report as they haven't met yet this month.

Old Business

Food Pantry—Carol reported much food has been donated from various sources, ie, scouts, schools, churches, Boston Food Bank and Jennifer Callahan provided fresh produce.

Holiday Dinner—everything is on track. Karen Wheet will be preparing the main course, chicken marsala, at the center this Saturday. COA is providing the salad, rolls and dessert. We decided on Friendly's Jubilee Rolls because not only are they on sale but will be easier to serve than the ice cream sundaes originally decided upon.

Electrical Work Update—Comolli Electric installed the electric ceiling heater in the basement paid for by the Friends. The kitchen electrical work exceeded the amount we approved from the COA gift account by \$25. Carol made a motion to take \$25 additional from the gift account to pay for the kitchen electrical work done by Comolli. Bob seconded. All approved.

New Business

2015 Calendar of Events—Amy presented the monthly events for next year. Some dates are not yet confirmed.

Building Use Agreement—Amy brought to our attention that the current agreement does not contain an occupancy limit. Bob made a motion that we add an occupancy limit of 50 people for the main room and 25 people for the upper room which is not to be exceeded per building/fire code. Earl seconded. All approved.

Approval of Review—we decided to go to executive session after the agenda is completed so all members could read the final appraisal before voting to approve it. Earl made a motion to enter into executive session. Ann seconded. A roll call vote was taken and all approved.

Open Forum—Amy said Capital Planning wants a list of our needs over \$5000 by December 31. We will send them a list including architect study for senior center expansion, parking lot resurfacing, furnace, new van in next 5-7 years and a mini van for transporting individuals to dr appts, etc.

Executive Session—Earl made a motion that we accept the evaluation of Amy Wilson-Kent as written. Bob seconded. All approved.

Meeting adjourned at 12:20 pm

Cc: Jim Negri

Respectfully submitted,

Ann Vandersluis

Secretary