COA Meeting Notes

January 9, 2019

Kevin called the meeting to order at 10:05 am. Members present: Kevin Rudden, Earl Pearlman, Carol Kotros, Brenda Rienzo, Peg Nogueira, Mary Ann Hopkins, Ann Vandersluis and Director, Amy Wilson-Kent. Also present: Pat Vandenberg, Friends' President; Sue Carlson, Friends' Vice President along with Senior Tax Abatement Workers Mark and Sue Rousseau.

The Secretary and Treasurer's reports were unanimously approved. Amy gave a verbal Director's report stating December was a very busy month with special activities every week. She and Earl have been very busy with fuel assistance which is time consuming with lots of follow-up. She will be attending leadership training on March 8 & 22, 2019 and April 5, 2019 in Littleton MA. Amy and Laura have been working on senior center statistics for the annual report. Tax Abatement Program going very well this year; BOS voted to keep $11.00 hourly rate through the fiscal year. We set dates for upcoming 2019 programs: Senior Cookout, July 18; Senior Tea, July 28; Ice Cream Social, August 21; Veterans' Breakfast, November 8 and Holiday Dinner, December 4.

Friend's Report: Pat Vandenberg is the new President and Sue Carlson is Vice President. They are not meeting until next Monday. Their annual Book Fair is scheduled for April 5,6,7 2019 and they are accepting donations now.

Old Business

Food Pantry—they tried rolling out the new privacy card program which was not well accepted by the clients who were taken by surprise. Kevin suggested food pantry personnel meet to discuss and iron out differences and then implement in Feb or March after educating the clients.

Architectural & Engineering Study/Tours—committee has narrowed down to 4 finalists with whom they will be meeting one at a time on 4 consecutive Wednesdays in January beginning today. No tour was scheduled for Milford S.C. due to the holidays. Kevin will try to schedule in future or stop by on your own.

FY-20 Budget—Amy had her budget meeting with Kim who will go over it carefully and then submit to Fin Com. We probably will not get additional hours for Laura this time.

Trip Sub-Committee—will meet today to plan future trips.

New Business

Hours of Operation—due to Amy's varying hours, it was decided to post her hours of availability on her office door and in the newsletter.

Mission Statement—one aspect of the Mass COA training, which Amy will be attending, is to create a mission statement. We all will review our current statement and make suggestions for improvement. We can bring ideas next month or email Kevin.

Conflict of Interest Test—due to the Town Clerk April 5, 2019. Amy will forward link to us.

Open Forum

No one had anything. Next meeting February 13, 2019.

Meeting adjourned 11:50 am.

Respectfully submitted,

Ann Vandersluis

Secretary