

COA Meeting Notes

May 9, 2018

Kevin called the meeting to order at 10:05 am. Members present: Kevin Rudden, Earl Pearlman, Carol Kotros, Peg Nogueira, Mary Ann Hopkins, Brenda Rienzo, Ann Vandersluis and Director, Amy Wilson-Kent. Also present: Wayne Phipps who is interested in the van driver position vacated by Bob Gebelein, who has retired. He will need to follow the necessary hiring protocol established by the BOS.

The Secretary and Treasurer's reports were unanimously approved. Amy gave a brief verbal Director's report. Since she returned from vacation, she has been busy with building maintenance issues and current programs. Carol made a motion to take up to \$150 from the gift account to cover Bob Gebelein's gift certificate to the Maine Diner and his retirement cake. Peg seconded. All approved. We will celebrate on May 10 after the Minstrel's concert and pot luck luncheon.

There was no Friends' report as they haven't met yet this month.

Old Business

Food Pantry—revised client letter is ready and will be distributed on June 4, 2018.

Building Improvement—new windows are in and completed. There are a few touch up chores we need to complete. Royal Thermal View recommended not replacing the upstairs windows at this time since they are only 15 years old. In regard to the roof shingles, Amy still needs to get additional quotes.

Wellness Fair—Earl reported they reinforced previous discussions and talked about different ways to publicize. Next meeting May 30 at 10 am.

Driver Training—Kevin needs to verify type of training offered by MetroWest. The person he needs to talk with will be back on Monday.

Volunteer Appreciation—much positive feedback regarding food and entertainment. Everybody loved the pins and pens.

Kitchen A/C Unit—Friends have to decide what type and size unit and how much to spend.

Van Update—repairs have been made and six new tires put on. Amy received permission to use state grant money for the balance. New brakes will be needed sometime in the not too distant future.

ATM Update—new furnace and architectural/engineering study approved by the voters. Kevin discussed the next steps following fund approval.

Senior Center Tours—meet at Senior Center Friday May 18 at 9:30 to ride in the van to Hopkinton Senior Center. Possible future centers to visit: Northboro, Sutton, Bellingham. We will focus on features we like.

New Business

Political Campaigning Policy (new). We reviewed what Kevin put together and decided since the center is a town building, to find out what the town has in writing regarding this issue.

Acceptable Behavior Policy—an incident occurred at the Volunteer Luncheon which was an infraction of the behavior policy. We decided the best way to handle is to send a letter requesting a meeting to discuss this incident. If no response, then a follow-up letter stating center will be off limits until a meeting and discussion take place.

We changed the date of the Senior Cook-out from Thursday July 19 to Wednesday July 25.

Next COA meeting Tuesday June 12 at 9:30 am because two members unable to make it on June 13. Today's meeting adjourned at 11:35 am.

Respectfully submitted,

Ann Vandersluis, Secretary

