

MINUTES APPROVED AT OCTOBER 8, 2024 COA MEETING

Lunenburg Council on Aging

Meeting Minutes September 10, 2024

CALL TO ORDER Chairperson Deb Lincoln called the meeting to order at 9:31AM

Present Deb Lincoln (Chairperson), Susan Doherty (Director), Pete Lincoln, Diane Nowd, Helen Balcom, Jim McGuigan, Cathy Beale, Elena Christopher, Susan O'Sullivan, Judy Tarbell, Ana Lockwood.

Excused Jane Rabbitt

Guests None

Announcements None

Public Comment:

Board Comment Mr. Lincoln expressed his disappointment with the decision from Town Hall that a member of the COA would not be able to participate in the Director job interviews. Ms. O'Sullivan also echoed his concerns.

Ms. Lockwood commented that she was very pleased that Lunenburg Public Access Cable will be there recording the COA meetings from this day forward.

Minutes Approval It was moved and seconded to accept the minutes of the August 13, 2024, COA meeting. All approved motion, carried.

NEW BUSINESS

Boston Post Cane Celebration: Ms. Doherty informed the board that the new Boston Post Cane recipient is Olga DiTommaso and after several conversations with Ms. DiTommaso's daughter it was decided not to have an interview filmed at the home but continue with the presentation at the Lunenburg Adult Activity Center (LAAC) on Monday September 16, 2024, at 1PM.

Special Town Meeting Article Establishment of Lunenburg Council on Aging Meal Site Revolving Fund: Ms. Doherty stated that she has been collaborating with the Town Accountant and the Interim Town Manager on preparing an article for November 12, 2024, Special Town Meeting (STM) to develop a revolving fund of \$16,000 for the purpose of purchasing food for the LAAC meal site. All board members were encouraged to attend the STM to cast their votes.

Council on Aging Director Interviews: Ms. Lincoln stated that Ms. Doherty and herself met with the Assistant Town Manager, Julie Belliveau and Interim Town Manager Carter Terenzini where they discussed the revised COA Director job description. At this meeting it was discussed that the COA will not be involved in the interview process for the position and that the COA Chairperson will be allowed to sit in on the interviews but will not be able to comment.

After due diligent discussion among the COA board members, it was moved and seconded to request to the Interim Town Manager that a representative from the COA board be present and active at the COA Director job interviews. All approved, motion carried.

CURRENT BUSINESS

Update FY26 Budget Requests: Ms. Doherty commented saying that the forecast did not look very good for increases in budget line requests. If the requests for FY26 budgets are released before her retirement on December 31, 2024, she will include in the FY25 COA budget a request for the increase of hours for the Meal Site Manager from 19.5 to 26 hours per week. If the FY26 budget is not released before she leaves, she will inform the new Director of the plan to include that request.

Ana Lockwood commented that her belief was that the Town is not in a bad financial situation. She stated that the Town does have a very large amount of money in free cash. She believes that the town should start

changing their budget practices, realize where that money comes from and start putting the money where it should go. Ms. Lockwood declared that she will always advocate that this money be spent.

Lunenburg 300th Celebration: Mr. Lincoln suggested that since the celebration will not be taking place until 2028 this item should be removed from the COA agenda until further notice.

MCOA (Massachusetts Councils on Aging) Resource Guide for Council on Aging Board Members: Ms. Lincoln requested that board members keep reviewing the guide to see what they would like incorporated into the Lunenburg COA Board Member booklet. She would like to see more of the COA having the role of being a financial advocate incorporated into that. Ms. Lockwood asked Ms. Doherty what her thoughts were on the guide to which she replied that although this guide maybe revised again by MCOA, it is a great tool which is put together by professionals and the board should use it to compare information with the COA Board Member booklet.

Volunteer Recognition/Cookout Friday September 20th 11:30AM: Discussion among the board members was held about the event which included gift basket coordination, and COA board members arriving at 9:30AM to help with set up. Police and Fire Departments will be manning the grill, and all food has been pre-ordered. The singing State Trooper will arrive at 9:30AM and Ms. Doherty has mapped out the seating areas for the guests. To date there are 110 people signed up for the event and any other names coming in have been placed on a wait list.

ARPA Submissions: Ms. Doherty reported that the \$2000 request for ARPA funds for sail shades was withdrawn due to lack of information on the cost and vendor. Ms. Doherty and the Facilities Manager, Chris Ruth, had a phone conference with New England Sail Shade company and the "ballpark" figure which was given was \$50,000-\$60,000 for that project. It was suggested that this has the potential to become a future capital plan project.

Regarding the Kiosk, and Rocking Chairs request, Ms. Doherty is waiting for a new PO from the Town Accountant that will reflect the shipping costs which were not included in the ARPA request, before placing the order.

DIRECTOR'S REPORT

Capital Plan:

- Generator – The fuel tank for the generator is expected to be installed on September 15th.
- Roof Repair – The bids for the roof replacement on the newer section of the building were received but the lowest bid came in slightly above the cost of what was designated in the capital plan for funding. The Facilities Manager and Interim Town Manager are working to find funds within the town to bridge the gap.
- Parking Lot – The old parking lot plan that was developed back in the late 2000's was deemed unusable to assist with the design of a new parking lot. The Facilities Manager will be contacting the Civil Design Group, Dillis & Roy, for assistance with new plans. Ms. Lockwood mentioned that there is a \$50,000 line item in the Capital Plan for the COA parking lot and that the Facilities Manager should be contacted about this.
- Flooring – Ms. Doherty made a request to the Facilities Manager to replace the carpeting and flooring throughout the LAAC with a more durable material such as vinyl planking. He will research this further and report back later. Ms. Lockwood commented and requested that an LLAC building budget request be submitted to the Facilities Manager.
- Kitchen – Ms. Doherty reported that the Facilities Manager will be starting conversations with Monty Tech again to discuss the remodel of the main kitchen.
- Sail Shades – Discussed under ARPA submissions

Building & Grounds Report:

Bocce Court - This project was finished on September 14th by a group of fourteen volunteers and is ready to be used.

Outdoor Electrical - The conduits to light the sport court area are out there, but to start installing lights, they need to be located underground in the shed area before work can begin.

Window Washing – A window washing contractor came to the LAAC to do a walk-through of the building and will be submitting a quote to do the work.

Main Function Room Floor Waxing – The floors in the main function room will be stripped and waxed on Saturday September 14th.

Pollinator Garden – Lakeview Nurseries will be consulting with Ginny Albertson of the Pollinator Garden Habitat on the installation of a pollinator garden at the LAAC recreation area.

Upcoming Events: Ms. Doherty announced all upcoming events at the LAAC for the month of September through the first week of October.

Eagle House Supporters Report: Ms. Doherty relayed that the next meeting for the Eagle House Supporters will be on Friday September 13th at 10AM at LAAC. She will be submitting her requests for funding for the next year in the amount of \$15,000.

Notices & Communications: None

Board Comment: Ms. Christopher mentioned that she had reached out to Senator Cronin's office and to Ken Jones at the Lunenburg Fire Dept. with her concerns about where the Lunenburg ambulance will transport people now that Nashoba Hospital has closed. She was told that 911 patients will be transported to Leominster Hospital and if requested and they can accommodate, they will go to Clinton Hospital. All life-threatening cases will be transported to UMass Memorial in Worcester.

Mr. Lincoln thanked PAC television for agreeing to film the COA meetings and said that it is important to get the COA information out to the public.

Adjournment: A motion was made and seconded to adjourn the regularly scheduled meeting to enter executive session not to return to open session after executive session, pursuant to MGL c. Section 21(a), paragraph 2 to conduct strategy sessions in preparation for negotiations with non-union personnel. All approved, motion carried. Meeting adjourned at 10:35AM

Respectfully submitted by Susan Doherty