

**Lunenburg Council on Aging
Meeting Minutes
December 9, 2025**

CALL TO ORDER : Chairperson Deb Lincoln called the meeting to order at 9:39am.

Present: Deb Lincoln (Chairperson), Jane Rabbitt (Vice-Chair), Diane Nowd, Jim McGuigan, Cathy Beale, Lou Franco, Jack Rabbitt, Elena Christopher, Ana Lockwood, Susan O'Sullivan,

Excused: Helen Balcom

Guests: Deb Goodsell (COA Director), Jennifer Warren-Dyment (Town Manager), Barbara Coulombe (Eagle House Supporters), Glenn McLeod (Select Board)

ANNOUNCEMENTS : Ms. Lincoln reported that Anna Farrell from the Gateway City Orchestra shared info about the Rocking the Holidays concert at FSU on 12/13/25.

PUBLIC COMMENT : none

BOARD COMMENT : Ms. Lincoln thanked Mr. Rabbit for providing the packet on Elements of an Effective Town Board.

MINUTES APPROVAL : Passed over to allow more time to read minutes. Ms. Lincoln offered to also send minutes for future meetings.

NEW BUSINESS

1. **Legislative Contingent - January** : Ms. Lincoln reported that Representative Scarsdale, Representative Kushmerek and Senator Cronin will be at the next meeting. Ms. Lincoln would like questions for them to be brought to them ahead of time. She will collate and disseminate.
2. **Outreach vs . Assistant Director Position** : Town Manager reported on the position and options for hiring for either an Outreach Position or an Assistant Director which would absorb elements of the Outreach Position. She is asking for the Board to provide feedback on what direction they would like her to pursue. Ms. Goodsell reported that she has been working with Mr. Rabbitt on a flow chart of staffing and the needs of the department. Ms. Goodsell reported that she would be in support of an Assistant Director. Ms. Lockwood asked if this can be done before Town Meeting, and how would it be funded. Town Manager reported that she can post and fill this position, provided it is approved at the next Town Meeting. As to funding, that will be worked on if this is the direction the Board would like to pursue. Ms. Lockwood reported that she has concerns that this may not be in the best interest of the seniors as it may take away from the availability of the Outreach Coordinator by transferring those responsibilities to operational tasks. Ms. Nowd noted that she believes we need to hire an Outreach Coordinator and have them here on a daily basis to meet the needs of the seniors. Ms. Christopher is concerned about having a long lapse of time without someone in the Outreach Position and her first concern is to get someone hired, and then at a later date to discuss the possibility of an Assistant Director. Further discussion was that while there isn't information now, a desire was noted to

pursue seeking more information. **Ms. Beale motioned to ask the Town to do the research for a job description and the funding necessary for an Assistant Director position. Seconded by Mr. Franco. Vote was 9 in favor and one abstention. Ms. Lockwood made a motion to urge that the Town move forward with finding a replacement for the Outreach Coordinator position. Seconded by Ms. O'Sullivan. Vote was unanimous in favor.**

3. **Special Town Meeting - Article 12:** Mr. Franco reported that this Article was to send a mailing that the warrant for Town Meeting is available and give notice of where to pick up warrants in specific locations or online. Mr. Franco noted he had concerns regarding the language of the article and how future boards may address this and the implications of that for seniors. **Mr. Franco made a motion to work as a representative of the COA to consult with Town Manager and Select Board regarding a way to find a resolution for this article. Seconded by Ms. O'Sullivan. Vote was unanimous in favor.**

CURRENT BUSINESS

1. **Financial Reports:** Ms. Goodsell noted that most of budget is payroll which is on target. For programs, supplies and other line items they are also on target for spending. She reported that an offer has been extended and accepted for a Meal Site Manager. This person has been in the food industry for 10 years, most recently at another COA. The start date for this position is unknown at this time.
2. **Caregiver Resource Connection :** Final session was held a few weeks ago. A comment was received that the program was informative but not as advertised. The team will meet again after the holidays to plan for future sessions.
3. **Master Plan Update:** Ms. Lincoln received feedback from Ms. Duffy that she felt that other boards have noted that there is already tax relief and that most seniors prefer to stay in their home, so she was seeking additional feedback. She welcomes a COA member to attend their upcoming meeting.
4. **Update on local hospital services :** No new updates noted. Looking forward to January's meeting with the Representatives.
5. **Lobby Furnishing :** No changes from last meeting. Will be tabled until the new year.
6. **41A Update :** Mr. Rabbitt reported this passed at the Special Town Meeting.
7. **Festival of Trees - Thank you and Results:** Ms. Lincoln read a thank you letter from the President of the Eagle House Supporters to the COA Board for their support of this fundraiser.
8. **COA Board Facebook Page :** Is up and running. More content to come.
9. **Feedback on By-laws :** Tabled until next month.

DIRECTORS REPORT

1. **Upcoming Programs and Events:** Ms. Goodsell reported on the connections made in the community through the Festival on Trees. She was thankful for all the community participation. Christmas Party is tomorrow night with 70 people attending. Director will be working with Fire Chief and staff on new programming on Fire Safety. There is a Historical Presentation on 12/12. Ms. Goodsell gave an update on recent classes and detailed the upcoming events for the remainder of

December into January, including adding an additional session of Chair Yoga with Rebecca.

EAGLE HOUSE SUPPORTERS REPORT : Festival of Trees. Ms. Coulombe thanked everyone who participated in making this a success and that it raised almost \$4k. The next fund raiser coming up will be a gift card frenzy.

NOTICES AND COMMUNICATIONS : none

BOARD COMMENT : COA Board thanked Pauline Roy for her years as the Outreach Coordinator. Mr. Rabbitt noted he got the newsletter by email, and if others want to subscribe they should. Questions for Rep Scarsdale should be submitted in two days to Mr. Rabbitt.

ADJOURNMENT : A motion to adjourn at 11:17 am was made by Ms. Lockwood and seconded by Mr. Franco. It passed unanimously.