

I've incorporated the information you provided into a formal set of meeting minutes.

LUNENBURG COUNCIL ON AGING MEETING MINUTES

June 9, 2026

Location: Lunenburg Adult Activity Center

Meeting Called to Order: 9:42 a.m.

Attendance

Present:

- Deborah Lincoln, Chair
- Jane Rabbitt
- Lou Franco
- Susan O'Sullivan
- Elena Christopher
- Diane Nowd
- Jim McGuigan
- Jack Rabbitt

Excused:

- Cathy Beale
- Ana Lockwood
- Helen Balcolm

Guests:

- Barbara Coulombe
- Glenn McLeod, Selectboard Liaison

Announcements

None.

Public Comment

None.

Board Comment

None.

Minutes

The minutes of the previous meeting were not reviewed or approved.

Director's Update

As Director Deb Goodsell was attending mandatory town-wide training, updates were provided to the Board prior to the meeting.

New Business

Welcome to New Selectboard Liaison

The Board welcomed Glenn McLeod as the new Selectboard Liaison.

Ballots for Housebound Seniors

Lou Franco presented an idea originally suggested by Ana Lockwood regarding providing mail-in ballots to housebound seniors for special elections. Following discussion, a motion was made, seconded, and unanimously approved to submit a letter to the Selectboard outlining the proposal.

Friendly Visitor/Friendly Call Program

The Chair reported receiving an email and having the matter brought to her attention on three separate occasions by a Meals on Wheels driver who felt Friendly Visits would be beneficial to certain seniors. The Chair suggested exploring alternative ways to market the program.

COA Gift Fund Discussion

The Chair discussed the Council on Aging Gift Fund and requested clarification regarding available funds. Discussion also included various 501(c)(3) organizations utilizing the Lunenburg Adult Activity Center.

The Chair suggested implementing a policy requiring notification to the Board when donations are made to the Gift Fund. Jane Rabbitt informed the Board that the Gift Fund currently contains approximately \$1,300.

It was noted that individuals may donate either to the COA Gift Fund or to any organization of their choosing.

Barbara Coulombe explained the policy regarding trips and finances, noting that all trips are organized by the Eagle House Supporters. Additional discussion took place

regarding the purpose of the Gift Fund and how monies are allocated. It was noted that the fund was originally established to assist with specific needs or special projects. Discussion will continue at the next meeting.

Veterans Breakfast Policy

The Board reviewed the Veterans Breakfast policy. Veterans attend free of charge and guests pay \$4. The Veterans Breakfast is sponsored in part by the Highlands of Fitchburg.

Policies and Procedures

Discussion took place regarding the lack of a centralized repository for Council on Aging policies. The Board discussed adding the Town website page to a future agenda.

A motion was made, seconded, and unanimously approved to place the Council on Aging Orientation Packet on the Town website. The Chair suggested reviewing all policies to ensure legal compliance and accuracy.

Election of Officers

A motion was made, seconded, and unanimously approved to elect:

- Deborah Lincoln – Chair
- Lou Franco – Vice Chair

Sunshine Person

The Board acknowledged Diane Nowd's departure from the Board. Elena Christopher was appointed as the new Sunshine Person.

Minutes Procedures

It was announced that Michele Beauvais will be responsible for taking meeting minutes moving forward.

Old Business

Financial Report

The Financial Report was provided in each Board member's packet.

Bylaws

The Chair noted that the bylaws have not yet been submitted. She requested that Liaison Glenn McLeod gather additional information regarding their status.

Personnel Update

The Board was informed that there are currently four candidates under consideration and interviews will begin soon.

Parking Lot

No update was available.

Lobby Furnishings

The new lobby furnishings have been installed and now provide seating for approximately 20 people.

Honorary Members

Chair Deborah Lincoln read a letter from Peter Lincoln suggesting that former Director Susan Doherty be named an honorary member, despite not having served as a Council on Aging Board member.

Lou Franco questioned whether the current policy allowed honorary membership of non-board members. Following discussion, a motion was made and approved to amend the policy to include non-Council on Aging Board members.

A subsequent motion was made and approved to designate Susan Doherty as an honorary member.

The Chair also suggested moving the Honorary Members Luncheon from August to September due to Peter Lincoln's unavailability.

300th Anniversary Committee

The Chair suggested several individuals for inclusion in the 300th Anniversary Committee calendar.

Eagle House Supporters Report

Barbara Coulombe, representing the Eagle House Supporters, thanked all individuals who made donations to the organization.

Board Comments

Jack Rabbitt and Lou Franco discussed returning the Dull Men's Club meetings to a once-per-month schedule.

It was also noted that the Caregiver Resource Connection will not meet again until after the summer months.

Adjournment

There being no further business, the meeting was adjourned.

Respectfully submitted,

Michele Beauvais

Recording Secretary

Approved by the Council on Aging: _____