TOWN OF LUNENBURG

COUNCIL ON AGING

Meeting Minutes

Tuesday, October 13, 2026
Lunenburg Adult Activity Center
25 Memorial Drive, Lunenburg, MA

Call to Order: 9:48 a.m.
Absent: Pauline Roy

Announcements

None.

Public Comment

None.

Board Comment

Ana Lockwood informed the Board that she had contacted Aging Services of North Central Massachusetts to inquire about services available to Lunenburg's homebound residents.

Approval of Minutes

The September meeting minutes were unanimously approved.

New Business

1. Assessor's Office Hours / Disability Commission Liaison

The Assessor's Office will hold office hours twice monthly at the Lunenburg Adult Activity Center.

Chairperson Deb Lincoln suggested appointing a liaison to the Disability Commission. Jane Rabbitt volunteered to serve in this role.

2. Policies and Procedures

Board Member Jack Rabbitt presented a PowerPoint slideshow outlining his research regarding existing policies and procedures, including areas needing clarification, changes, and updates.

Following a lengthy discussion, the Board voted unanimously to establish a subcommittee to further review the concerns presented.

Subcommittee members:

- Ana Lockwood
- Susan O'Sullivan
- Christopher Johnson
- Jack Rabbitt

3. COA Tree for Eagle House Supporters' Festival of Trees

The Board agreed to create at least one, and possibly additional, decorated trees on behalf of the Council on Aging for the Festival of Trees fundraiser.

4. Town Report Entry

The Board previously voted to submit a Council on Aging entry for the Annual Town Report in addition to the Director's report. Chairperson Deb Lincoln will follow up with the Town Manager regarding the submission.

5. By-Law Review Committee

Tabled.

6. Council on Aging Priorities for FY 2028 Budget

Discussion focused on the need for additional space to accommodate the growing needs of the Adult Activity Center.

7. Eagle House Facility Space Needs

Continuing the discussion of space needs, a recommendation was made to explore the process and requirements for having an architect develop plans for a possible building addition.

8. Formula Grant Explanation and Status

The Director provided Board members with a handout explaining the Massachusetts State Formula Grant.

The grant provides $16 per senior, based on Lunenburg's population of 3,120 seniors. Funds are used at the Director's discretion to support services and programs benefiting seniors.

9. Friendly Visitor Program

Currently, one individual is receiving visits through the program. Volunteer training has been held, and LAAC staff will continue promoting the program to increase participation.

10. Housing

A request was made to establish a liaison to the Housing Authority. Amended 11/10/26 that Elena Christopher volunteered to fill this roll.

11. Building Use Policy

The Town currently has an application process for building use; however, no formal policies were located. The Director will research applicable policies and present information to the COA Board.

Old Business

1. Final FY 2026 Financial Report

Not presented.

2. Bylaws Discussion

Tabled.

3. Tea Party Update

Preparations for the upcoming Tea Party are complete. Anyone interested in volunteering or donating a gift basket is encouraged to contact the Adult Activity Center.

4. Parking Lot Update

The project continues to move forward. Ana Lockwood stated that once the process is established, she will explore potential grant opportunities.

5. 41A Update

Tabled.

6. Hospital Update

The Director reported speaking with the Lunenburg Fire Chief, who confirmed that Lunenburg ambulances will not transport residents to the Groton facility because it is not classified as a hospital.

Director's Report

The Director presented information regarding upcoming programs and events at the Lunenburg Adult Activity Center.

Special appreciation was extended to the Town of Lunenburg Facilities Department for its continued care, maintenance, repairs, and improvements to Eagle House.

Eagle House Supporters Report

Eagle House Supporters President Barbara Coulombe provided updates on upcoming trips and fundraising activities, including:

- **Toll Booth Fundraiser:** Saturday, October 24, from 9:00 a.m. to 1:00 p.m. at Town Center. Volunteers are welcome.
- **Festival of Trees:** November 19–21, 2026.

Notices and Communications

None.

Board Comment

Chairperson Deb Lincoln thanked Board members for their participation, involvement, and commitment to maintaining an active Council on Aging Board.

Adjournment

A motion to adjourn was unanimously approved.

Meeting adjourned at 12:08 p.m.

Next Meeting

Tuesday, November 10, 2026, at 9:30 a.m.
Lunenburg Adult Activity Center

Submitted by,

Michele Beauvais

Date Approved: ___November 10, 2026___as amended._____