

COUNCIL ON AGING MEETING

April 11, 2006

In Attendance: Brian Macleod, Pat Clark, John Shay, Ruth Haley, Virginia Schneider, Mary Malinski, Rebecca Moriarty, Rita Vail, Shirley Gouvan Absent:, Al Ouimet Attending: Bill Olmstead

Brian called the meeting to order at 8:35 am

The **Secretary's report** was reviewed and accepted.

The **Treasurer's report** was reviewed and accepted, it was noted that some utility bills have been received e.g. gas and electric. Becky has informed the selectmen she will request a transfer for the outstanding funds.

Director's report was presented by Rebecca-

COATS (COA tracking system) has been installed. The cost for this program is \$940. Becky has requested the Friends to fund this. If they cannot accommodate this the funds will be taken from the revolving account.

Becky has submitted the grant request for the **outreach program**. She has put in an increase from 12 to 20 hours for Sue Lamondia. It has been difficult for Sue to accomplish her role in a 12-hour week.

Becky has reapplied for her **CORI check certification**. This will take a few weeks to process; in the interim no CORI checks can be run.

Town meeting is April 24, 2006 at 7 pm

If the Center reopens there will be a need to fill the **activities coordinator's position**. This is an 8-9 hour a week post.

The **Advisory group** is planning to present a no override vote at the town meeting. This means if the budget, as presented, is approved at that meeting the center will reopen with a minimum budget of \$32,238.00. The director's position will be 25 hours/week, clerical staff at 10 hour/week, custodial staff 10 hours/week, \$9,000 for utilities, \$6,000 for building maintenance and \$1,000 for expenses.

Gennie Ford is stepping down this week. GSSS has found a replacement, Christine Mansfield. She is from Palmer and has been training with Gen this week. She was introduced to Brian at the meal site. It was determined that a bouquet of flowers would be sent to Gen from the COA. Brian will arrange this.

The building usage policy. The 120-day commitment to the state still needs to be completed then the Center can be utilized for other purposes. Guidelines need to be established. Becky spoke with the Selectmen who are giving us latitude to create a policy. We will then present it to them for review.

There was discussion by the board after reviewing Becky's list of ideas and considerations, Pat's thoughts, the policies and rental contracts from Greenfield and Pepperell's Senior Centers. Some points that were brought up were:

Whether to allow town organizations and some civic groups the courtesy of utilizing the Center at a lesser cost

A deposit should be required and utilized if any damage is found, if the event runs over its allotted time, or if the party cancels with less than a 36(?) hour notice

Whether unavailable rooms should be locked if not being utilized by the group

Should the library need a means of limiting its access, e.g. a door or corded rope

Cost of "wear and tear" of furniture, carpet, etc. should be factored into the rate

The rental contracts should reflect which room(s) are to be used, number of people allowed per room (this has been set by the architect's plan), and rate

Any items used will be cleaned and returned to their designated place

No smoking or alcohol allowed

Kitchen fee- flat rate

Identify parking limitations

A tour of the facility will be required prior to usage

It was discussed that Rudy or someone with the Center or COA be responsible to open and close the facility with each program to ensure the security of the building- this should also be factored into the rate

It was also discussed that other Centers give a key to the individual responsible for the program. This could be an option.

The person requesting the room(s) usage must be a resident of Hampden. They will be responsible for the care of the Center.

It should be noted that fees could be subject to change

Events need to be self-supporting

Any events that are requested during normal operating hours will be approved at Becky's discretion.

Concern was expressed that we do not want to “run a hall for hire”, it was felt that we should be conservative in how it is utilized, not advertise the fact that it can be available and readdress the extent of accessibility later if we feel the need.

Mary will check on the pricing of renting other facilities, e.g. banquet halls, VFW posts, elk’s clubs, etc
Rita volunteered to review all the material and create a preliminary policy for Hampden’s Senior Center. She will present it to us at the next meeting.

The meeting was adjourned at 9:20 am. Our **next meeting** will be Tuesday May 9, 2006 at 8:30 am. in the COA office at the Town Hall.

Respectfully submitted. Ruth Haley, Secretary