

COUNCIL ON AGING MEETING

May 9, 2006

In Attendance: Brian MacLeod, Pat Clark, John Shay, Ruth Haley, Virginia Schneider, Mary Malinski, Rebecca Moriarty, Rita Vail

Absent: Al Ouimet, Shirley Gouvan

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 Becky is continuing to apply for transfer funds as bills (e.g. electric and gas) are received

Director's report was presented by Rebecca-

Becky has submitted the grant request for the **outreach program**. She has put in an increase from 12 to 20 hours for Sue Lamondia. No word as of yet on this.

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.

Sue Lamondia arranged with **Thorton Burgess School** to have students assist with **yard cleanups**. They helped various seniors around town and also did some work at The Commons.

Bethlehem Baptist Youth group will be doing outside **spring cleanup** work at the Senior Center on May 20th.

The **Formula Grant** is again due. Becky is rewriting this. It currently is being utilized to pay Becky's salary; she will be applying for it to be used to fund an **activities coordinator** position at 10 hours/week.

Becky will post this position.

Becky will be **reestablishing contracts** for such services as Poland Springs, White Water, etc.

Ed Harris will be going on May 20th to the Senior Center to do some **outside work**.

The **SCRIBE** will be reissued beginning in July. Thanks to Bill Olmstead for publishing the "Moving Ahead" newsletter that kept townspeople up to date during our down time.

The building usage policy. Both Rita and Mary have worked to formulate a policy as well as rental agreement forms. Mary is still working on 3-4 other forms e.g. kitchen policy. When these are completed Mary will send them to our members for review. We will discuss and work toward accepting these at our next meeting.

Official opening date for the Center will be July 5th. There will be a celebration party on July 13th.

Ropening concerns

-**Becky** has requested a **4-day workweek**. She will be working a total of 25 hours/week. Clerical staff will cover the fifth days' operations. The Board voted and unanimously agreed to approve this request.

-There was discussion as to what the hours of operation would be. It was voted and agreed upon that the Center will be **open Monday through Friday from 10 am to 2 pm**. On **Wednesdays** Becky will stay late and the building will be left open for usage **until 3 pm**. This will allow the Pitch group to complete their card playing as well as giving the option for others to utilize other areas of the building. This will allow the Center to be open 21 hours per week. We will reevaluate how this is working at a later date and readjust if needed.

- **Rudie** is willing to return and has also expressed a desire to open and close the building during any special events that are booked

-**Helena** has agreed to return to her clerical position.

-There was a thought about combining the clerical and activities coordinator's hours to make a single 20 hour/week position in the future?

-Becky expressed concern about people completing their activities and exiting the building by the scheduled **closing times**. It was felt that 15 minutes prior to closing people should be made aware of the time and that the closings will be prompt and enforced. This needs to be implemented as soon as the building is reopened to "train" people to be respectful of the closing time.

-during the **3rd and 4th week of June** Becky will need **volunteers** to help complete getting the space ready

Brian will write a **letter to the Selectman** regarding Becky's hours as well as the Center's operational hours. He will also format a **letter for The SCRIBE** from the COA board addressing our appreciation of various people that endeavored to keep activities going for our seniors.

Gennie Ford sent a thank you note after receiving her flowers and note of thanks from the Board.

Three members of the **GSSS** will be meeting with Becky at 10 am this morning to discuss the moving of the **meal site**. Meals usually arrive at 10- 10:30 and prep is done prior. Christine Mansfield now arrives at the church site at 9:30 am to turn on steam tables, wash table, turn on ovens, etc.

A letter of resignation was accepted from **Ruth Haley**. She will be leaving the board due to a change in her work hours. **Mary Malinski** was voted in to fill the **secretary's position**.

Arlene Fisher will not be returning to her position on the board. This leaves **openings for both an under and over 60 position on the Board**. Both Ruth and Arlene's terms were ending on June 30th of this year. There has been interest expressed in Arlene's position by Carol Siano, Diana Vermette and Kathleen Flynn. Becky will post these positions as well. She will endeavor to set up interview for the next meeting.

The meeting was adjourned at 9:22 am. Our **next meeting** will be Tuesday June 20, 2006 at 8:30 am. At the Senior Center.

Respectfully submitted.
Ruth Haley, Secretary