

TOWN OF PRINCETON  
COUNCIL ON AGING BOARD MEETING MINUTES  
THURSDAY JULY 23, 2020  
9:00 A.M.  
VIRTUAL & IN PERSON MEETING

PRESENT:	BOARD MEMBERS:	Barbara Guthrie, William Lindquist, Donna MacKenzie, Wendy Pape, Susan Stolberg, Michael Warren, Terry Thompson (arrival at 10:00 a.m.)
	BOARD ALTERNATE	Fran Thomas
	DIRECTOR:	Aimee Kindorf
	ADMIN. ASSISTANT:	Nickole Boardman
	GUESTS:	John Bennett, Fire Chief; Karen Cruise, Selectperson; Sherry Patch, Town Administrator
	BOARD ALTERNATE UNABLE TO ATTEND:	Jane Giumette

**Discussion of Use of Senior and Community Center Space for Remote Meeting Participation by Town Boards/Committees.**

**Board and Staff met from 9:00-9:30.** Discussion included the following items:

- **Princeton Senior & Community Center Facility Use Regulations.** Wendy drafted the document but it is not clear whether the Select Board had adopted the plan. It was noted there is a town policy for use of the Annex Building. Regulations would need to be updated relative to Covid requirements.
- **Relative to cleaning,** the town currently takes care of cleaning the building and paying for that service. Cleaning requirements will need to change due to Covid and additional building usage.
- **Calendar/Sign In Sheets.** There is no formal calendar established for building usage at this time. All meetings are posted on the town calendar. The only known town boards/committees that have used the space in the past have been the Environmental Action Committee and the Advisory Committee.
- **A comprehensive check list** needs to be developed and posted as to requirements for opening and closing the space. Nickole noted that she would share the one that Sterling uses to draft one for the Princeton space.
- Currently there is **no knowledge of what space** is being used when boards/committees are using the space.
- Only **2 boards/committees** have currently expressed interest in using the space: The Road Advisory Committee and the Planning Board.

**At 9:30 a.m. John Bennett, Karen Cruise and Sherry joined the meeting remotely.**

Karen reminded everyone that as the Senior/Community Center space is rented by the town, the space is open for usage by other town groups. Committee members assured town officials that was understood and that was not the concern. Karen also noted that as things begin to open up, there will be more demand for in person meetings. She understood that with the current technology holding an in person/virtual meeting in this space was difficult as only one person can be seen and heard at one time. Karen is working with consultant, Matt Russell, to bring extended microphones and projectors into the building so that everyone can see and hear. They hope to be able to show meetings on our public access channel at some point as well. The system that is purchased will be able to be expanded in the future. This is all necessary to conform to the open meeting laws. It is hoped that the 2 largest rooms in the Center will be equipped with this technology. The town uses "Gotomeeting" software for their virtual meetings and have 4 licenses for town usage.

Karen continued to address board concerns by discussing the following bullet points on the agenda prepared by the COA Board relative to their concerns.

- **Key Code.** Concern was expressed that the key code was publically given out to all board/committee chairs via email. The Board would like to have the key code changed and develop a more secure method of sharing the

information with town committees that will be using the building. Karen noted the COA was welcome to come up with a different system. Aimee will talk with the building management company as to options.

- **Scheduling.** The town currently does not have any kind of a system to reserve meeting locations and times although they are working on it. A committee must post any changes in their meeting schedule at least 48 hours before the meeting is to be held.

Once the COA programming is back up and running in the building, no outside groups will be allowed to schedule meetings during the day when COA programming is going on.

- **Room Capacity.** Chief Bennett said the current rule is that maximum capacity can only be up to 20 percent, masks must be worn and people must be distanced at no less than 6 feet. It is hoped that in person meetings will include only those who are necessary and the number of people are kept at a minimum. He also suggested establishing a goggle calendar for reserving rooms.
- **Opening and Closing Policy.** The COA will take the existing policy in the Facility Use Regulations draft and expand on it. The opening and closing procedures will be posted. Sign in sheets will be enforced. Attendees must verify that they have not been exposed to the virus. Temperature monitors will be available for usage. The kitchen area will be off limits. The COA is considering placing a lock on that part of the building. A do not use sign will be attached to the water cooler. Contact information will be required of people attending meetings in the building in the event contact tracing may be required.
- **Cleaning.** All surfaces will need to be wiped down including furniture that is taken from the closet and used. Chief Bennett will bring over a Hydrogen Peroxide Generator that can be used after each meeting. It runs on ultraviolet lights and a fan and is fueled by water. Closet doors should remain open and the generator turned on once meetings have ended. It cleans the air and surfaces.

It was noted that if operational costs increase with more people using the building, the town will review the issue.

Following the meeting with the town administrators, the Board identified the tasks listed below as things to be done:

- Update the Facility Use Regulations to include COVID requirements (and have it approved by the Select Board)
- Update opening and closing procedures and post
- Develop a sign in process that includes contact information
- Develop needed signage to place in strategic locations within the Center
- Work with management company to develop a better system for getting into and locking up the space
- Develop some sort of sign up system/calendar for scheduling meetings to ensure that only one group meets in the building at a time and that it is known who is in the building and when.
- Determine the best way to secure the kitchen area for nonuse.

The meeting was adjourned at 10:15 a.m.