

TOWN OF PRINCETON  
COUNCIL ON AGING BOARD MEETING MINUTES  
THURSDAY AUGUST 13, 2020  
9:30 A.M.  
VIRTUAL & IN PERSON MEETING

|          |                   |  |
|----------|-------------------|--|
| PRESENT: | BOARD MEMBERS:    | Barbara Guthrie, William Lindquist, Donna MacKenzie, Wendy Pape, Susan Stolberg, Terry Thompson, Michael Warren, |
|          | BOARD ALTERNATE   | Jane Giumette, Fran Thomas   |
|          | DIRECTOR:         | Aimee Kindorf  |
|          | ADMIN. ASSISTANT: | Nickole Boardman   |

**July Meeting Minutes.** The minutes of the July 9 and the July 23, 2020 COA Board meetings were approved as presented.

**2020 Budget** was reviewed. Balance remaining as of June 30, 2020 was \$11,207.47 which indicated the COA had spent 88.17% of their annual budget for fiscal year 2020. From that balance, \$2,997 has been encumbered to purchase a new refrigerator, a stainless steel prep table for the kitchen and new flatware. These funds must be spent by September 30, 2020. The remaining balance gets returned to the town's general fund. Since this was the first year in our new space, the cost of electricity and heat were an unknown. Electricity costs were higher than anticipated but heating costs were lower. Aimee reviewed the annual expenditures by line item. It was noted that because programming was suspended in mid March, our expenses decreased for the balance of the fiscal year.

**2021 Budget** from the town is \$95,015.60, an increase of \$250 over FY 2020. In addition \$8,000 is budgeted from the State's formula grant funds. Currently the COA also has \$2,604.37 in a revenue account which includes donations and left over funds from the exercise classes after instructors have been paid. The COA has responsibility as to how these funds are expended.

After some discussion, it was agreed to create a committee to look at upgrading our COA newsletter to possibly include advertisements to help defray the cost. Currently the only cost associated with our newsletter is postage. Donna agreed to chair the committee. Mike volunteered to assist. Fran suggested the newsletter profile a Princeton senior in each issue.

**CMAA Title III Funding.** The COA may apply for funding up to \$1,000 to spend on COVID related expenses. Funds must be applied for by August 31, 2020. After some discussion the board voted to look into purchasing equipment for the Center that would enhance in house virtual meetings. Aimee will research equipment possibilities.

**Space Update.** Aimee noted that in the build out of the COA space there is still \$3,500 set aside for the contractors to install a keyless entry system on the front door. The system must be installed within the next 30 months or the funds will be forfeited. Nickole mentioned that the Sterling COA has a keyless entry system which works well. The question was also raised about installing a handicapped accessible entry system. In the meantime nothing has been done to change the key code due to the effort it would take to notify everyone

The checklist for using the COA space during the pandemic has been updated and attached to the original usage policy. It has now gone to the select board for review and approval. It will be noted that the COA Director or that person's designee will be responsible for oversight.

The generator has been put on a timer. One issue is that the generator will take 18 hours of continuous running to sanitize the Center due to the size of the space. The purchase of a second generator may want to be considered.

A meeting calendar has been established. All requests for use of the space will filter through Aimee.



The town will begin cleaning the Center every other week starting on Sunday, August 16, 2020. Concern was expressed that one cleaning every two weeks was not going to be adequate once the building's usage begins to increase. Two groups have requested use of the building within the next 5 days. The town will be using the space for 6 days in late August for early voting. A traffic control system will be set up for safe social distancing practices during the voting period.

Aimee noted that a request has been submitted to the building management company to put locks on the doors to the inside rooms.

**Fall Programming and Planning.** It was suggested that the Tai Chi and Exercise classes could continue to be taught via zoom. Town Buzz plans to start up virtually. The Men's Club has been meeting virtually all summer and will continue to do so. The book club has been meeting outside but could continue on zoom when colder weather comes.

Discussion was held on the possibility of preparing meals to go, but there didn't seem to be any good answers on how to make it work successfully. The Center may investigate the possibility of holding a luncheon under a tent and have it catered by a local restaurant. Aimee will talk with the Mountain Barn and Mike will approach Monti's.

Other ideas were discussed for possible zoom programming – i.e. floral centerpieces, etc.

Everyone agreed that we would start another round of phone calls to all seniors in Princeton beginning in the fall.

**Outreach Efforts.** There has been no interest in starting a pen pal program this summer. There also has been no effort to select individuals to receive a "muffin" as a way to say "we are thinking of you." It was agreed to try and generate some interest in the muffin idea. Aimee will set up an account at Monti's for the sale of muffins. Barbara agreed to be a delivery person once someone has been selected to receive a muffin.

Aimee noted that she continues to share information about the various support groups that continue to be active. It was agreed that a newsletter should go out in September.

**Other Business.** The select board has asked all town boards/committees to update their mission statements. Aimee will email the current COA mission statement to the board for reviews.

Aimee noted that she still does not know how school is going to work for her children this year. She plans to take some leave time in early September to hopefully figure out a plan for working and schooling her 4 children. She noted it may mean working more hours in the afternoon versus the morning. Board members noted they would be willing to help staff the Center when needed.

Aimee will be on vacation the week of August 24<sup>th</sup>. Jane Giumette agreed to come in on that Monday to bag the "Meals on Wheels" food that is delivered on Monday mornings for distribution.

The meeting was adjourned at 11:35 a.m.

**Next Meeting: Thursday, September 3, 2020, 9:30 a.m.**