TOWN OF PRINCETON

COUNCIL ON AGING BOARD MEETING MINUTES

THURSDAY, NOVEMBER 4, 2020

9:00 A.M.

VIRTUAL MEETING

PRESENT: BOARD MEMBERS: Barbara Guthrie, William Lindquist, Donna MacKenzie, Wendy Pape, Susan Stolberg, , Michael Warren,

BOARD ALTERNATE Jane Giumette, Fran Thomas

ADMIN. ASSISTANT: Nickole Boardman

UNABLE TO ATTEND: Terry Thompson, Board Member

**Minutes** of the October 1, 2020 meeting were approved as presented.

**Space Update.** The town offices are not moving back to the Town Hall until the first of December. The COA office is now locked when not in use by COA staff. Due to the Governor’s directive of 11/6/2020, all meetings will now be virtual so we are not expecting any board or committee meetings being held in the Center for a while. Foot care appointments will occur on November 10th and possibly on the 24th if enough people are signed up. Foot care will be moved to the middle room during this shut down period. Book Club may meet in the Center on the 18th if it is too cold to meet outside.

The chili grab and go luncheon was a huge success. A mac & cheese grab and go luncheon will be held on Friday, November 20th. The menu will include mac & cheese, a brownie and a clementine. Brownies will be made on the 18th. Some supplies will be ordered from Amazon. Jane will shop for all additional supplies. Fran will take a survey of the pots and pans needed . Measurements will be taken for the placement of a center island in the kitchen. Nickole will order the needed equipment .

Mini loaves of dessert breads will be distributed for December’s grab and go event. Breads will be prepared on December 18th for distribution on Monday, December 21st. Breads will be wrapped in cellophane, tied with a ribbon and will include a candy cane

The status of other activities is as follows: Links will be sent out to Tai Chi participants each week so they may continue with the Tai Chi programming. Diane will do a zoom exercise class on Tuesday mornings from the Center.. One class participant will be in the Center with her. All participants are asked to send in a check monthly to the Center for the zoom classes they attend. Cost is $5,00/class. Men’s club and bridge continue to go on virtually. Book Club may start to meet inside or via zoom now that the weather is getting colder.

Nickole will update the Meals on Wheels preparation list to include December and January. The list along with the list of recipients will be posted on the refrigerator. Updates will also be emailed.

Thanks to the Wachusett Rotary Club, turkeys will be distributed to seniors in November and hams in December. The number of turkeys and hams that will be available is not known at this time. Mike and Bill will be responsible for the distribution.

**Outreach Efforts**  It was agreed to wait and make wellness calls to Princeton seniors until after the holidays. The board agreed to send Christmas cards to seniors in December. Fran suggested we distribute hearts to seniors for Valentine’s Day by hanging them on door knobs.

The Art Society has requested that the rent they pay for use of the Center be reduced during this time as they are not physically using the space. Since their rent money goes to the town and not the COA, they will be referred to the town administrator.

Gift cards along with a Mac & Cheese grab and go luncheon meal will be given to the 2 recent board members whose terms ended in June.

It was agreed that we should make an effort to see if a “Friends of the Senior Center” group could be put together so that it could be up and running when things start to open up again It was noted that Aimee’s husband expressed willingness to help with the preparation of a 501©3 status for the organization. Wendy will draft a write up for the newsletter.

Nickole is preparing a newsletter for distribution in early December. In a conversation with the printer we now use, it was learned that his only option is to use black ink. He cannot do flyers because of the lack of advertisement revenue. Donna agreed to check with the local businesses who currently advertise in the newsletter to determine how much they are currently paying for their ads. Deadline for newsletter items will be November 23rd.

**Other Updates.** Fran agreed to take the Safe Serve certification. COA budget will pay for the course.

Two candidates will be interviewed for the director position on Friday, November 5th.

Barbara will follow up on a possible Pen Pal program organized by the local Brave Hearts baseball team

**Financial Report.** The financial report recently received reflected expenses through mid October. The report is updated every 2 weeks. The board will check to see if we can still spend any leftover encumbered funds from the previous year. Exercise monies go into the donations line item. Instructors are paid from those funds. The formula grant monies can be used for just about anything. The grant proposal for this year’s formula grant is being prepared by Aimee. Those funds must be spent by the end of June. Donna agreed to become the Board’s Budget Consultant and give an updated financial report to the board at each meeting. Nickole will work with Donne and make decisions as to what line items expenses should be charged to.

**Next Meeting: Thursday, December 10, 2020, 9:00 a.m.**