TOWN OF PRINCETON

COUNCIL ON AGING BOARD MEETING MINUTES

 THURSDAY, JANUARY 7, 2021

9:00 A.M.

VIRTUAL MEETING

PRESENT: BOARD MEMBERS: Barbara Guthrie, William Lindquist, Donna MacKenzie,

 Susan Stolberg, Michael Warren

 BOARD ALTERNATE: Fran Thomas

 DIRECTOR: Judith Webster

 ADMIN. ASSISTANT: Nickole Boardman

 UNABLE TO ATTEND: Wendy Pape & Terry Thompson, Board Members

 Jane Giumette, Board Alternate

In the absence of Chair, Wendy Pape, Vice Chair, Michael Warren presided over the meeting.

Minutes of the December 10, 2020 and December 30, 2020 meetings were approved as presented.

**FY2022 Budget.** Judith announced the first draft of the budget has been submitted to the town. The second draft will be submitted today. Wendy and Judith will review the budget with the town advisory board on February 2, 2021. While the cost of mailing the current number of newsletters was lower than previously thought, the postage will be increased to account for other anticipated mailings. Judith also reported that the building repairs and maintenance amount of $14,500 which is paid to the building owners for renovation costs will remain at that amount for the next 3 years. The remaining monies for renovation costs ($10,000) will be rolled into the rental at the time when a new lease is written. The building repairs and maintenance budget amount of $16,500 will remain to cover any additional maintenance costs that may occur that are not covered by the town or the building owner. Judith and Donna will meet on January 13th to review the current financials and the budget for FY22.

The town is waiting for a new lease from the new owner of the building.

**Postage Update.** Nickole reported on her conversation with the post office concerning the cost of mailing the COA newsletters. The mailing costs are lower than what was thought. Mailing of 641 newsletters cost $209. Currently $1,100 remains in the COA account with the post office.

**Newsletters.** Due to COVID, rather than having the newsletters hand delivered by currier, the newsletter was overnighted by mail by the printer. Unfortunately, the mail was delayed in Nashua, NH thus causing the mailing to be sent after Christmas. Concern was expressed about this happening for future mailings. Discussion was held on whether someone drives to NH to pick the newsletters up directly from the printer or send them out via Fedex or UPS. Discussion was also held on safe methods for preparing the newsletter for mailing, i.e. individually at home or by a small group safely distanced at the Center. It was agreed that a separate meeting needs to be held regarding the printing and mailing of future newsletters.

**COVID 19 Update.** People ages 75 and older and people with 2 or more comorbidities will be top priority of phase 2 to receive the vaccine. It is anticipated phase 2 will begin in early February. Due to the regulatory requirements surrounding administering the vaccine, Thomas Prince School will be the site in Princeton for receiving the vaccine. The senior center role will be to assist in the communication of letting Princeton seniors know how and when the vaccine will be available. Newsletters, flyers, phone calls and social media will all be used as part of the communication plan. There is concern on how to reach people who may be home bound. Details will continue to unfold during the next few weeks.

**Grab and Gos.** Good feedback was heard regarding the December bread event. Discussion was held about having 2 take outs each month moving forward. One would be a luncheon meal. The second could be a simple food item that would not require cooking but simply packaging or a take and make craft project. It was noted that food was a big draw and is helpful where there might be food scarcity issues. An article will be placed in the newsletter asking for suggestions for grab and gos as well as asking for volunteers to assist in helping with the project.

The January meal will be the Sausage and Tortellini Soup and lemon squares. Fran and Mike will do the soup prep and make the lemon squares on January 21. Distribution will take place on Friday, January 22nd from 12:00-12:30. Sue and Fran will do the final food preparation on the 22nd. Mike, Bill and Wendy will handle the distribution.

A large stock pot and hand mixer will be purchased to assist with the food preparation.

To date, nine people from Princeton have signed up for the Lasagna take out meal sponsored by the Wachusett Rotary Club on February 14th. Princeton COA will do a Shepard’s Pie/cookie meal for Friday, February 26th. Donna and Fran will handle the food prep on February 25th. Mike, Bill, Wendy and Barbara will handle the distribution on the 26th. Judith is researching the possibility of doing some sort of a chocolate gift bag for Valentine’s day. She will be approaching local candy makers for sponsorships.

Judith led a discussion about developing a cleaner process for purchasing food and supplies. One possibility would be to set up accounts with particular venders.

A chicken patty sandwich or parm will be considered for a March meal to go plus a take and make it project.

**Outreach.** Nickole noted that My Senior Center needs to be updated with names of people who have moved into Princeton and/or have turned 60. The data base has not been updated since information was originally inputted.

It was agreed to make wellness check phone calls to seniors again but this will wait until we have details on the vaccine availability. It was also suggested that we ask people if they would prefer just to receive future newsletters via email. Also email addresses should be requested to include in the data base.

COA staff will learn how to post newsletters on the website. The website and our facebook page are other sources for publicizing vaccine information. Currently the website information is out of date and not many people are registered on the COA facebook page.

Judith is talking to “Redemption Rock” about including a COA related article monthly in their publication. Judith will also contact the “Landmark” about updating the Princeton COA information in that publication.

**EOEA Formula Grant.** It appears our EOEA (Executive Office of Elder Affairs) formula grant will probably be level funded for FY22.Moving forward, these funds will most likely gradually increase over a period of 3 years to achieve a $12/elder funding level for Princeton’s 60+ population in the 2020 census. If/when $12/elder funding is achieved for the new number of senior residents, Princeton could potentially see increased funding of $6,000/year. A plan should be developed on ways to improve the Center using these increased funds.

**Other Business.** Our February board meeting will be changed to Monday, February 8th, 9:00 a.m. to accommodate Jane’s schedule for the next few months.

Since board member Terry Thompson has been unable to attend Board meetings since September due to her needed participation in her grandchildren’s schooling efforts, Judith will contact her and introduce herself. Wendy and Judith will contact Select Board member, Karen Cruise to discuss the situation.

Meeting was adjourned at 11:10 a.m.