TOWN OF PRINCETON

COUNCIL ON AGING BOARD MEETING MINUTES

THURSDAY, APRIL 1, 2021

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

 DIRECTOR: Judith Webster

 ADMIN. ASSISTANT: Nickole Boardman

 UNABLE TO ATTEND: Terry Thompson, Board Member

**Minutes** of the March 4, 2021 meeting were approved as presented.

**FY21 YTD and 4th Quarter Financial Planning.** An updated expenditure ledger was reviewed. Some line items will be overspent while others will be underspent so that monies will be shifted between line items. Judith thinks the spending is in line so that we will come pretty close to spending down the budget. She is investigating the expenditure of $2,598.47 in building and repairs as it is unclear what is included in that amount. It was noted that if there is money left over at the end of the fiscal year, the COA should consider purchasing a small freezer. The EOEA monies have not arrived yet. Judith will follow up to determine when that money may be received.

**Board Nominations.** Board members whose terms end on 6/30/21 will need to reapply for another term if they want to remain on the board. Documents for reapplying are on the town website. Fran noted that board members should have a copy of the COA bylaws so that proper procedures are followed. The question of how many members are allowed on the board and if changes should be made to the bylaws were discussed. It was noted that the bylaws state that if someone misses 4 meetings annually or 3 meetings in a row they may be subject to removal from the board. Wendy will check with Sherry to get a copy of the COA bylaws to send out to board members and alternates.

**Re-Opening Update and Discussion.** A meeting will be held with the Board of Health next week. Judith has been researching re-opening plans of other area COA’s. Caution is being followed. More outdoor activities will be planned once the weather is warmer. The larger concern is how to bring people into the building safely. The number of people that can be accommodated inside depends upon the square footage of the space. It was also noted that there is a question as to whether people can be asked if they have been vaccinated. (NOTE: Staples is laminating vaccination cards for free.) Mike agreed to check the MACOA site to see if they have any information on liability issues concerning sites re-opening.

**Grab and Go’s.** It was noted that the expenses for the March Grab and Go’s were higher than normal as some items were purchased in bulk and will be used at a later time. The April 9th event will be bagels and cream cheese. Mike and Sue will handle the preparation and handouts. The April 23rd Grab and Go will be lasagna. Denise and Fran will do the prep work on 4/22. Donna will come in at 9:00 on 4/23 to help with the final cooking. Barbara, Wendy and Sue will come in at 11:00 to help with the packing and the 12:00-12:30 handouts. Judith noted she is still waiting to receive an updated list of homebound people from the Board of Health. Wendy noted that the person delivering the meals to the Wachusett House residents will need a list of the people receiving the meals as he delivers them individually to each person.

**Newsletter.** Nickole reported there were issues with the ink relative to the printing of the April newsletter. Donna reported that she has had a conversation with LPI relative to their requirements for printing COA newsletters. They require a 3 year contract. The COA is responsible for providing names of potential advertisers to LPI. Cost of an 8 page newsletter is $5,400 annually with one page of ads. Cost of a 12 page newsletter is $6,100 annually and would require 2 pages of ads. If we could not come up with a full complement of ads, the COA could pay the difference. If they were to put the newsletter on our website, there is a onetime set up charge and a small monthly maintenance fee. Advertisers would have the opportunity to change their ad 4 times annually at no charge. If we had a twelve page newsletter, we could do a calendar insert. Another option would be to print a calendar every other month rather than monthly. However, that might be difficult because of scheduling issues. Updates/changes could be posted on the COA website. Currently, while we are not open, the newsletter will be prepared monthly. Deadline for the copy to be sent to the printer is the second Friday of the month. Donna will develop a list of potential advertisers and will send it to LPI to follow up.

**New Programming.** Starting on April 7th, an 8 week mindfulness class will begin. Cost of the class is being paid for by a cultural council grant. A Zumba gold class with be held on Thursdays via zoom and a card making class will also be held via zoom on Tuesday, April 20th.

The Art Society is planning to hold their annual art exhibit on June 5 & 6 with a reception being held on Friday evening, June 4th providing the Board of Health approves. They will be asked to regulate the number of people in the building at one time on Saturday and Sunday.

**Summer Barbeque.** Discussion was held on planning a summer barbeque in late summer as a possible re-opening event. Local businesses will be asked to help sponsor the event. Krashes field was mentioned as a possible location.

**Volunteer Recognition.** Discussion was re-opened relative to recognizing individuals who have volunteered for the COA this year. It was agreed that Wendy would write thank you notes to the individuals named. Many of those who will receive a thank you have been involved with the Grab & Go meals and distribution of the food for the Meals on Wheels program.

**Other Business.** Wendy noted that she had contacted several people about joining a committee to form a “Friends of the Princeton COA.” To date she has 3 names. It was agreed to have a meeting with these 3 people to get the process started. Wendy will also contact Aimee Kindorf to see if her husband was still willing to help with the process of establishing a 501©3 corporation. Ann Nueberg will be asked to chair the committee. It was suggested that an attorney be part of the committee as well.

Bob Wilby from the Paxton COA was contacted. He agreed, that when trips begin again, he will send the information to the Princeton COA to be included in our newsletters.

Judith will check with the Princeton Board of Health to determine if the May board meeting could be held in person at the Center.

**NEXT MEETING: Thursday, May 6, 2021, 9:00 a.m.**

Meeting was adjourned at 11:00 a.m.