TOWN OF PRINCETON

COUNCIL ON AGING BOARD MEETING MINUTES

WEDNESDAY, JULY 7, 2021

9:00 A.M.

PRINCETON SENIOR CENTER, 206 WORCESTER ROAD

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

 Wendy Pape, Susan Stolberg, Terry Thompson

 BOARD ALTERNATE: Fran Thomas

 DIRECTOR: Judith Webster

 UNABLE TO ATTEND: Michael Warren, Board Member

 Jane Giumette, Board Alternate

 Nickole Boardman, Admin. Assistant

**Minutes** of the June 3, 2021 meeting were approved with the following amendment: Relative to the Newsletter Working Group, Nickole will be asked to send the list of potential advertisers to LPI. Donna, Judith and Nickole will collaborate on developing a sample document that LPI can use in soliciting advertisers.

**Election of Officers.** The following slate of officers were elected to a three year term: Wendy Pape, Chair; Michael Warren, Vice Chair; Barbara Guthrie, Secretary.

**Director’s Finanical Update.** Approximately $4,100 was sent back to the town at the end of FY21. This included money left in the salary account as well as operating. Judith noted that new desks were needed for the office. The sign has been ordered that will be used outside to advertise program activities. The town has a new phone system which allows staff to receive phone messages on their computers.

**Meals on Wheels.** It was agreed that Nickole will take over the preparation of the Meals on Wheels on Tuesdays effective immediately. Others may be asked to help if there are times when Nickole would not be available.

**Senior Center/Community Center Usage.** Judith, Wendy, Mike and Barbara met with Princeton Art Society (PAS) representatives, Judy Dino and Jean Strock. It was noted that PAS had put together a Memorandum of Understanding (MOU) in 2017 about the usage of the COA space but it was never signed/approved by the town/selectboard. It was agreed that moving forward, PAS would have to request usage of the space for their different activities with Judith like all other groups not affiliated with town government. A fee structure will be developed for usage by all non town groups. PAS has been asked to remove their bookshelves and books from the first floor space and the materials that are being stored in the COA storage space on the bottom floor. Usage of the space for a reception at the recent art show was addressed.

The COA has priority usage of the space from 8:30 a.m. – 4:00 p.m. Monday – Friday. Town committees have priority to use the space on Wednesday evenings. Judith is responsible for keeping a calendar of the building usage. It was noted that children’s groups should not have usage of the space for a variety of reasons including required CORI checks and ratios of children/adults. Liability insurance will be required for all outside groups. It was determined that groups will be able to book space requests no more than 6 months out.

It was noted that Judith and Sherry, town administrator, will write a grant to seek funding for a new lock system which would allow each group using the space to have their own code. This would allow for better monitoring of the building usage.

Questions were raised on what stipulations were needed for groups to use the kitchen. Fran Thomas agreed to look into possible rules and regulations. The question was raised as to whether the Board of Health needed to be involved as the area is not considered a commercial kitchen.

Judith reported that the town had an ADA assessment done on spaces used by town organizations. Additional work will be needed on this space to make it ADA compliant. Costs may have to be part of a future town capital budget.

**Grab & Go.** Distribution of the Blueberry Muffin Grab & Go on Friday, July 9th will be handled by Fran and Terry.

The Friday, July 23rd Grab & Go will be turkey sandwiches made by Monti’s and fruit and chips. Susan and Barbara will help with packaging and distributing the meal. Bill will assist with the traffic. Fran noted the meals she is delivering to home bound people are going well.

Judy Breen will prepare the August Grab & Go which will happen on Tuesday, August 24th. Wendy, Susan and Barbara will assist in the packaging and meal distribution.

Fran reported that she has organized the kitchen so that items not used much have been put away in cabinets. We no longer have an account with Sysco. Due to their shortage of drivers, all small accounts in the area have been dropped. Fran is also working on a menu for the rest of the year.

It was agreed to drop the breakfast Grab & Go effective August, 2021. Discussion was held on whether/when to drop the drive by Grab & Go’s and bring people inside to eat and socialize. It was agreed to revisit the issue each month but for now, keep it as a take-out Grab & Go.

**Programming.** Judith reported that we are scheduled to receive $8,200 from formula grant money in FY22. Currently there is $3,000 remaining in that account from FY21. There is also $3,000 in donations that gets carried forward and we have received a grant of $350.00 to be used for another “Mindfulness” series.

Another Bingo game will be held on July 14th. Fran will call the numbers. Harry Pape will be asked to help out at the “trivia” event on July 22nd. Judith noted that she and Nickole have agreed to hold off on introducing any new programming until the Fall. Some ideas include: Garden Therapy; A Lecture Series (topics could include history, travel, arts); Exercise and Balance classes (it was noted that Marty needed to have a minimum number of 8 people in each of her classes if she was to return to Princeton); Mindfulness; Zoomba (in person); Country Line Dancing; Pickle Ball (finding an available court may be an issue as most tennis courts in the area are privately owned).

**Summer Barbeque.** It was agreed to plan the event for early September after Labor Day at noon. Judith will talk with the Recreation Department Director about using Krashes Field for the event and to determine what is available there for facilities and what we would need to bring in. It was suggested we ask Open Door Realty and the bank in Post Office Place for donations to help in defraying the cost of the event. Hamburgers/Hot Dogs/Salads (purchased at BJ’s) and ice cream (if freezer space is available at the Field) would be the menu.

**Friends of COA.** It was reported that Nickole knows two people who have been through this process before who might be willing to assist. It was agreed to have anyone interested in helping to establish a Friends group attend a board meeting in October to discuss the matter further.

**New Business.** Nickole will resume working all her hours in the Center in September. It is anticipated that Judith will be in the Center on Mondays and Wednesdays and Nickole on Tuesdays and Thursdays. At this time, there would be no staff in the building on Fridays.

The Growing Places Farmer’s Market will be at Wachusett House from 5-6 p.m. once monthly.

Fran asked that we revisit the phone list distribution again in the Fall.

**NEXT MEETING: THURSDAY, AUGUST 5, 2021, 9:00 A.M.**

Meeting was adjourned at 11:00 a.m.