COUNCIL ON AGING BOARD MEETING MINUTES

THURSDAY, FEBRUARY 3, 2022

9:00 A.M.

PRINCETON SENIOR CENTER, 206 WORCESTER ROAD

PRESENT: BOARD MEMBERS: Barbara Guthrie, Donna MacKenzie, Wendy

Pape, Susan Stolberg (via zoom), Terry Thompson, Michael Warren

 BOARD ALTERNATES: Jane Giumette, Fran Thomas

 DIRECTOR: Judith Webster

 ADMIN. ASSISTANT: Nickole Boardman

ABSENT: BOARD MEMBER: William Lindquist

**Minutes** of the January 6, 2022 meeting were approved as presented.

**Open Meeting Law.** Wendy reported that she had participated in a webinar sponsored by the State Attorney General’s Office concerning open meeting laws. She noted that the COA Board is in compliance with the exception of the need to take minutes of any subcommittee meetings we might have. The State is promoting that meetings be held remotely at least until July 15th. However, boards/committees do have discretion on whether they meet in person or virtually. Wendy also reported that only items that are on the agenda should be discussed at open meetings.

**Newsletter.** Donna reported that LPI was in the process of hiring a new staff member. A zoom meeting was set up for February 8th to explore the possibility of LPI taking over the printing of Princeton’s COA newsletter. Discussion was held on the possibility of including a one page monthly calendar of COA events with the newsletter.

**Grab & Go.** Holiday breads will be distributed on February 11, 2022. Fran and Donna will bake the breads on February 10th. March Grab & Go will be held on March 17th. The menu will be corned beef & cabbage (including potatoes and carrots) and fresh fruit. Donna, Terry, Jane and Wendy will assist.

Fran noted that she is concerned about having food cooked in homes or locations that are not safe serve approved and bringing the food in to the Center for distribution. It was agreed that moving forward, we will require all food to be prepared in a safe serve environment.

Judith noted that she felt the expenses associated with the Grab & Go’s were reasonable. Discussion followed about finding sponsors for future Grab & Go’s, continuing them on a regular basis and/or having special Grab & Go’s periodically such as the Ice Cream Truck.

**Financial Update.** Spending for FY2022 is on track. Utility costs are somewhat higher than what has been budgeted. The finance committee is asking that the proposed 2023 budget be reduced further. Judith noted she is still trying to increase Nickole’s time by 4 hours for FY2023 which would provide a total of 35 hours/week for COA administrative staffing. Nickole spends much of her time on Outreach which is growing. It was noted that it would be helpful for the COA to have “Friends” support for fund raising purposes.

**Programming Update.** A 4 week session of the UCLA Memory Classes will be held in March. Mahjong is now being held on Mondays and Thursdays. A Tai Chi class is beginning this month. Foot care will be held twice a week starting in March. Barre classes are doing well. Judith reported no new classes will be added right now due to the lack of staff time. Nickole reported the “Growing Places” fruits and vegetables which are locally grown is going well. For a minimum of $10.00 home delivery can be arranged.

**Update on Overall Facility Usage by the Community.** Some smaller organizations do not have liability insurance so will not be able to use the space. Other organizations have complained about paying fees to use the space. Having a Usage Policy allows for the fact that all usage requests will be treated the same.

**Grant Opportunities.** Judith is researching the possibility of whether the Princeton COA might be eligible to apply for a grant from the Barre Savings Charitable Foundation. It was noted that the town Select Board is currently holding meetings on how best to use the ARPA funds that will be coming to the town from the Federal Government.

It appears that the proposed Access Control System being proposed for the COA/Community Center could be a one year capital item for the COA budget. A firm figure for the cost of the system and the monthly operating cost still needs to be determined.

It was also noted that perhaps ARPA funds could pay the annual fee for the “My Senior Center” software along with the software upgrade.

**Staffing.** (Discussed in Financial Update)

**New Business.** Mike noted that the Elderbus Committee has not met since the start of the Pandemic. Usage by Princeton residents has slightly increased.

A new form for recording monthly volunteer hours has been developed. Volunteers are asked to itemize their volunteer time and turn the sheets into Nickole monthly.

Fran reported that the Housing Committee has distributed a housing survey to residents.

The town clerk will be generating a list of people who are turning 65 to give to the COA.

Princeton’s Shine counselor has been busy with people requesting information about health benefits.

It was noted that the COA has been receiving requests from residents who need transportation to various appointments. It was suggested that in an effort to develop a list of people who would be willing to serve as drivers, a driver training program should be mandatory and drivers would need to be CORI’d. It was noted that many people requesting a driver are willing to pay for the service.

The need to develop a list of individuals who are willing to rake leaves and shovel snow for residents would be helpful. A list does not exist now but will be worked on for the next fall and winter season. Next Door could be used to advertise this need.

**NEXT MEETING: THURSDAY, MARCH 3, 2022, 9:00 A.M.**

Meeting was adjourned at 11:00 a.m.