

# **North Reading Council on Aging Meeting Minutes Tuesday, March 21, 2023**

## **Attendees:**

Daniel Greenberg, Chairman, Katherine McCabe Scott, Vice Chair, Maxine McPherson, Clerk, Lisa Ditrapano, Member, Larry Brown, Member, Valerie Schiavone, Member and Kim Manzelli Director, Senior Center, Angela Mauceri, Friends of the COA

**Meeting called to order by Dan Greenberg**

**Minutes from the Last Meeting** – the February 2023 minutes were approved by the Board with several minor amendments. (Corrected version sent to Dan on 3/21).

## **Reports from work groups:**

- —**Systems and operations** – Maxine and Larry. Have not met yet. Maxine visited the Senior Center and met the director Kim. Larry will schedule the same with Kim soon.
- — **Programming** – Katherine and Lisa met with Kim. They decided to get information on senior programs offered in neighboring towns and whether other Centers charge for programs and how much. They will report back to the Council.
- —**Grants** – Margie and Valarie met with Kim and they are looking ~available grants such as Massachusetts and Federal grants, AARP grants etc. also looking for other space and grants that might pay for use of space

## **Friends of the COA/Senior Center: (Angela)**

—Town Yard Sale is coming along and they will start taking applications for tables on March22. The NR Republican Party has requested a table to use to raise funds for the Town's Food Pantry  
—Other projects will be growing giant pumpkins and gardening

## **Director's Report : (Kim)**

### **Program Update:**

- The Meal Program increased to 5 days a week beginning March 1<sup>st</sup>. A second Meal Site Coordinator was hired though MVES.
- The monthly special events and Monday exercise classes are at capacity.
- In the process of researching alternate spaces in town for additional programs and what support would be needed from staff and additional volunteers
- Weekly Tuesday Shopping Trips to include Market Basket and Walmart will be supported by a second van and driver
- MA COA Walk Mass Challenge Kick Off will be hosted at the Senior Center on April 25 at 1pm

### **Communication and Outreach:**

- Evaluating the current newsletter
- The COA and Friends of COA applied for and received the bulk mailing discount rate for the newsletter
- It is more cost effective to internally create the newsletter then use a publishing company and we don't want to compete with the Transcript
- Weekly email communication sent out to Senior Center email group with positive feedback (250 names on the list)
- The NR Transcript started providing weekly Senior Center Updates. New weekly column named "Our Place on the Hill"

#### **Facilities:**

- Dishwasher was installed by the Town
- New tables are to be delivered on 3/30
- Getting a steam table for the senior center. Funding came from a Formula Grant
- Painting the interior of the senior center was discussed with DPW. Will be done but no timeframe given
- Outside sustainable garden to be assessed by Garden Club
- Facilities Traffic Pattern to be reviewed by Town Engineer and Sergeant Derek Howe on 3/22 at 2pm due to safety

#### **Budget:**

- Budget was finalized
- Increase in limit of revolving fund
- Determining goals/ financial means to support future programs
- A group of students from the NR High School Student Council would like to support Friends of the COA at the Town Wide Yard Sale Event and will take shifts at the Town Hall yard sale tables and log community service hours.

#### **Other:**

A group of high school freshmen would like to help the Senior programs. Kim will forward the information to the NR Republican Party head and maybe the freshmen can help, with the Yard Sale Table that they will have for raising money for the NR food pantry.

#### **Building Issues: (Dan)**

Dan met with and is a new member of the NR Transportation Committee. The committee will be looking into problems with transportation in North Reading. Part of the problem is finding drivers for the vans. A third van was purchased from a grant but delivery is delayed until later this year.

Dan also explained that all building maintenance for the Senior Center is done by the Town DPW. He met with the facilities manager who said all the building issues would be handled but there is no timetable as to when. An engineer was hired to do an updated report on the building.

## **New Business:**

Dan explained how the Revolving Fund works. Currently the Revolving Fund money comes from fees that the Senior Center charges for programs. This is capped at \$12,000 making it difficult for the Center to increase fees when needed to support their programs.

A motion was put forth to ask the Town Selectman to increase the cap to \$50,000 at the Town Meeting. Motion was unanimously passed. Dan will submit proposed change to the Town. The selectman can turn the request down with three no votes or put it to a Town vote during the annual meeting.

The next COA is set for April 18 at 5:30 via zoom.

Meeting adjourned.

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Respectfully submitted, and  
Maxine MacPherson  
Board Member