

North Reading Council on Aging Meeting Minutes Tuesday, June 27, 2023

Attendees:

Daniel Greenberg, Chairman, Katherine McCabe Scott, Vice Chair, Maxine McPherson, Clerk, Valerie Schiavone, Member, Kim Manzelli Director, Senior Center, Lisa Ditrapano, Member, Richard Walker, SB Liason

Meeting called to order by Dan Greenberg

Minutes from the Last Meeting – the May 2023 minutes were approved by the Board.

Reports from work groups:

- — **Systems and operations** – No report.
- — **Programming** – Lisa will set a time to meet with Kim about the new program coordinator and to look at whether we are charging enough for services that the Senior Center provides. North Reading receives \$12 per senior per year from the State as a Formula Grant, but that data may be 2 years old. This income needs to be added to through fees and fundraising. Kim would like to look at what other town senior centers are charging for services.
- — **Grants** – A grant proposal has been submitted to the Mass. Council on Aging to fund a pilot for an expanded lunch on Mondays at Aldersgate Church. The grant would include rent for the church, increase van transportation and speakers/entertainment at the lunch.

Director's Report : (Kim)

Program Update:

- Meal Program is ongoing 5 days/week with good participation
 - Volunteer base is being increase
 - Aldersgate Church has agreed to use of space every Monday, beginning September 11, 2023. MCOA Grant submitted last week – goal is to assist in funding/support for additional outreach to seniors in our community with pilot program and use of alternate space for 6 months. Funding decision to be made on July 10th. If the grant is not approved, the Friends of COA will fund a 3 month pilot. After that they want the Town to pay.
 - Second van on road on Tuesdays to support shopping trips to Market Basket and lunch outing
 - Van schedule to be re-assessed for maximum efficiency and best use of 35 hours maximum/week. Volunteer driver orientation meeting were held in May and June in anticipation of a need to provide out of Town service area changes. Rides are already being provided in some cases and Kim is looking into whether Mystic Service will provide drivers with gas money in certain circumstances.

Communication and Outreach:

- Newsletter in the process of revision. Trying to trim size to 2 pages to bring down cost and reducing the cost of mail. The Friends of COA cover mailing cost.
- Weekly email communication continues. About 250 people on mailing list
- Transcript and Norcam continue to promote Senior Center Programs

Facilities:

- Warming plates ordered to accommodate trays from caterer. Funding from Formula Grant and Capital Budget Request
- Handicap door buttons/Flooring /Interior paint - By Town in future. Date TBD
- Volunteers providing upkeep of outdoor flowers/ garden. Trinity Church to return in fall.
- Indoor lighting replaced with LED fixtures by Town
- Town Engineer and Town Planner reviewing traffic pattern /parking lot
- New desks ordered to reconfigure office space and increase functionality

Budget:

- Increase in limit of revolving fund passed at Town Meeting. Tax Work off Program limit debated.
- Senior Gala Fundraiser at Hillview Wednesday September 27th 4-7pm. Venmo account set up by Friends of COA and donations are actively being received
- Future additional fundraising opportunities to be determined with Friends of COA

Staffing Update

- TWO paid summer interns hired and started last week
- Program and Volunteer Coordinator Position job description revised and to be posted soon

Dan

Dan clarified the two Town meeting articles that were about the Senior center. The first provides \$60,000 for a need assessment among disabled residents, with the rest to support the increases in needs at the Senior Center. The Second was a change in the maximum amount allowed in the revolving fund from \$12,000 to \$50,000. This give the Center more room to collect fees from programming. Kim said we need to look at what additional fees we could charge, including a possible fee for rides.

Richard Wallner discussed improving communications

No Old or New Business

The next COA meeting is set for July 25. at 5:30 via zoom.

Meeting adjourned.

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Respectfully submitted, and
Maxine MacPherson
Board Member