

**North Reading Council on Aging
Meeting Minutes
Tuesday, September 19, 2023**

Attendees:

Daniel Greenberg, Chairman, Maxine MacPherson, Clerk, Valerie Schiavone, Member, Kim Manzelli Director, Senior Center, Lisa Ditrapano, Member, Katherine McCabe Scott, Member, Angela Mauceri, Friends,

1. Meeting called to order by Dan Greenberg
2. Minutes from the Last Meeting – the August 29, 2023 minutes were approved by the Board.
3. Cars, Vans and Drivers
Katherine saw a car with the COA logo and will look into whether there is money or grants to purchase a car for the Senior Center to use. Kim agreed it would be useful when using the vans is not appropriate.

Dan mentioned that we will be getting a third van in the spring, but the problem may be finding drivers. He questioned whether grant funding could be used to raise driver salaries and encourage more people to apply as drivers.

The Monday on the Move grant did include funds for a driver. However, drivers cannot exceed 35 hours a week or they become full-time employees with benefits. The Center is looking for a third driver who would be on call as needed. Dan will discuss driver salaries with Town Hall and see how to raise salaries and recruit more drivers.
4. **Grants** – Valarie has a spreadsheet with organizations that might have grants available and will meet with Kim to discuss. Dan mentioned a grant for repair and modernization of Senior Centers available through MCOA. It might be good for having the floor repaired in the Center. There is also a transposition grant offered that Dan is looking into.
5. Director's Report

Program Update:

- Continue to increase volunteer base to support programs and operations
- Monthly special events, several exercise classes, transportation at capacity frequently

- Aldersgate Church “Mondays on the Move” programming began September 11, 2023. MCOA Grant approved for full funding request – goal is to provide additional outreach to seniors in our community with pilot program and use of alternate space for 6 months. Getting positive feedback. Only problem may come up if the program is extended until May or June with possible Friends of the COA funding, break for summer then continue to fund if possible.
- Van drivers' hours are reaching maximum allocated budget weekly of 35 combined hours total.
 - 1/22-9/22 = 1152 rides provided
 - 1/23-9/23 = 2869 rides provided
- Need back up van driver. Please share job posting on Town website.
- Screened volunteer driver group has been implemented, and additional volunteer drivers are in need.

Communication and Outreach:

- Newsletter mailing completed, and new inquiries are active
- Weekly email communication continues, Transcript and Norcam continue to promote Senior Center Programs
- Apple Festival is this Saturday 9/23 from 10am – 3pm. Senior Center sharing a table with Friends of the COA

Facilities:

- Facilities Dept. anticipates receiving notice for submission of FY2025 Capital Requests, after October's Town Meeting. Intention is to request funding for HVAC Replacement and new flooring.
- Volunteers providing upkeep of outdoor flowers/ garden. Trinity Church to return in fall
- Town Engineer and Town Planner reviewing traffic pattern /parking lot. New septic in future
- Space continues to be challenging with limited office space and programs.
- Masonic Lodge has offered space use with trial one day per week, will consider implementing programs once staff can support another off site space.

Budget:

- Info Session held for Senior Tax Rebate 9/13 at 1pm with TA, Karen Marlin and HR
- Senior Prom at Hillview Wednesday September 27th 4-7pm. 200 reservations; fully funded by local businesses and donors.

Staffing Update

- Jackie Quinn joined the Senior Center Team on 9/11 as the new Program and Volunteer Coordinator, 19 hours per week, fully grant funded position.

6. Senior prom is next week. It is fully funded and 200 people coming.
7. Dan got a list of those North Reading residents about to turn 60 from Town. Look into provide a welcome packet with listed resources for distribution to this group and new seniors moving into Town.

Valarie had to leave. No quorum so meeting adjourned. Next meeting is October 17 at 5;30.

Submitted by:
Maxine MacPherson