

Lancaster Council on Aging Meeting
January 16, 2019

Attendees:

Roberta Winsor, Jane Anne Crossman, Charlotte Berry, Joan Mitchell, Deborah Ducharme, David James (Friends), Patricia McDowell, Sue Billings, Beverly Fiske, Sheila Casey, Phil Eugene, Olga Torres (Staff), Marilyn Largey (Staff), Orlando Pacheco (Town Administrator), JoAgnes Santangelo (COA Board Member), Judy MacLean (COA Board Member, Michele MacDonald (COA Board Member), Jay Moody (COA Chair), Nicole Kanis (COA Board Member)

Meeting called to order 9:05am.

Approval of past minutes:

Minutes from March approved, motion made by JoAgnes, seconded by Nicole

Minutes from April approved, motion made by Judy, seconded by Michele

Minutes from November, motion made by Nicole seconded by JoAgnes

Minutes from December, motion made by Judy, seconded by JoAgnes.

Website Update:

Marilyn stated that she has been tasked with reviewing the Council on Aging page on the Town's website. She has found many mistakes and confusing information. Marilyn stated that even the hours of operation are confusing to understand. Marilyn also stated that there are three different calendars on the website all with different information. Marilyn also found various links on the page that lead to old or incorrect information.

David James asked about the email distribution list for the newsletter and if the COA still had access to it. Marilyn stated that we do have access. David felt this distribution list should still be utilized as my town residents had signed up to be on this list in hopes to gain information about the community center. David is willing to provide Marilyn assistance with the website and email distribution list. Jay stated that he is working with recreation and other town departments in hopes to enhance the Community Crier. Jay stated the hope is that an enhanced newsletter can help support better communication with town residents.

Update from Friends:

David James provided an update from the Friends group. Last year's net income is \$3,375. Donations to the senior center last year totaled \$3,077.48. David informed the COA that currently the Friends has \$18,162.05 in their account. There is an anonymous \$5,000 donation included in this total that is to be used for fitness programs.

David shared the news that the Clinton Senior Center received a donation that allows Lancaster residents to attend Clinton Senior Center fitness programs for no cost. Marilyn stated that she is in talks with Deb Goodsell at the Clinton Senior Center to gain information on how Lancaster residents can register for these programs. David suggested that the Friends utilize the \$5,000 donation to allow Lancaster seniors to participate in fitness programs at the Community Center for free. This was agreed to be a good idea. Marilyn will gather information on the cost of fitness programs currently running.

Trips and Programs:

Jay stated that currently the COA is half staffed. Staff was told they are no longer to work overtime. Jay is looking for volunteers that would be willing to assist with planning and executing trips and programming. Jay stated it would be helpful to have a volunteer contact neighboring COAs and see if we can partner on trips.

Jay stated that we are in need of volunteers for the gardens. We are in need of an individual that would be willing to organize and coordinate the gardens for this year.

The annual health fair was also discussed. Nicole again discussed using a different model to organize this year's health fair by not asking for sponsors or charging for tables. The hope would be that this would simplify the health fair process. It was stated that the banner's purchased in previous years were very expensive. Orlando suggested we look into a banner without sponsors that we would be able to use year after year. Orlando also stated the town would be willing to hang this banner on the town green. It was stated that the need for vaccines is still needed even if a health fair does not take place. The COA board agreed. The health fair will be tabled for this month and further discussion can take place next month.

Orlando's Updates:

Orlando and Marilyn are beginning the process of finding a new software for the COA. The current software is out of date and is crashing on an almost daily basis. Marilyn and Orlando will demo My Senior Center this afternoon. The software has the capability to manage van scheduling, outreach documentation, meal and program tracking.

David asked if the Liturgical Press system was looked at. Marilyn stated that it is not an option as it does not have the software for van scheduling.

Orlando also stated that he is confused as he is hearing two different stories from town residents regarding the senior center. One group is telling him that all programs are running the same and the other is telling him that everything is not the same and not running smoothly. Orlando also commented that he has concerns about the COA Chair's leadership.

Nicole stated that she felt that the comment on the two stories is due to people feeling that special trips and programming are no longer happening. Regularly scheduled programs such as yoga, pickle ball and MOC meals are still occurring but people are missing the special trips and programs that used to be provided.

Judy stated that she would like it to be known that she is very happy with Jay's leadership and thanks him for all he is doing for the center at this time.

Jay stated that he feels he has provided leadership. He has worked to partner with the First Church to provide the sand for seniors and an upcoming brunch. He is also working on creating a partnership with recreation. Jay also stated that he is in need of more information regarding the COA budget. Orlando agreed that the COA could meet with finance to gain a better understanding of the overall budget.

Deb stated that there are rumors circulating around town as to why Alix has been absent from the center. Deb stated she feels the town's inability to comment on this is only fueling more rumors and negative comments. Judy asked when we may have a resolution to this issue. Orlando stated that he is

hopeful there will be a resolution in the next few weeks. Jay requested permission to enter Alix's office to look for documents that are necessary to the administration of the Center. Orlando stated this would be possible and he would suggest Jay enter with Marilyn or one other board member. Orlando stated that the office is still Alix's space and he would not want multiple people in her space going through her items.

The question was asked to Orlando what authority the COA board has. Orlando stated that the COA has care, custody and control over senior issues and not personnel issues. COA has oversight responsibility. Orlando suggested the COA look into providing a community computer for Bigelow Gardens. Many of the residents at Bigelow Gardens do not have a computer or access to the internet. It is also difficult for many of the residents to get out. The computer could be placed in the community room. The town would provide the computer and install it. This was thought to be a good idea. Judy will bring this up at the Housing Authority Board meeting.

Grants:

Orlando has completed the Formula Grant to be submitted to EOEA. The Harvard Pilgrim grant is coming to an end and is under control. Marilyn and Jay asked about a Walking Grant. Part of this grant was to award a Fitbit to winner. The winner has been selected but Marilyn and Jay could not locate the Fitbit. Orlando stated that the town would purchase the Fitbit.

Volunteers:

There is a need for volunteers to form subcommittees to take on programing and trips. It was asked that a document be created to explain what would be expected of these volunteers. Marilyn stated that she could create a document that would lay out responsibilities and timelines for volunteer to utilize when planning trips. Jay requested that any individuals who are interested in volunteering please notify him.

Meeting adjourned 10:25am