

## **Minutes - COA/LCC Meeting**

*August 8, 2019 at 9:00 a.m.*

### *Lancaster Community Center Meeting Room*

Meeting was called to order at 9am. In Nicole's absence (new baby) Alix chaired the meeting.

**Attendees:** Alix Turner, David James (taking minutes), Ann Mazzola, Linda Cutler, Michelle Jones, Judie MacLean, Jo Agnes Santangelo, Jane Anne Crossman, Roberta Winsor, Jeff Paster, Kirsten Lewis, Frank MacGrory

**Approval of Minutes** – Minutes of the July 11, 2019 meeting were reviewed. After some minor corrections, they were approved as modified.

**Friends Updates** – Jay Moody was not present for an update. David James reported that the Concert BBQs were a big success.

#### **Director's updates**

- Health Fair
  - Jeff Paster and Michele Macdonald are currently leading the charge
  - Three (promised) sponsors so far: Fallon Health, Fitchburg Health, and Hometown Bank.
  - Alix has applied for a grant from Fallon, as well
  - Invitation letters have been sent and responses are coming in
  - Banners: designing them. There will be three (3) large, double-sided banners and 25+ double-sided lawn signs.
  - Budget – Jeff met with Orlando, and indicated that Orlando was clearly committed to the Health Fair. Orlando assured him that funds would be available.
  - Michelle Jones volunteered that her employer, Artisan at Hudson, will provide the apples that we give away at the door.
  - Need a COA table (and volunteers) at the fair, along with newsletters, brochures about the LCC, etc.
- Newsletter
  - August was the premier issue of the LPI (Liturgical Press) sponsored newsletter.
  - There is NO COST to the town (except labor) because LPI sells ads to support it
  - 750 copies were received and most have been distributed
  - Response has been outstanding and very positive
  - The Health Fair will be the cover highlight event for the September newsletter
- Age Friendly Designation
  - Alix and Nicole are working to get an "all ages" designation for the community center and senior center. Ann Mazzola volunteered to help. A subcommittee will be formed and meet separately.
- PR/Marketing

- Have a “stale” list of contacts (if we can find it). Needs work, of course.
  - Nicole keeping Facebook updated
  - Kirsten Lewis volunteered to look into using Instagram
  - Weekly updates appear in the “Item”
- Budget Status
  - Anticipating an override request next year; expecting cuts
  - Budget needs to be submitted for FY2021 by January
- Gardening Updates
  - Going and growing strong
  - All beds in use
  - Sandy Reardon has promised to continue through the fall
  - Gardeners meet every Thursday to discuss issues
  - John Julian repaired/rebuilt the greenhouse
- Building Updates
  - No progress on most issues; inspection/walk-through by Orlando and COA members (Jane Ann Crossman and others) Friday, August 9.
  - Water heater FINALLY being replace today (August 8); took three months.
  - Bat guano still a problem. Gym floor NOT being cleaned twice daily as promised.
  - Building needs to be sealed (caulked) to prevent ingress by rodents, etc.
  - Bat issue to be addressed at end of August (end of breeding season)
  - Walls, stair rails, and other surfaces are very dirty; never been cleaned
  - Some stair treads are loose (tripping hazard)
  - Cleaning supplies (chemicals) easily accessible (bad)
  - Mold on the walls by the back stairs (where we store the tables)
  - Orlando said (to Jane Ann Crossman) that he is applying for an ADA Compliance Grant for the building
  - Several members asked about Atlantic Union College buildings
- By-law review and updates
  - No progress
  - Need a subcommittee to review the previously approved by-laws again
  - MUST be submitted in time for the Warrant for the October Town Meeting
- CORI Update
  - Have CORI forms in hand and will be processed
- Trip Review
  - August 17<sup>th</sup> fireworks trip full, with a waiting list
  - Judi and Jo Agnes will provide details for the Waterfire trip in September in time for the newsletter
  - Question about the wine & dine: how many people? Van holds ten.
- Minutes
  - July minutes were approved
- Roles: Descriptions Administrative work etc. Personnel
  - Both the CSL and Administrative Assistant positions were posted on the town web site around the first of August

- CSL was advertised in the “Item” with zero results
  - Several applications for Administrative Assistant have been received; David James turned in his application at the meeting
  - David provided an overview of the job, and noted that even he found it difficult to complete the required tasks in the 19 hours provided. A lot of volunteer hours were spent catching up on old (incomplete) tasks and migrating to the new My Senior Center software.
- Holiday/Fall planning
  - Halloween on the Green will certainly be on the schedule!
  - Looking to have a Thanksgiving Dinner on November 21<sup>st</sup>.
  - Holiday (Christmas time) brunch TBD
  - Several members suggested some new classes, as well as have a Medium come in.
- MCOA Annual Meeting – Danvers, MA, October 2-4
  - Alix noted that this is an exceptional event
  - Hoping that other COA members can attend (noted the conflict with the Health Fair)
- Next meeting dates- 9/12/2019

The Meeting was adjourned at 10:40AM

Respectfully submitted,

David James, acting as recorder of minutes