

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

*September 12, 2019 at 9:00 a.m.*

### *Lancaster Community Center Meeting Room*

Meeting was called to order at 9am.

**Attendees:** Alix Turner, David James, Ann Mazzola, Linda Cutler, Judie MacLean, Jo Agnes Santangelo, Jane Anne Crossman, Roberta Winsor, Jeff Paster, Frank MacGrory, Deb Ducharme

**Approval of Minutes** – Minutes of the August 8, 2019 meeting were reviewed. After some minor corrections, they were approved as modified.

**Friends Updates** – Jay Moody was not present for an update

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

- Health Fair
  - Jeff Paster updated the board. We have three sponsors. Banners and lawn signs have been printed and are being delivered today. Will be set up Saturday and Sunday. Sponsors are Stanley Starr, Hometown Bank, and Fitchburg Healthcare.
  - Need help setting up on October 1<sup>st</sup>.
  - We have access to the kitchen.
- Age Friendly Designation
  - Nicole spoke on the "What is age friendly?"
  - Board of Selectmen voted to support the effort to get Lancaster designated as an age-friendly community.
- Budget Status
  - Alix shared the budget information for the past three years (basically, flat)
- Gardening Updates
  - Going and growing strong
  - Thursday meetings have completed.
  - Program a success and look to expand next year (with same number of beds)
- Building Updates
  - We are now "bat proof" and one-way doors installed so that family that was here can't get back in.
  - New LED (dimmable) lights were installed in the building. Have motion sensors to automatically dim when no one in room and come on when someone enters. Tremendous money savings and better lights.
  - Cleaning company has been hired to clean four days a week.
- Trip Review
  - Waterfire trip has 47 passengers.
  - Essex trip on October 17 has a 40 passenger limit; 10 slots already booked.
  - If we plan at least six trips a year, bus is only \$600 (plus tip=\$720) per event.

- Other events
  - Thanksgiving dinner scheduled for November 21<sup>st</sup>
  - Halloween on the Green is on, as always, with board help and Friends BBQ.
  - Suggested a New Year's Brunch instead of trying to have a Christmas event (too busy at that time).
  - Alix met with the new minister of First Church and is looking to coordinate and collaborate on events.
- Roles: Descriptions Administrative work etc. Personnel
  - Applications have been received for both open positions
  - Screening Committee will be assigned to review and select candidates for interview.
- Next meeting dates- 10/10/2019

The Meeting was adjourned at 10:40AM

Respectfully submitted,

Roberta Winsor (note taker)

David James (typing and interpretation)