

Minutes - COA/LCC Meeting

January 9, 2020 at 9:00 a.m.

Lancaster Community Center Meeting Room

Meeting was called to order at 9:00am by Nicole Kanis.

Attendees: Alix Turner, Linda Cutler, Judie MacLean, Jo Agnes Santangelo, Jane Anne Crossman, Deb Ducharme, Nicole Kanis, David James, Ann Mazzola, Cynthia Strong, Sheila Casey, Roberta Winsor, Frank Macgrory, Jay Moody

Approval of Minutes – Minutes of the December 17, 2019 meeting were reviewed and approved without changes.

Friends Updates – Jay Moody

- Meeting will be held 1/16/2020 at 1pm
- Looking to purchase an upper body/leg press machine for the Backstage Gym
- Orlando Pacheco approved expanded hours for the gym!
 - MTWT – 8-7:30
 - F -- 8-6:30
 - Sat -- 8-12
 - Orlando, also, approved a lockbox for any Friend's money/correspondence that comes to the Senior Center.
- Five Wednesday night concerts on the common have been approved by the Library. Friends will cook burgers and sausages, as before. David James volunteered to assist with cooking.

Director's Updates – Alix Turner

- Age Friendly Designation (Nicole and Alix)
 - Process is moving along
 - Have buy-in from Board of Selectmen
- PR/Marketing
 - Newsletter is working really well!
 - LPi, however, is concerned by lack of advertising revenue
- Budget Status
 - Budget/actuals for last couple of years handed out.
 - Doesn't reflect Formula Grant, MART reimbursement.
 - Due 1/10/2020 (preliminary)
 - Town requesting level funding of services
 - Finance Committee meeting 1/13, but Alix has conflict. Will request the COA/LCC presentation be deferred until February meeting

- Nicole asked about addressing salaries, noting that Alix is paid lower than surrounding towns, and is the only department head not under contract.
 - Nicole asked for Board approval to pursue getting a contract for Alix. So moved by Deb Ducharme, seconded by Judie Maclean. Passed unanimously.
 - Nicole will set up a budget sub-committee
- Gardening Updates (Sheila)
 - Resting
 - Need to order seeds and soil (compost) soon
 - Pot Luck and Meeting scheduled for Feb 20th at 5pm
 - Greenhouse needs some repairs
 - Need \$1,500 for Sandy Reardon, and another \$500 or more for supplies (dirt, seeds, etc.). Not budgeted by town. It was suggested that a request be made to the Friends of the Lancaster Seniors.
- Building Updates (Jane Ann)
 - Gym floor is still disgustingly dirty.
 - New chairs were purchased at Devens (10% of cost). They look nice, but one has broken.
 - Heat in gym working better; still noisy.
 - ADA walk-through was held 1/7/2020. A number of issues identified and a report will be produced.
 - Painting – need to prioritize areas that need it. Orlando will contact Sherriff's department when finalized.
 - An AED is really needed in the gym.
 - Poor drainage around the building will be addressed in the spring.
 - Kitchen (upstairs). Nashoba BOH says separate permits required for World Farmers and the LCC. However, they can't find the permit that was issued for the World Farmers. Lancaster BOH meeting 2/5/2020 at 9:30am to discuss kitchen.
 - Need plastic storage bins in order to clean up/organize the storage room (the old Scout room). Have asked Rick several times to buy them, but no luck so far.
 - Spare tables (currently in the gym) could be stored in the Memorial School; only Rick Krafve has access to that building.
 - Nicole was told that we (the LCC/COA) will be issued a fob that unlocks the old Town Hall (for storage and access to medical equipment).
- By-law review and updates (Nicole and Alix)
 - By-laws, with comments by town counsel, were distributed for review. Will be addressed at a future meeting.
- Trip Review (Jo and Judy)
 - Judie and Jo Agnes have identified a number of desired trips in the coming year. Dates and details needed. Any information needs to go to both Alix and David James.

- Programming: Exercise (Alix and all)
 - PiYO (Pilates-Yoga demo scheduled for January 23rd; gym floor REALLY needs to be cleaned (washed) before then.
 - A need was expressed for a beginner-level pickleball class.
 - Talk of adding a second Strength Class Saturday morning, but only if there is enough demand.
 - February 7 will be an “Evening in Paris” with music and crepes (demonstration and eating thereof). Attempting to apply a \$500 Cultural Council grant.
 - The New Year’s Brunch attracted 56 attendees, with another 15 volunteers. Many thanks to the 4-H and home-school kids for their incredible help. Cleanup was much more organized and efficient. Consider renting table cloths next time (some were purchased, but arrived late).
- Grants (Alix)
 - Looking to use one for Feb 7th “Evening in Paris”
- Roles: Descriptions, Best Practices, etc. Administrative work etc. Personnel (Nicole and Alix) – NO ACTION
- Liaisons or Subcommittee Review (all) - NO ACTION
- Winter and Spring planning (all) Dates- Crepes, Winter Carnival) – SEE ABOVE
- Next meeting dates-2/13/2020 at 9:00am (NOTE EARLIER TIME)

The Meeting was adjourned at 10:30AM

Respectfully submitted,

David R. James