



**Regular meeting minutes of the
Council on Aging Board**

Date: 7/10/2019

Place: Senior Center

Room: B07

75 Groton Road, No. Chelmsford, MA 01824

Members present: Diane Boisvert, Fred Brusseau, Paul Der Ananian, Steve Flynn, Mary Gibson, Ruth l'Anson, Louise Myers, Ami O'Grady, Debra Siriani, Anne Smith, Dianne Sperry

Members absent: Jennifer Hardy, Len Olenchak

Guests: Jan Mounsey

Pledge of Allegiance was recited.

Minutes: Minutes of the June meeting were approved.

DIRECTOR'S REPORT

- **Budget.** Still looking good. Elder Services sent a check for \$15K in retroactive payments.
- **Staffing.** Hired two new building monitors, interviewed a kitchen worker, and have received applications from two promising bus drivers.
- **Three-Year Plan.** As part of the plan to bring salaries up to minimum scale, Debi has increased salaries for staff by 5% for this year, and plans to do the same for future years.
- **Roof.** Replacement work is scheduled to start later this month.
- **Capital Planning.** Suggested improvements: Now: seal crack the parking lot and hire architect to estimate cost of upgrading bathrooms; FY '21: update kitchen, including dish-washing area; FY '22: upgrade the main hall; FY '23: parking lot; FY '24: bathrooms; FY '25: reception area.
- **Pilot Transportation Program.** The Center van and one of our drivers provided transportation from the Senior Housing projects to the Chelmsford Cultural Center. It was a successful project, but funding needs to be resolved before it moves forward.

FRIENDS' REPORT

- There is still no chair of the Ways and Means Committee, which limits fund-raising efforts. The Treasure Shop is the main source of funds, averaging \$800-\$1000/week.
- Annual Friends' meeting takes place on Thursday, July 25, at 9:30, Room B07. All members of the Friends are encouraged to attend this meeting to establish a quorum. They are also looking for new officers and active committee members.
- The Friends shared a booth with the COA at the July 3 fair on the town common.

COMMITTEE REPORTS

- Fred Brusseau requested that the Building Committee and Program Committee meet to discuss future needs of the Center.
- AARP is presenting the certificate of membership in the Age-Friendly Network on July 16 at 10 a.m. at the Town Offices.

UNFINISHED BUSINESS

- Research continues into a viable option for covering the pergola. Gary Persichetti believes that the structure can support a shingled roof. Fred, Len, and Dan will follow up with DPW to explore this possibility.
- Sign update: Len, Fred, Dan, and Gary Persichetti met with a representative of Barlow Signs. Waiting input from them.

NEW BUSINESS

Fred Brusseau instituted a new agenda item: action items. For the following month, the following action items have been assigned.

- Jan Mounsey will apply for board membership. Diane Boisvert will apply for full board membership.
- Steve Flynn and Debi will schedule a joint meeting of the building and capital planning committees.
- Louise will schedule a meeting of the Program Committee.
- Ruth will get stats from Colleen Normandy about the social day clients.

NEXT MEETING: WED., Aug. 14, 2019, 9:00 a.m.

Minutes submitted by Ruth I'Anson, Recording Secretary