

**Carlisle Council on Aging Board Meeting  
Town Hall – Clark Room  
March 19, 2019 Minutes**

**Board Members Present:** Verna Gilbert, Maxine Crowther, Abha Singhal, Bob Luoma, Reuben Klickstein, Donna MacMullan, Ann Quenin

**Associate Members Present:** Sally Hayen, Ann James, John Ballantine

**COA Staff Present:** David Klein, Angela Smith

**Friends Representative:** Jean Bagnaschi

**Guest:** Elisabeth Bojarski

The meeting was called to order at 10:30 a.m. by Chair Abha Singhal. Guest Elisabeth Bojarski, who may be interested in being an associate board member, was introduced.

**Secretary Minutes:** A **motion** was made by Verna Gilbert to accept the February 19 minutes submitted by Verna Gilbert. The motion was seconded and carried by voice vote.

**Outreach and Program Manager Report:** A **motion** was made by Verna Gilbert to accept the February 2019 report submitted by Angela Smith. The motion was seconded and carried by voice vote.

- Angela requested more people go to the UTEC lunch and Middle School Tea, both of which are next week. Some volunteered
- Angela requested volunteers for Old Home Day on June 22 to throw candy from the van.
- Angela talked about other upcoming events and hoping to get more people to register for them.

**Social Worker Report:** David discussed Peter Cullinane's report and commented that the cases he has are very difficult and time-consuming. Maxine mentioned that it would be good if the COA could better track the amount of time spent on issues with non-seniors, as the town should be aware that a good deal of time is spent that way.

**Financial and Director's Report:** A **motion** was made by Verna Gilbert to accept the February 19, 2019 report submitted by David Klein. The motion was seconded and carried by voice vote.

- Lyft and David have had recent clarifying discussions. Lyft will update their list with our user names on the 1<sup>st</sup> and 15<sup>th</sup> of each month. So far 4 people have taken 5 rides within the 55 mile radius. Currently Lyft does not have vans in our area that are handicap-accessible.
- Currently no one has responded to the COA van driver ad which was in the Mosquito last Friday and is on the MCOA web site.
- Thus far this year there have been fewer requests for fuel assistance than last year but both David and Angela feel the need is still there.
- Many department heads and town leaders (such as police, fire, COA, BOH, churches) are forming a committee to handle homeless emergencies.

**Friends of the COA:** Jean reiterated that the Friends did not meet their fundraising goal last year. They are trying to understand why they lost some donors although they also have some new donors. Jean announced that the Friends Annual Meeting will be on June 9 at St. Irene Church and the speaker will be Alex Chen, who is a designer, engineer, musician and all around technical person.

**Minuteman Senior Services (MMSS):** Donna did not attend this month's meeting due to a schedule conflict.

### **Old/New Business:**

- David discussed the Community Center. Currently there is \$12K CHNA money for Abacus plus a \$2K grant for emergency shelter requirements. Each group invested in the Community Center has their own needs and is supposed to prioritize what they would like to have. Those at our COA meeting went over the list and prioritized as follows: (AN-absolutely necessary, HD-highly desirable, NTH-nice to have, DNW-do not want. Our rankings are with regards the COA needs only.

#### **General Requirements**

Lobby Area (AN) with seating, volunteer greeter, touch screen **visitor** sign in Café (HD) but no vending machines

Administration (AN)

Multi-purpose room/great room (AN)

Reading room/library (equal numbers ranked HD as NTH)

3 Activity Rooms (AN)

Play area (NTH)

Game room (NTH)

Storage (AN)

Outdoors Parking: 150 parking spaces (AN), swimming pool (DNW), gathering/picnic space (NTH)

#### **COA Requirements**

Administrative space (AN), conference /meeting room for 20, smaller meeting room

Reception/lobby area (AN) – see above

Great Room/Multipurpose room (AN) – see above

Kitchen (AN)

Lounge area – see general requirements

Workout room (HD)

3 Classrooms (AN)

1 Studio/exercise room (AN)

Card room (part of activity room)

Wellness/counseling room (AN)

TV studio room – want capability but not separate dedicated space

Outdoors – see above

- Stacy Lennon, member of the Master Plan Steering Committee, gave the group an overview of where they are in their efforts and explained the warrant article that will be voted on at the April 29 Town Meeting. Members of the Steering Committee are meeting with all committees in town. After Stacy left, the board voted to support the Town Meeting Master Plan warrant article.

**Next Meeting:** The next COA Board meeting will be held on Tuesday, April 16, 2019 at 10:30 a.m. in Town Hall. This meeting adjourned at 12:30 p.m.

**Documents Provided:**

- ∨ Meeting agenda
- ∨ Board meeting minutes from February 2019 meeting
- ∨ COA Outreach and Program Manager Report for February 2019
- ∨ Social Worker Report for February 2019
- ∨ COA Director's Report and Financial update for March 19, 2019
- ∨ Community Center Feasibility Study requirements/wish list for prioritization
- ∨ Carlisle Master Plan Report dated March 14, 2019

Submitted by Verna Gilbert, Secretary