Council of Aging Board Meeting

April 20, 2021

Minutes

Members present: Jo Schofield, Chairman; Susan Lawless, Director; Marge Smith, Secretary; Judy Rakutis; Sarah Sloat; Michael Rugnetta.

Call to Order: The meeting was called to order by Jo Schofield at 9:29 a.m.

Secretary’s Report: Motion to accept the Report of the March meeting Marge Smith, seconded Judy Rakutis. Voted on and passed.

No Correspondence

Board Reports: There was a mix up in the Contributions section from Generations in the Newsletter. This will be addressed in future acknowledgements.

Director’s Report: Susan shared with us that her official last day as Director will be May 22nd. From May 15 on she will be working out of the Clerk’s office handling both jobs. Applications for the new COA Director close on May 7th. Susan suggested that the Board screen applicants on May 11th and forward the 4 top applicants to the Board of Selectmen. Susan stressed to Town Hall that a lapse of months as happened with the last appointment is not effective. It was decided to block out the names on the applications to achieve a fairer evaluation. Marge volunteered to develop a rubric to help in the assessment process. Susan is suggesting that an addition be added to the History Museum to provide needed space for COA activities until the eventual Municipal Project is developed. The Board of Health has determined the present building cannot be used. Perhaps the History Museum could be permanently located at Pope Tavern. Could the addition to the Museum be expanded in usage as a Community Center? The roof project is underway. COA activities will resume in May either under the tent at Town Hall or at Pope Tavern. The very successful vaccination program by the Fired Department finished with Homebound Vaccinations. Susan has excess funds to spend this fiscal year. The paving of the handicapped area is in process. Blinds for the bathrooms will be purchased . Coffeemakers and a Poland Springs water station were suggested. Jo mentioned we need a new freezer. Two folding tables on wheels similar to what Pembroke has was also suggested and 5 round stationary tables for the dining area should be replaced. Additional expenditures could include window and floor replacement. Susan is considering funding an Activity Coordinator for the future. Susan mentioned that staff were trained in CPR. And our new driver Bruce Grendell is in the process of DOT Training.

Food Pantry Update: Sarah Sloat reported over 30 Easter dinners were provided. She is pleased with the Outreach to needy families and the Sober House. She commented that the volunteer staff at the Pantry are dedicated and hardworking.

The meeting was adjourned at 10:40 a.m. The next meeting will be on May 11th at 9:30 a.m. to screen applicants for COA Director.

Respectfully submitted,

 Marge Smith