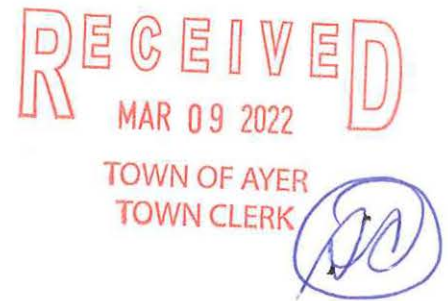


**Ayer COA Board Monthly Meeting Minutes**  
**Senior Center, 18 Pond Street, Ayer MA 01432**  
**September 9, 2021, 10:00 AM**  
**Minutes compiled by Janine Nichipor, Clerk**



**In Attendance:** Carolyn McCreary, Chairperson  
Janine Nichipor, Clerk  
Dennis Curran, Board Member  
Sister Paula McCrea, Board Member  
Carole Tillis, Board Member  
Robert Pontbriand, Ayer Town Manager  
Kevin Johnston, Town of Ayer HR  
Deb Keohane, COA Staff

**1. Meeting called to order by Chairperson Carolyn McCreary at 10:15 AM**

**2. Meet and Greet for new COA director Katie Petrossi**

- Will have catered box lunch from Shop 'N Save.
- Expect about 26 people.
- Will be in Pirone Park across from the COA by concession stand using picnic tables.
- Invitations printed out to distribute across town.
- Sandwich signs for this type of event could be utilized; request from Town.
- Carolyn will introduce the Board, Dignitaries and Fire/Police Dept.
- Robert Pontbriand will introduce Katie, who will make a few remarks.

**3. COA Center Opening**

- Target was to open first full week of Oct.

**4. Activities and Preparing for Current Senior Center Re-Opening**

- See Director's Report & Newsletter for info on these:  
Meals, Fitness (DVD) (May need a new fitness instructor and examine budget if offered for free), For Fun, Special Events.
- Heart of Ayer behind Main Street Band (11:00 AM – 4 PM) to celebrate town's 150<sup>th</sup> anniversary. Free tables to vendors.
- At Heart of Ayer COA Board table:  
Possibly give away newsletters, lanyards, handouts; have survey on back of Newsletter with address to give option of either return survey to Center to mail in.
- Food: Can get a 1-day permit. Kitchen needs a lot of upgrading to be certified.
- Staff has been cleaning out the Center to create a clean, professional space, reduce fall hazards and maximize space.
- Robert supported flooring, furniture to improve Center space.
- Katie notes will be opening with masks due to Covid.
- Robert talked about the "mask advisory." Vaccination not mandatory, but is no "front burner." Littleton has town-side mask mandate. Most of Ayer town employees have been vaccinated. Approximate vax rates: COA/Town Hall 100%, Fire Dept. 99%, Police Dept. 95%, DPW 95%.

- If there are concerns going forward, to let Kevin and Robert know. There are protocols in place for Covid tracing. Call Kevin, as he is working with the Board of Health.
- Katie will add Covid policy to Newsletter. In Townsend they opened with limits on people, spacing, will be cautious, can even use plexiglass if needed.
- "My Senior Center" participation software can be helpful if needed for Covid contact tracing, can have photos, can track info and add census info. on those 60 and over. Very useful as it helps with reports for grants, etc. Can use it for sign-ups if want to. Can share across towns. Info. added manually first time. System can do "robo calls" to remind for events and emergencies. Will be put on desk and she may need someone to help monitor it at first. Katie reviewed cost including a yearly fee which provides fobs, logins, initial training.
- Newsletter cost \$300 to print with Senior Newsletters Inc. Katie wants to mail to all Seniors in Ayer in December, available online, and at town locations. Ads mentioned to reduce costs.

#### **5. New Senior Center**

- Working Group is expected to convene in about one month at the beginning of October.
- Town Meeting in October 2020, the issue of the site on West Main Street was tabled, not approved nor disapproved.
- There is a commitment to appropriate space; the location is the challenge.
- To recap, there is a site report, old plans to expand upon, and walk about how to move forward.
- Janine offered to drive Katie to see the current sites under consideration.

#### **6. Town email**

- We now each have town email (except Sister Paula), need to learn what it is and how to access for official email. There were agreements to read and sign. What is best practice for official email going forward?
- Katie will be working to update the COA website.

#### **7. MART Dispatch**

- Kevin says that Regionalizing Dispatch Service, Carly and Kevin met in July. Need to understand a recent email and Kevin will pass to Katie.
- They plan to use Devens as a hub. MART is in negotiation, but not settled yet.

#### **8. COA Meetings**

- Going forward will aim for the First Tuesday of the Month at 3:00 at the Center.

#### **9. Minutes**

- Open Meeting Law—take minutes, prepare and approve, sign and post to town's website.
- Janine will get previous minutes to Katie to post.
- Director's Reports? Up to Katie and Board if post as a working document.

**11:32 Meeting adjourned.**

*Carolyn McCreary*