

Town of Ayer
Council on Aging Board Meeting
Tuesday, November 14, 2023
Ayer Senior Center, 18 Pond Street Rear, Ayer, MA 01432

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Present:

Dennis Curran, Chairperson
Marge Withee, Clerk
Bob Gardner, Member
Mary Markham, Member
Janine Nichipor, Member
Katie Petrossi, COA Director



Meeting filmed by M. Nichipor

Agenda [coa board of directors meeting agenda november 14 2023 2pm.pdf](#)

1. **Call to Order** at 2:10pm & Moment of Silence in honor of former COA Board Member Carole Tillis.
 - a. Moment to commemorate Carol Tillis who passed away. Carol was a big part of the Ayer COA board and a volunteer for MOWs. Many will miss her.
 - b. Katie Petrossi announces that Mary Ellen Gorman will take the meeting minutes for this meeting per guidance from the Town Manager's office.
2. **Approve/Amend Agenda**
3. **Approve Meeting Minutes**
 - a. Due to continued revisions, a motion to table July minutes was made M. Markham, seconded by Dennis. Motion accepted 5-0.
 - b. Due to continued revisions, a motion to table October minutes was made by M. Markham, seconded J. Nichipor. Motion accepted 5-0.
 - c. Discussion about whether September minutes were approved.
4. **Review of meeting minutes rules and Norms**
 - a. Discussion of the process for taking and revising minutes and open meeting law requirements occurred, with members expressing interest in capturing a summary, the accuracy of the minutes, and the amount of time minutes approval take in a meeting.
 - b. D Curran made the motion that COA Board minute taker capture a general summary of the minutes of the board. This will not be a transcript. Votes will be noted accurately, in accordance with Open Meeting Law. Seconded by M. Marham. Motion accepted 4-1 with D Curran, M Markham, B Gardner and M Withee voting yes and J. Nichipor voting no.
5. **Director's Report**

- a. K Petrossi reviewed her Director's Report and list of annual events the Board can volunteer for.
- b. Volunteers needed for the upcoming Thanksgiving Luncheon: D Curran, R Gardner, and M Withee volunteered to help serve.
- c. Notification of Award for the Hybrid Programming Grant is expected to be released by November 27. K Petrossi reviewed that this State grant would provide and OWL for use within the center to allow a broader audience to enjoy hybrid participation in many groups, activities, and events at the Senior Center.
- d. Brief discussion of local policies and procedures related to the hiring, salary, and budgeting of per diem drivers.

6. Senior Site Selection/Building committee

- a. First meeting to be held November 16th at 6:00 pm at Town Hall and streamed via zoom. Notice on town website.

7. Proposal for COA Board "Office Hours"

- a. D Curran presented the opportunity for COA Board members to offer office hours in addition to monthly meetings, whereby seniors can speak to a board member one-on-one rather than the whole Board, or for matters between Board Meetings.
- b. After some discussion, consensus was reached to offer office hours at a study room at the library, during operational hours of the COA van. Hours to begin in December with D Curran. The next Board participant will be determined monthly, with the specific day/time submitted to K Petrossi prior to the newsletter print deadline of the 3rd Tuesday of the month.
- c. Motion COA Board to hold offices hours one time a month at the Ayer Public Library made by M. Markham seconded by R. Gardner Accepted by board 5-0.

8. Rotation of responsibilities

- a. J Nichipor suggested that the Board develop a regular schedule for rotating Officer positions. Discussion about the time frame for rotations ensued. Consensus about elections held in the spring for the new fiscal year was reached.

9. Wheelchair ramp at Pleasant Street Park Apartments Parking Lot

- a. D Curran recounted his observation that there is no curb cut from the Pleasant St Park parking lot to the Park. The result is that a walker or wheelchair user must use the ramp up to street level, follow the sidewalk, and then re-enter the parking lot or building. He recalled his correspondence with the Town Manager, Housing Authority, DPW, and Disabilities Commission about remedying the situation with a sidewalk extension from the park loop to a curb cut.
- b. Speculation ensued about jurisdiction over the Park and funding mechanisms.
- c. K Petrossi added that department head budgets are due December 29th, so it would be wise to pursue this project now, so it can be included in the appropriate budget for FY'25.
- d. M Withee will follow up with the Town and Disabilities Commission for clarification.

10. Nashoba Valley Regional Transportation Forum

- a. Members discussed whether it would be a good opportunity for COA to speak for the seniors in this forum as transportation is an issue in town.
- b. Board agrees that this would be of benefit to Seniors, D. Curran to speak to Town Manager about involvement.

11. Public Input

- a. A resident inquired about approaching State representative Eldridge and or Representative Sena to host and event at Ayer Senior Center, follow up will be done by K. Petrossi
- b. A resident wanted to give appreciation to Senior Center for the Halloween Lunch. K Petrossi deflected this as the Ayer Police Department provided and served the food.