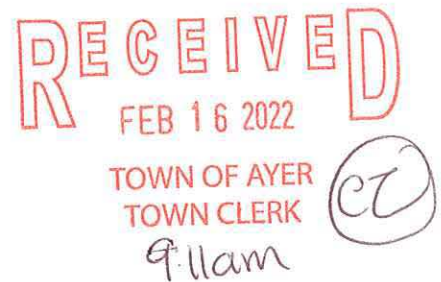


## **Ayer COA Board Monthly Meeting Minutes**

Tuesday, December 7, 2021 at 2:00 PM

Meeting Held via Zoom per Covid Requirements

Minutes compiled by Janine Nichipor, Clerk



### **In Attendance:**

COA Director Katie Petrosa

Carolyn McCreary, Chairperson

Janine Nichipor, Clerk

Dennis Curran, Board Member

Carole Tillis, Board Member

Cindy Knox, Town IT

### **AGENDA**

1. Call to Order
2. Approve Minutes
3. Director's Report
4. Upcoming volunteer opportunities
5. New stove
6. Facebook/ website - determine scope , how to post minutes
7. Old business
8. New Business
9. Adjourn

#### **1. Meeting called to order by Chairperson Carolyn McCreary at 2:07 PM**

- Carolyn read the Town notice on suspending in person meetings due to Covid. This meeting was held via Zoom.
- Announcement that the State COA Conference will be held virtually the following Thursday. Some COA Board members expressed interest in checking it out.

#### **2. Minutes**

- Minutes can be deposited in the online Drop Box system.
- COA Board members have access to view minutes and need permissions to deposit files in Drop Box.
- We need permission to be able to deposit and not all have it, which means that not all minutes are deposited.
- Suspending vote on minutes for now.

#### **3. Director's Report and 5. New Stove**

##### **FOOD, KITCHEN, BUDGET:**

- Katie went through Director's Report. Some topics were MOC meals, staff days off, oven problems, which needs to be repaired by COA, kitchen upgrades.
- Kitchen upgrade needed for full license. Katie has been getting quotes for repairs. Ayer Housing (the landlord) does not have funds for kitchen upgrade; it would need to be taken on by the Town.

- Contacts: Charlie Schultz in facilities (different person from Chuck Shultz, Building Inspector), quote from G&L Plumbing.
- Dennis asked for details and discussion followed on what else we could do if not repaired, and we looked at costs.
- Katie reviewed that without full kitchen certification, we can do MOC meals which are heat and serve MOC Meals. No food prep at all including chop veggies or even heat a frozen lasagna from Market Basket. She has been doing takeout meals which are expensive and right now covered with Covid Grant money.
- Janine wondered, could MOC meals be improved? Quality has declined. MOC has changed vendors a couple of times. During Covid now, only prepackaged frozen dinners, not the "cafeteria-style" dinners we used to have. Katie thinks it is not probable to improve MOC.
- Dennis requested to crunch numbers, build attendance, and look at alternatives to build attendance. How many meals/week? Cost? Reach out to Fin. Com.?
- Food budget reviewed looking at costs with kitchen improvements and without, balancing the service to our clients. It became clear that the cost of takeout is high, the MOC meals [currently] inferior, and more uses for kitchen for events could be utilized if improved. Katie mentioned the level funding for this year at Town level.
- Katie talked about the intense process of a 33-page application necessary to obtain one-day permits, which involves many pages of application sent to another department (Board of Health). With a certified kitchen this would not be necessary.
- Discussion moved toward wondering if the kitchen improvements could be held against us as we move toward building a new center. We would be able to take some improvements, such as a new stove with us. In the meantime, the cost of take-out food would be exorbitant, so with improvement we would be saving money and providing many more meals.
- Katie said new center probably at least 5 years out with all the steps needed and we do not have a location yet.
- Katie talked about how one event at the center can lead to participation in another, such as a person coming in for exercise, then Rumi cube, then lunch. This increases socialization and participation, which is what we want to see. The lunch is an important component.
- Janine asked about the surplus staff money, which turns out was put in a reserve fund.
- Dennis asked about the "Rainy Day Fund", and Katie says it was used to buy our "My Senior Center" software.
- Dennis asked how can we win all arguments going forward towards the new senior center?
- Meals from MOC, donations, and costs using school cafeteria food, Nashoba Park all mentioned in a thoughtful exchange.
- Talked about cost of appliances to improve present kitchen and try to plan to take valuable appliances with us.
- Carolyn asked what did Katie need right now? Katie needs to put in budget request by deadline at end of December. Can ask for kitchen and food budget.
- Janine asked when MOC would go back to food preparation instead of frozen? Katie said not in the near future.

- Carolyn moved to table this discussion for a couple of weeks.
- We can gather information and re-convene.

#### **4. Upcoming Volunteer Opportunities**

- Volunteer opportunities for board and community to look as and help with.  
Five opportunities: Receptionist, Lunch/Booster, Christmas Party, New Year's Party.

#### **6. Facebook/ website - determine scope , how to post minutes**

##### **TOWN WEBSITE/FACEBOOK**

- Katie is updating the town website and looking for suggestions on it. Links are there she wants to vet to make sure they link to COA Newsletter, Agendas, etc. Wants to check that all are working. Janine expressed interest in improving search bar effectiveness.
- Facebook page is live again. Katie may need someone to manage it.

#### **7. Old business**

##### **MART**

- Regional Dispatch is moving forward, but not Regional Rides. January 3 will start. It appears can call regional or COA.

##### **STAFF**

- Pay for Debbie split with MART and will continue through end of 2021.

#### **8. New Business and Wrapping Up**

##### **NEWSLETTER**

- Senior News Publications were going to run ads, then not run them. These advertisers will need to approach us, as we are at the end of using this publisher.

##### **VISITORS TO CENTER**

- Regulars for lunch not back yet. Covid is still a factor. Everyone has their comfort zone.
- Average daily numbers? Katie reports the numbers vary wildly.

##### **MY SENIOR CENTER**

- Training person will be in and get system running on Dec. 17, 2021. COA Board invited.

##### **CHART OF BUDGETS**

- Katie thanks Accounting Dept. for help as she learns.
- \$4,500 okay to use Community Development Block Grant (Covid Funds) for non-MOC meals. May possibly get to extend deadline and move money that could not be used in 2021 to 2022.

##### **NEW CENTER**

- Requests that the Building Committee needs to meet and can send a letter from the COA Board.
- Dennis also encouraged individual COA Board members to email or approach members of the Building Committee to reach out.
- Janine to draft email letter.

#### **9. Meeting adjourned at 3:46 PM**

*Carolyn McCreary*