



Ayer COA Board Special Meeting Minutes

Tuesday, December 20, 2021 at 2:00 PM
Meeting Held via Zoom per Covid Requirements
Minutes compiled by Janine Nichipor, Clerk

In Attendance:

COA Director Katie Petrossi
Carolyn McCreary, Chairperson
Janine Nichipor, Clerk
Dennis Curran, Board Member
Sister Paula McCreary, Board Member
Carole Tillis, Board Member
Cindy Knox, Town IT

Agenda

1. Call to Order
2. Approve Minutes - Nov 2, Dec. 7
3. Discussion of budget proposal
4. Discussion of kitchen upgrade
5. Old business
6. New Business
7. Adjourn

1. Meeting called to order at 2:05 PM by Carolyn McCreary, Chairperson

- Town notice regarding having meeting on Zoom due to Covid read by Carolyn.

2. Minutes

- Carolyn noted she filled in a blank on the draft.
- Minutes of Nov. 2 voted on and approved.
- When minutes are approved can sign, to Town Clerk and Cindy Knox for website.
- COA Board has Director Reports access to us only.
- Carolyn can add permission to add more of us to Dropbox so that Janine can put minutes in there.

3. Budget Proposal Discussion and

4. Kitchen Upgrade Discussion

- Carol thanked Janine for the questions she emailed to Katie about the budget, since our last meeting. These answers will help Katie detail information.
- On staffing, Katie is looking for one more staff person to be back, looking for volunteers such as for Meals on Wheels. Katie wants to include Outreach.
- Supplies are adequate.
- Food supplies for meals Katie reviewed in detail food plans.
- Safe Serve Certifications are necessary.

- Kitchen supplies include things such as paper goods.
- Janine supported including in the budget the renovations necessary to bring COA kitchen up to code. We had discussed this in much detail at our last meeting, Katie has supplied clarification on the costs and value, and we have hired her for her expertise.
- Dennis and Katie discussed using the Covid funds for takeout food for the rest of the year.
- Janine is concerned that we need quality food available as there is food insecurity in our area.
- Carole and Sister Paul endorsed going forward with the kitchen work. Carolyn took a vote and the COA Board now unanimously endorses going forward with the kitchen work for the good of our clients. We expect it will help bring more people into the center.
- Dennis looked at the hours for a nutrition job. Might be 20-30 hours. Note: need 19 minimum hours for a benefitted position.
- Janine talked about Branding. Created a document [Addendum A] to start a discussion on how to increase visibility and identity of the Ayer COA utilizing Branding. How to utilize Branding will be a discussion to continue into the new year. At this time, she requested funds (\$750) for new signage, business cards, and name tags be added to the budget.
- Katie would like to see more programs and may need to provide some foundations for Arts and Crafts with supplies.
- Katie reminded us of the “level funding.” Dennis asked how far back does that go? Katie mentioned numbers go up and down through the years. Janine and Carole mentioned that Covid last years may not indicate what we need because there were not programs during Covid.
- Katie is requesting more for programs; Town Manager’s Office is amenable. Dennis wants to have ducks in a row for town meeting on budget.
- Katie asked what other programs we might expand to? Janine mentioned more for men. Katie talked about wanting to have poker, a men’s coffee, and more things in a new center that might be able to have more things such as a pool table, etc.
- Dennis mentioned programs on common health risks, and Katie agreed that more health programs could be offered and could have talks at lunch on these things.

5. Old Business

- Carole and Katie talked about volunteer opportunities at the center for Meals On Wheels and for upcoming events and parties for Christmas and New Year’s Eve.
- Carolyn wanted to know if she could bring Gus to help again on Meals On Wheels—they talked about the schedule.
- Katie said the Baked Potato Lunch was a huge success. They may do this again.
- Katie reported that My Senior Center training went well and Cindy joined them. There is a lot of potential for uses for the software. Katie hopes to promote a greet day in January to add people to the system.
- Katie is looking for a receptionist, including My Senior Center to work 2nd week in January.
- Carolyn inquired about the meeting for the new senior center. Katie reported that Janine attended. Dennis was unavailable. The meeting was a get-acquainted process. Carly has much of the past paperwork which Katie is going to review, as well as look at new sites. Much of what happened in the meeting is not public info. as it was an Executive

Session. Next dates: Jan. 4 COA Board to meet with Abacus company representatives at next COA meeting to go over the existing and new ideas on what we will need at the Center. Feb. 2 next meeting of the Building Committee for the new Ayer Senior Center.

- Janine requested that 2 members of the Ayer COA be on the Building Committee, and Janine would like to continue on the Board. She thinks that Dennis might bring new ideas, and since Janine has been on the project since the beginning, she knows the history and the issues. In addition, if someone needs to be absent, as just happened, then there will still be representation of the COA Board at the meeting.
- The last time the Building Committee met before Covid we had Karin (COA Director), Kathryn (COA Board), and Janine (COA Board). Karin and Kathryn are no longer on the COA, but Janine is still here. She was never removed, and would like to continue in her capacity on the Building Committee. It was the reason she accepted the request to work on the Ayer COA Board several years ago.
- Other offices such as the Town Manager, Planning Board, DPW, and Abacus have two representatives. The COA Board should have no less. Carolyn objected saying that we did have two with Katie and Dennis. Janine pointed out that the Board itself should have two and in fact did in the past.
- Dennis was amenable to the request, and Katie said she would ask the Town Managers office.
- Dennis reviewed the steps of the Budget ending in Town Meeting.

6. New Business

- For the planned Jan. 4 meeting, it will be to discuss the design, layout, and needs of the new Center. Review basic floor plan they had drawn up; reports from Abacus.
- Janine noted that Sister Paula had written up a very extensive list of what is needed at the new Center. It is now more like editing rather than starting from scratch.
- Janine notes she needs Dropbox access with depositing permission.

7. Adjourned about 3:45 PM

- Next meeting scheduled for Tuesday, Jan. 4 at 2:00 at the Ayer Senior Center.

ADDENDUM A attached below:

A handwritten signature in blue ink that reads "Carolyn McCreary". The signature is written in a cursive, flowing style.