

Ayer Senior Center / Council on Aging

Department Head Report

10.20.21

Kitchen:

The kitchen was inspected; only minor things needed. The permit has been renewed in the Town's name and will remain a heat & serve permit for the time being. We'll file one-day permits for special gatherings. The cost to upgrade the kitchen to qualify for a full permit is being specked out; we may pursue a Capital Request.

Physical Space:

We have fresh paint on the walls! It's a serene mint/teal color to complement the upholstered stacking chairs on loan from town hall. Flooring was installed this week: vinyl wood plank in the kitchen; carpet squares throughout the main rooms & offices. The back office area with the couch has been converted to an arts & crafts room. Tables and reception furniture will be ordered shortly.

Re-Opening Timeline:

The new date of reopening is November 1st.

Newsletter:

The newsletter contract was reduced to 12 months per the Director's Request. Upon seeing the first newsletter in print, we may request to be released from our contract, if a suitable replacement is found.

Software:

The MySeniorCenter software purchase was denied for CARES Act funding; other avenues are being pursued.

Programming:

A review of past annual events was conducted with staff to be as consistent as is feasible, while also taking advantage of the break in programming/operations to introduce new traditions. The business model for running the Center will need to be evaluated.

Transportation:

MART continues to push for dispatch and driver regionalization. Recent training with MART's new software confirmed there's a disconnect between the way MART conducts business for large vs small towns, and COA patrons vs the general population. Their software will simplify reporting, which is good.

Budget:

I'm getting a good sense of the previous budget and forecasting what we'll need through the end of the fiscal year. Changes will be needed for the upcoming fiscal year to accommodate a full re-opening and new priorities for the Senior Center.

The CDBG COVID grant (\$4500) for food delivery has received a verbal blessing from Economic & Community Development to be used for congregate meals.

Miscellaneous:

- COA Board Emails: 4 of the 5 members have transitioned over to official town emails
- Roles and responsibilities of COA Board vs Director were reviewed
- The COA is eager to begin work on a new Senior Center
- Publicity: social media, town website content will be reviewed and updated in November
- Volunteers: once the physical improvements and operations have stabilized; we'll be looking for volunteers and senior tax work off workers