

Council on Aging Board Meeting Minutes
Tuesday, October 27, 2009

PRESENT: A. Baranick, E. Bouldry, J. Gavrilles, B. Hagan, J. Hemstreet, P. McChesney, B. Murphy, R. Walenduk, J. Walsh

The meeting was called to order at 11:00 AM and was held in the Selectman's meeting room in the Town Hall. A discussion of the questions submitted by Don Mills, Architect concerning COA space needs was held. (Attached)

Our idea of a successful Community Center serves the needs of the community and should be a clean, comfortable, welcoming environment. COA activities include, but are not limited to, Arts and Crafts, Exercise, Yoga, Bridge, Painting, Page Turners Book Club, Computer Classes, Luncheons, teas, coffees, Blood Pressure Clinic and Outreach. Please refer to the July 24, 2009 report by Janet Claypoole for information concerning numbers of participants.

Activities that require dedicated space are the Director's office, and the Administrative Assistant's and Outreach Worker's offices. In addition, storage areas are dedicated.

Our existing space is cramped and too small to provide facilities for major lunches, kitchen, Meals on Wheels and classes such as nutritional advice. There is no adequate private space for the Director to hold meetings. All of our activities could take place off site but cost and convenience would be prohibitive. Outdoor space is used for walking groups and Bocce, and we sometimes use the Town House parking lot wall to sit on and talk.

Furniture and equipment required are typical office furniture (desks, tables, chairs, secure file cabinets, computers etc). Everyone, including staff, drive, walk or are "dropped off" to get to the buildings. Members and staff use all entrances to the building. Current parking is limited and frequently on street.

The character and attributes listed are all in need of improvement: If the COA needed to move from the Center during construction we could meet off site, possibly renting meeting space and storage containers. Expense, safety and convenience would be issues.

We need to discuss the Questions with the architect. We stressed the need for a kitchen, offices, classrooms and storage.

The meeting was adjourned at 11:35 AM.

Respectively submitted;

Jane Hemstreet