

**North Reading Council on Aging
Meeting Minutes
Tuesday, October 17, 2023**

Attendees:

Daniel Greenberg, Chairman, Maxine MacPherson, Clerk, Valerie Schiavone, Member, Kim Manzelli Director, Senior Center, Katherine McCabe Scott, Member, Suresh Rao, Member

1. Meeting called to order by Dan Greenberg
2. Minutes from the Last Meeting – the September 19, 2023, minutes were approved by the Board.
3. Working Groups

Katherine mentioned the Senior Prom and what a success it was.

Dan is working on transportation grants including MCOA grant for \$25,000 for a van. Also looking at getting a Chrysler hybrid to replace older van. Going ahead on the purchase as we already have the money.

Valarie is working on an outreach grant. Marge on a software update

4. Director's Report

Program Update:

Continue to increase volunteer base to support programs and operations

- 8 Senior Tax Rebate Volunteer positions posted/filled

Monthly special events, several exercise classes, transportation continue to reach capacity

Senior Prom successful, annual event moving forward.

Aldersgate Church "Mondays on the Move" programming continues to have good participation with positive feedback. Allows for multiple simultaneous programs to run. Budget discussion below.

In – Town Transportation well utilized/increase in demand. Vans continue to have issues.

Van drivers hours are reaching maximum allocated budget weekly of 35 combined hours total.

- Need back up van driver

Screened volunteer driver group has been implemented, and additional volunteer drivers are in need. Transportation Coordinator position to be posted (grant funded)

Communication and Outreach:

Newsletter mailing in future? Cost TBD

Weekly email communication continues ,Transcript and Norcam continue to promote Senior Center Programs

Health Fair is this Saturday 10/21 from 11am – 3pm. Senior Center and Friends of the COA table. Volunteers needed to staff table

Facilities:

☐☐Exterior Renovation Project to begin

☐☐Space continues to be challenging with limited office space and programs

☐☐Masonic Lodge has offered space use with trial one day per week, will consider implementing programs once staff can support another off site space.

Budget:

Monday yoga class funded by Friends of COA through 6/2024. 39 classes, \$50/class, \$1950 total. Continue funding?

Grant funding for Aldersgate ends 2/26/23. Need funding to continue van and space, with no program funds. Decision to be made to continue to fund short term and resume in fall 2024.

- Space fee = \$150 per week

- Driver fee = \$110.32 per week

- Total \$260.32 weekly x 11 weeks (through May) = \$2863.52

- Total \$260.32 weekly x 15 weeks (through June) = \$3904.80

Grants submitted/Letters of Support

- Cultural Council - for Delvena Theatre, Kev Tech Classes, Bus Trips

- MCOA - Additional Outreach, Transportation Needs, Modernization (software/kiosk) Intent to Bid forms submission deadline 10/18/23

5. No Friends report

6. Drivers = no response to the want ads. Dan thinks salary needs to be increased to attract people. Kim mentioned there will be a Transportation Coordinator for the Town and it may change things and get better.

7. Brief discussion about gathering statistics on the increase in the senior population of North Reading and the increase in participation in the lunch program and exercise workshops. Use this info to get the Selectmen to increase the budget.
8. No new or old business.
9. Next meeting will be November 21 at 5:30.

Submitted by:
Maxine MacPherson