**Council on Aging Building Advisory Committee**

**Minutes 12/19/2023**

Attendees: Elaine Hyland, Susan Murray, Patty Conway, Cindy Brennan, Christopher Eddington, Beth Tolson

Absent: Catherine (Katie) Goldrick, Tiffany Sheehan

1. New member Beth Tolson was introduced to the group.
2. Minutes from 11/14/2023 were approved as amended with Beth abstaining.
* Elaine mentioned that she’s been giving the meeting minutes to the Selectboard members to keep them up to date on what we’ve been doing.
1. Elaine gave Beth some background on what has been going on with Habeeb and Associates, and then updated all of us on recent events.
* Habeeb and Associates presented their COA plan for JFK to the Selectboard at the Dec 6 meeting. It went well. Patty asked questions regarding the multipurpose space and handicapped parking. In the current design, Mr. Habeeb said the COA space is separated only by doors from the Multipurpose space. He also said that since this sketch was just a basic idea, the parking issue can easily be addressed.
* With this final presentation, the work of Habeeb and Associates is complete. We are expecting a final invoice of $4635 which we will pay out of the money remaining of our $100,000 grant.
* Beth asked about a project manager. Elaine told her we are not to that point yet. The Selectboard will be forming a committee to look at the JFK and decide how it can best serve the community. They will send out questionnaires to the community to ask how people think we should use the space, in addition to a COA.
* Elaine spoke at the Dec 6 Selectboard meeting and told them we will be focusing more on funding sources.
1. Cindy told us the COA got the $25,000 Massachusetts Council on Aging grant to modernize the current senior center.
* We plan on making both doors ADA compliant (which currently they are not). The ramp and other structural issues will be fixed as well.
* Elaine and Cindy will be reaching out to area contractors in January. A plan must be in place by March 1, and the work completed by June 30.
* This is a reimbursement type grant. We pay for everything then we are reimbursed. We will take the money from the remaining $46,000 of the $100,000 grant. Use of this money does not require Town Meeting approval.
1. Elaine and Patty explained the approval of Article 10 at the last Town Meeting.
* The language of the Article was changed so that the $48,000 was put into a COA Capital Stabilization Fund that gets interest.
* To use this money, we need a 2/3 vote at Town Meeting.
* Though the money is not as easily accessible as it would have been had Article 10 not been amended, we are very happy that the money has now been earmarked for COA use only.
1. We are still looking to work with area legislators to get more funding for our new and existing COA.
* Cindy, Elaine, and Jean Douglas (a COA member) will try to meet with Representative Mariano in January. Jean was instrumental in getting the initial $100,000 grant from Rep Mariano.
* Senator Keenen included in his 2024 budget $23,000 for our COA activities! This is over and above all other funding!
* Patty will contact Representative Cusack to ask if he will hold office hours in Holbrook. We think it would be helpful if he could see for himself how small and cramped our COA space is.
* Cindy told us that several area businesses have given generous gifts to the COA.
* Cindy and Elaine send all our legislators our COA Newsletter just to make sure we are always on their minds.
1. Cindy said there are a lot of new people calling and showing up. Many are from the new Maple Ave apartment complex across the street.
2. Cindy and Patty were discussing the availability of the first floor of the Maple Ave apartments.
* The Maple Ave building has a 3000sqft space on its bottom floor that is not currently being leased to anyone.
* We are wondering if this might be a good interim space to hold COA events, while leaving offices in our current space. The Maple Ave space is almost 3x larger than our current space.
* Sue asked if we were going to talk to Maple Ave soon. We have spoken about enlarging the current space. It would make sense that when we speak with the contractors in January about the doors, then we should also request a quote for enlarging the space. But if Maple Ave is available, that would be a waste and we could put the money to better use.
* Patty is going to reach out to Maple Ave and discuss the possibility of the COA using the space in the interim. A COA in the JFK is years away.
1. Our next meeting is scheduled for Tuesday, January 9, 2024, at 7pm.

Respectfully Submitted,

Susan Murray - Secretary