COA BOARD of DIRECTORS

Meeting Minutes – March 13, 2024

Attending: Gary Newton, Elaine Hyland, Louise Currie, Maria Malinowski, Kathy Bussolari, Joseph Bussolari

(ABSENT): Cindy Brennan, Thelma (Jean) Douglas, Beatrice Taggart, Roger Davenport, Sandra Lemieux

1. Minutes of February 14, 2024 were unanimously voted/approved.
2. Treasurer’s report was not available due to Cindy’s absence.
3. Elaine Hyland provided an update on the status of the JFK and renovations to the existing COA building:

There was a COA building meeting 3/12/24 and they are getting all the information together for future funding sources. They’re in the process of compiling a letter with a small packet to distribute to local businesses, philanthropists, state, federal funding and grants. Doing the homework now to be prepared so we are ready to go. Select Board needs to appoint a committee to determine the use for remainder of space at the JFK. Select Board member on the building committee indicated these appointments will be done after the April election, and prior to June 30, 2024. Individuals will submit their letters of interest.

Once the re-purpose Committee is established, they will reach out with a community survey for resident input regarding other entities to occupy the JFK. There is space available at Maple on Franklin and the Select Board may decide to utilize that space for the Town and build it out for Town use as well as COA functions. There is still not enough space at Maple Ave. for the COA as a permanent location (only 3,000 sq. ft. and JFK offers 15K). Everything is on hold at this time as the Select Board is consumed with hiring department heads/staff which is the priority. There are 3 candidates interviewing 3/13/24 for Assistant Town Administrator and once filled, it will relieve some of the void in that office. Additionally, a permanent Town Administrator and Town Accountant is being sought.

ADA accessible renovations of the existing COA building is process. Contract was approved and expecting the down payment to be available by the end of the week. Front door will be done first so we have accessibility thru the back. The front step area will be removed and a sloping concrete ramp, steel handrails (like the Town Hall) will be constructed. Front door is being replaced with a wider dimension and push button entry. The rear ramp will be removed and a concrete sloped ramped constructed with hand railings. The back door will remain as is and a push button opener installed. The awning will be modified to accommodate the wider ramp. Project needs to be completed by 6/30/24.

1. Joe Gracia (Communications) is in the process of working on revamping the Town website. He has requested of each department to provide logo/photos. I emailed a photo of the COA building and seeking Board approval to use our T-shirt logo. Motion was made and unanimously accepted to use the Logo for our webpage. This will also be the logo we use on our newsletter. This will be presented to Cindy for review.
2. Breakfast at Stanney’s is temporarily set up for 4/22/24 as we need to check with Cindy on the dates. The announcement will be in the April newsletter and seniors need to sign up in advance. **\*correction: 4/29/24 at 9:00am (per vote of 3/13/24 minutes)**
3. We will be having our St. Patrick’s Day luncheon on 3/14/24.
4. Next meeting April 10, 2024 at 3:00pm.
5. ADJOURNED

Respectfully submitted,

Elaine Hyland