

**Groton Council on Aging
The Groton Center
163 W Main Street
Groton, Massachusetts 01450
Meeting Minutes for Monday, April 10, 2023**

Date: Monday, April 10, 2023	
Time: 1:00 p.m.	
Location: The Groton Center	
Attendance: COA Board Members: Mihran Keoseian, Chair; Pascal Miller, Vice Chair; Judith Palumbo O’Brien; Dottie Zale; Michael Bouchard; Michelle Collette; Peter Cunningham; Therese Keoseian.	
COA Staff: Ashley Shaheen, COA Director; Lauren Marcello, COA Community Engagement Specialist.	
Guests: Judy Anderson, Nancy Olson, Tony Serge, Mark Haddad, Melisa Doig, Kara Cruikshank.	
Facilitator(s): Mihran Keoseian	
Recording of Meeting Minutes: Lauren Marcello	
Agenda Items	NOTES
1. Welcome & Opening Remarks -- Open Meeting	Mihran opened the meeting at 1:00 p.m.
2. Presentation of March Meetings Minutes	Correction: Under section 3, Noteworthy Center Highlights and Updates, on the 6 th bullet, clarification that the election workers will not be able to eat or use the kitchen and will be given alternative space. Therese motioned to approve minutes with the correction. Pascal seconded the motion. Vote: unanimous approval
3. COA Department Report	An overview of the Department’s written report was highlighted during this time. - Noteworthy Center Highlights:

- During the month of March there were 2114 duplicated users and 364 unduplicated users. There was a 7% increase and a sign-up of 32 brand new members.
 - Transportation
 - Transportation increased by 70 rides in March
 - The COA provided 317 rides to 41 unduplicated individuals.
 - 129 van surveys were sent out.
 - Volunteer Appreciation Event is Thursday, April 20 at 4:00 p.m. Please RSVP by April 13.
 - The Groton Center Garden is getting up and running. The Friends of the Groton Elders are sponsoring a pathway and sign in memory of Roger Temple. An eagle scout, Bryce, is building a gate and picnic tables for the garden.
 - Outreach
 - Ashley and Nickole attended a virtual meeting with Representative Scarsdale and other communities she serves to discuss the various needs and how to advocate for the local seniors on a higher level.
 - Programs
 - We have received a grant from the Friends of Nashoba Hospital for a literature class by Stephen Collins.
 - There will be an electronic voting demonstration on Thursday, April 20 at 12 noon. Please register.
 - During the month of May, we will be hosting a Senior Spirit Week in honor of National older Americans Month. Some of the programs will include extended evening hours with a comedian, artists on exhibit reception with Lawrence Academy, and a pickleball tournament at The Groton Country Club.
- **Expense Report**
 - The report was shared.
 - The State Formula Grant is proposing another increase from \$12 per senior to \$14 per senior for FY24.

	<ul style="list-style-type: none"> ○ The Woman in Need Fund has up to this point not been expended. We need to seek the approval of The Groton Woman’s Club per the agreement when we want to utilize these funds. - Update of the GWC Meeting <ul style="list-style-type: none"> ○ Lauren, Ashley and Michelle met with Cindy Boyle, June Cloutier, Nancy Olson, and Gail Poulter to discuss the future of senior meals. ○ The meeting went very well and the new policy was explained based on the permit from the BOH. <ul style="list-style-type: none"> ▪ There are some concerns of how the meals will be prepared in the future with the amount of time that would be required in order to cook at The Center. ▪ Gail is going to regroup with the senior meals committee before making a final decision going forward for FY24 ▪ The plan for the remainder of FY23 is that the Council on Aging will have the meals catered and ask for assistance with serving from the Groton Woman’s Club. ○ In reference to the new food and beverage policy, they will regroup with the entire board of The Groton Woman’s Club and come back to the Council on Aging in June to strategize for FY24. ○ Michelle emphasized the importance of following the policy laid out by the BOH in order to protect people. ○ There is an overall concern from the COA board on how this changes what the intention of the building from years ago when the building was sold to the community. - Board Member Update <ul style="list-style-type: none"> ○ The deadline for people to apply is April 21, 2023 at 1:00 p.m.
4. Building Usage/ Food and Beverage Discussion	<ul style="list-style-type: none"> - There are a couple of small typos on page 4 that have been addressed and will not be in the final policy.

	<ul style="list-style-type: none"> - There has been a significant increase in building usage requests and questions that frequently arise which current policy does not directly address. Based on this we have developed a new building usage policy which expands on the current policy and implements some clearer policy. <ul style="list-style-type: none"> o These new policies have been created based on situations that have come up in the past year and based on other centers with similar building usage. o One large addition is the position of a building monitor who would be in the building for events during off hours. - Feedback from the board and discussion: <ul style="list-style-type: none"> o Suggested to eliminate the reference to groups having been grandfathered in. o Clarification on the building monitor position. This would be a group of people and would be managed like the per diem van driver position. o Michelle spoke on her experience that she would feel more comfortable if there was an employee here during outside usage to not rely on one person from the group who is unfamiliar with the center to be in charge. o Recommended that the exception statements (i.e. referring to groups who are grandfathered in) should be eliminated. o Recommended to bring back the chart style from the current policy to list the prices. o Recommended to add a director discretion to the section that refers to cancellation within 5 days of event. o Therese suggested an addendum to the building use policy to list the community groups that are grandfathered in.
<p>5. Reaccreditation Update- Important Matters</p>	<p>Mihran- Standard 1- Staff has finished the metrics.</p> <p>Therese- Standard 2- The questions, marketing plans, boards and committees and all other supporting documents are attached in the google drive.</p> <p>Peter- Standard 9- Feedback from Pascal: Would be nice to have a description of the facility to add a bit more of a narrative. Also, should there be mention of the Squannicook plans in this section?</p>

	<p>Judy- Standard 4- Recertifications, how often do they need to be renewed? CPR, First Aid, Serv Safe, etc.</p> <p>Michelle motioned to accept standards 1 through 9 as substantially complete and authorize Ashley to begin the final submission process. Mike Seconded Vote: Unanimous Yes.</p> <p>A final draft will be available to review for the next board meeting to take a final vote.</p>
<p>6. Other Business/Next Meeting</p>	<p>Update from Mark Haddad on the Squannicook Sportsman’s Club: A health organization associated with Blue Cross/Blue Shield has given the town a grant of \$50,000 for an outdoor fitness park. The town will need approximately \$180,000 to complete the project.</p> <p>Mihran Keoseian has resigned from the COA Board effective June 30, 2023.</p> <p>Therese motioned to adjourn; Peter seconded the motion. Vote: unanimous yes. The meeting adjourned at 3:00 p.m.</p> <p>Next Meeting: May 8, 2023 at 1:00 p.m.</p>