



## **Board Meeting Minutes of 8/29/2023 (in person/hybrid)**

Respectfully Submitted by Lori Howe

### ***Voting Members Attending:***

Pete Hoagland, Gerri Hawn, Ken Adams, Jim Campbell, Pam Sampson, Lori Howe

***Voting Members Absent:*** Sally Tipton

***Non-Voting Associate Members Attending:*** Carole Marple

***Non-Voting Associate Members Absent:*** Pat Gray

***Staff Attending:*** Sue Kelliher, Kristina Gallant, Melinda Morle

***Community Members Attending:*** 0

***Voting Members Absent:*** 1

***Quorum?*** Yes

***Call to Order by Chair Pete Hoagland at 9:32 a.m.***

***Minutes.*** Pete asked for a motion on the July 27, 2023 Board meeting minutes. Gerri noted a correction to one line item in the Treasurer's Report. Ken motioned to approve with the correction, Pam seconded. There being no further discussion, the minutes were approved by a unanimous roll call vote.

### ***Walk Audit and Special Guest***

Pete welcomed special guest, Art Schnure, our local expert on Sherborn Walks. Sue provided context referencing Carole's suggestion of doing a sidewalk audit and that we'd received a sample from AARP. Sue referred to the town's Master Plan which mentions a Walk Audit that is restricted to the center of town. Sue asked Art to share his experience and take it from here.

Art showed his overall map, copies of which were distributed. He said if we want to focus on sidewalks, the Master Plan is the only document that specifies anything and this is just a big picture view. As a result, he drafted a document with the aim of getting people outside and identified safe/unsafe roads. For example, he noted six roads to avoid. He also shared his favorite loop walk which is down Boggastow Brook; Oldfield Road is another good one. Ken asked about parking availability on these trails and Art said most places have some. Art acknowledged that this would be good information for him to add.

Sue asked Art if he knows about the Livable Streets grants and if not, who would know. Apparently this would be Sean Killeen. Art said we'd have to prioritize which streets we'd want to do and he personally does not know what the Town is thinking in terms of sidewalks.

Various members shared their experiences walking and bike riding Sherborn roads/intersections and sidewalks. Art recommended covering sidewalks most used and said it's a good idea to include subdivisions. Carole said it would also be good to have a Pedestrian Safety Committee in town as well as a Traffic Safety Committee.

Art made several suggestions as to safe, pleasant and accessible trails both in Sherborn and elsewhere in the State. He put a plug in for the Bay Circuit Trail, which is 230 miles long and runs between 495 and 128.

Jim said that it strikes him that there are two kinds of walkers, those who: (1) prefer woods and trails, enjoy nature, and (2) use sidewalks, as they want a smooth, safe surface to get their steps in. Therefore we have to decide where to focus. Gerri commented that part of our action plan is to be an Age & Dementia Friendly Community, so we should create places to walk that are safe. With current conditions, you always have to watch where you're walking so our goal is first to make our existing sidewalks safer. Carole agreed and said as part of this we should include additional sidewalks that connect key areas. Gerri also suggested that people need to know how to walk safely, i.e. against the traffic, and Melinda responded that they could add an article in The LINK and discuss this at Community Engagement meetings.

The Board thanked Art for coming and sharing his knowledge and expertise. It is very helpful.

Pete then asked the Board "what do we want to do next?" Gerri said that our doing a sidewalk audit doesn't interfere with Art's work, so we should proceed with a plan. Pete asked "All sidewalks?" Carole responded that at our last meeting she suggested starting with downtown, up 27, at least to Sawin, up Sanger, the Town Hall campus, the three churches, and back down 16; then we can go from here; it will be a long process. Carole talked to Sean about Village Way which is in horrible shape and he said he's still waiting for Verizon to do their work. Lori suggested prioritizing with Sean and Carole responded she could ask Sean for his list. Gerri felt this was a good idea since we don't want to duplicate efforts. Carole told Sue she would be happy to work with her on this. Melinda asked whether we were going to take a general approach or take measurements of sidewalks. Sue said that our template is AARP's sidewalk audit, so she will talk to Sean, set priorities and do the audit.

**Treasurer Report** by Gerri Hawn (see attached reports)

Gerri said that we are just at the beginning of the fiscal year and haven't spent much yet. We are at about 12% and have spent 11% of Salaries, so we're fine.

Carole asked if there's a particular time of year when we spend more, to which Gerri replied year end and the Winter/holiday time.

Ken asked about the Revolving Account and Gerri explained saying she's surprised that there's a large balance as money should go in then go right out. The Town has regulations and if monies exceed a certain amount the Town takes it back. Pete said the Town approves a limit each year. Gerri said that our accounts have excess that has built up over the years.

Pete moved the meeting on to the Director's Report.

**Director's Report** – by Sue Kelliher (see attached reports).

Sue said the Resource Directory is all set to go. After mailing, we'll have about 150 left over to use. Sue also announced that the Town is getting a new website with a new look and easier navigation. Once that's done the Resource Directory will be available there.

Melinda reported that the Medicare 101 class will be held on September 21.

The Isle of Shoals trip was last week with 24 participating and 2 no shows. The trip included people from Sharon as well as Sherborn. It was a very nice 2-hour boat ride with beautiful weather.

Line Dancing starts September 20 for six Wednesdays at the Community Center. Jim asked what the Community Center is charging and Sue replied that they've asked for \$1 per person. She went on to say that it would be better to do a year end donation rather than this type of charge.

Lifetime Learning starts in September with 11 classes scheduled thanks to Kristina's efforts.

Lori offered congratulations to the staff for the new look of The LINK, noting the compelling new slogan and the excellent use of color and images.

Sue went on to discuss various grants being applied for and announced that COA did not get the \$10K Tech grant from the State. We are still waiting to hear on the Mass Cultural Council Festival's grant. Sue also mentioned applying for a Middlesex Bank Foundation grant. Carole said that MBF is good because they're partial to food-related needs; several years ago they gave \$20,000 to the Town because we were feeding so many. Pam asked Sue whether she had looked into grants from Math Works which members felt was a great idea.

### **Senior Drop-in Center (aka Ken's Café)**

Jim reported on progress by his committee of three. They went to the Board of Health and learned there are restrictions, such as coffee can be served but not pastries/food prepared on-site or homemade. And for coffee, it gets down to how the coffee is served; a Keurig system would be okay. If we have utensils to wash, we'd have to go to Pilgrim Church. The committee came up with two fixed days, Tuesdays and Wednesdays, from 9:00am to 1:00pm. They met with Jim Byrnes. The committee toured the room, looked at the closet, and thought we'd have a cart in the storage room. Sue noted that Jim is clearing out this closet for our use.

The sticky part came with the draft Memorandum of Understanding dated August 21 in section #3 which discusses pricing. The charges are high at \$75-125 per day. Jim recognizes that the Community Center is desperate and asked Sue what CoA could afford to pay, to which Sue responded about \$250 per month. Gerri added that \$250 would be doable, assuming that the State Formula Grant continues; the Community Center's rates are very high considering we'd also have to buy coffee, water, and other supplies. Pam expressed great dismay at the rates proposed and how they keep changing, and thought this might be a message that they don't want us. Ken suggested that someone on the CC Board might be fighting this, wanting the space available for other purposes. Carole added that the Community Center has to raise about \$65K each year to support itself. Gerri said she had a brief conversation with Jim Byrnes who brought up the fact that the Friends of COA have \$200K and asked why they can't pay for the Drop-in Center; Gerri told him this was seed money for a full Senior Center. Gerri also thinks the Community Center feels COA should get monies from the Town. Much discussion continued and ideas proposed.

Jim said that the logical next step is to counter the Community Center's offer, with possibly a combination of free and \$250/month. He noted that they are ready to respond with a revised MoU doc and would give them Pam's proposed layout. Jim said they would run these by Sue and Pete. Jim hopes the Board would trust the committee to work out the details rather than wait for another Board meeting. Carole asked for a motion.

Jim Campbell presented a motion for the Board to authorize a revised Memorandum of Understanding with the Community Center to include the following terms:

- Oct-Dec 2023 – No Charge
- Jan – June 2024 -- \$250/month
- From July 2024 – TBD
- In addition, the Community Center would make other changes as benefits COA's vision; the hours would be 9:00am to Noon; and the room would be correctly referenced as the "Conference Room".

Pete said we have a Motion on the Floor and asked whether there was a second. Lori seconded Jim's motion. There was further discussion of details, including Pam's draft layout of the space, which Kristina offered to help with. Jim thinks if we provide the Community Center with a layout it will give them a better idea of what we're trying to do. The motion passed unanimously.

Pete moved the meeting on to the next item of business, **Senior Café**.

The question is whether we are going to continue to run Senior Café. Sue responded that we have September and October and two weeks in November scheduled, and recommended we do it through December. Ken asked if we have food and Sue said yes. Pete said the issue is whether to continue long term. Carole said she thought we planned to bring in prepared food and asked if we have looked into bringing on a ServSafe person. Sue said they did and it's just too complicated and Gerri added that it's also cost prohibitive. Carole responded that that is where a grant from Middlesex Bank could really help.

Gerri asked what happens after December, noting there was discussion of introducing a monthly Brunch instead of Lunch. Carole added this may not be cheaper but may be a better draw. Gerri expressed concern that the Café is a drain on Staff resources, especially if only a few people are attending. Lori suggested we might consider changing the frequency. Carole asked if we'd explored ways to grow/improve it. Lori replied that we've added Entertainment and Sue added that have looked at all sorts of strategies and the Staff feel they've done everything they can. There was discussion of food partnerships that other town use. Sue said they'll need to think about all this more. Gerri said we need regular attendance of at least 20 to make the Café sustainable

There followed a brief discussion of the Men's Luncheon, with compliments to Melinda for doing such a great job organizing and facilitating. This week there was a presentation by a contractor, Keith, on sustainable houses; 16 were in attendance. There were more thoughts on how to work with Heritage to make the meal more efficient, such as planning a standard time of 90 minutes, attendees getting there on time, and ordering promptly at 12:30. Gerri suggested that the men come to Senior Café and Jim responded that the men seem to like a restaurant.

The next item is **Strategy Update**, which was deferred to the next meeting.

Pete asked if there was any other business.

### **Adjournment**

There being no further business, Pete asked for a motion to adjourn.

*Motion to Adjourn:* Ken motioned, Pam seconded, and the motion was unanimously approved by a roll call vote.

The meeting adjourned at 11:29am.

*Meeting Schedule for 2023:* 1/31, 2/28, 3/28, 4/25, 5/30, 6/27, 7/25, 8/29, 9/26, 10/31, 11/28 and 12/26

*Minutes Approved 9/26/2023. Attachments available upon request.*