



Board Meeting Minutes of 9/24/2024

Respectfully Submitted by Lori Howe

Voting Members Attending:

Pete Hoagland, Sally Tipton, Gerri Hawn, Ken Adams, Pam Sampson, Lori Howe

Voting Members Absent: 1 Denise Orlando

Non-Voting Associate Members Attending: 0

Non-Voting Associate Members Absent: Carole Marple, Shruti Panjini

Staff Attending: Kristina Gallant, Melinda Morle, Maura Bennett

Guests: Sam Nelson, Margo Powicki, and Heidi Doyle

Community Members Attending: 1

Voting Members Absent: 1

Quorum? Yes

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

Minutes. Lori reported that she had revised the originally circulated minutes to reflect changes she had received from staff and Board members. The revised document was sent to all on 9/23/2024. Sally motioned to approve the August minutes as corrected, Gerri seconded. There being no discussion, the minutes, as revised, were approved by a unanimous vote.

Town Campus/Pavilion. Kristina welcomed our guests, Sam, Margo, and Heidi, from the Town Campus Improvements Committee, who gave a presentation on ideas, plans for and progress on developing the Town Campus. Sam opened by explaining that their group started with looking at the Library Landscaping. When they learned that there were AARP grants available, they thought it made sense to expand their vision to the entire campus including the Kostik site, and to consider the types of activities possible, the role of a Pavilion, and the various groups who might use it (CoA, Scouts, school groups, etc.). Their grant was successfully awarded. These monies have been spent on lights, more benches, new steps, and new handrails to come.

In terms of the Pavilion, Sam informed the group that their research narrowed the spec down to a 20 ft. x 36 ft timber structure with stone accents, the cost estimate for which is \$100,000 including Installation. This does not include the foundation, electric, or site prep, furniture, or creation of a trail from Town Hall, all of which would cost another \$100,000. Sam also noted that they would need to preserve a large area in the field for overflow parking. Tom asked if the Committee had seen the one done in Holliston. Sam said they had and that Holliston did a lot of fundraising for

their \$250,000 project which took about five years to complete. Margo offered that they also visited Hopkinton, whose committee is working with an architect, Jim Guarino, who researched historic buildings for architectural features to incorporate. Pam asked whether Disability access had been addressed and Margo responded that it had been and is foremost in the Committee's considerations. Tom asked about the size of the extra outdoor space and commented that if it's too small it won't be useful. Gerri added that if they're considering pathways, it would be nice to include a sidewalk from Ivy/Sawin. Sam commented that their vision is to have the whole parcel developed, adding walking trails, plantings, benches, etc. Pete asked how they see the funding developing. Sam said they're hopeful not to have to go to the Town for funding but to raise funds in other ways. Margo added that there are people interested in making significant donations, including the Kostik family, the Foundation for MetroWest, AARP for benches. Sally noted that they don't want it to be a Town Project because then they'll have to go out to bid which will slow things down. Lori suggested that many people would be looking for an affordable way to participate, such as through the purchase of commemorative bricks, an idea which was so successful when the Playground was built.

Pete asked who would spearhead the effort and Sam responded a 501c(3) entity. Sally offered that it doesn't look like The Friends are interested in being that organization, especially as any amount over \$50,000 requires different accounting. Heidi asked whether the Sherborn Fund would be willing take on this role once they're done with the 350th celebration. Margot responded that she thought it would be better to ask another organization rather than the Sherborn Fund.

Pete asked the Board how it feels about the progress and plans for the Town Campus. Gerri replied that there are a lot of positives. Pete asked what would be the next steps. Sam said they would focus on fundraising and getting that in place. Margot said they will work with Jeremy. Lori added that it is important to manage costs as Town residents are cynical about how money is spent and managed after the Library renovation experience. Maura asked whether there are any contractors who may be willing to help. Sam replied that they had the idea of doing the pavilion construction as a barn raising.

Gerri then asked the guests what they specifically need from CoA. Heidi replied that at this point they'd like CoA to help generate enthusiasm for the project through the LINK, emails, contacts, conversations, etc. Tom said that he remembers when the Kostik family property was for sale and the Town was interested in acquiring it, there were lots of questions about how we were going to do this. Sam said that there are a lot of grants out there and his committee could use help with that. Kristina responded that she is already thinking of some she can look into. Kristina thanked Sam, Margot, and Heidi for coming and sharing all this helpful information and said she'll stay in touch.

Treasurer's Report. (see attached reports)

Pete then asked for an update from the Treasurer. Gerri reported that since the new fiscal year started, we've only spent \$784 exclusive of Salaries and that most of our spending was made through the Revolving Accounts.

Director's Report (see attached)

Kristina began with welcoming Maura to the team and announcing that an official welcome will be done at the Coffee Bar tomorrow, to which all town employees have been invited. Board members are welcome join in.

Kristina continued with her report saying that **Thursday Café** is going well with attendance at 18/19 for the first two weeks. Announcing in the LINK seems to have helped. Gerri said that she feels the number 23 attendees is an ideal target. Kristina went on to announce that because of the Fair at Pilgrim Church on October 19th, the café on 17th will be pizza and a film at Town Hall. There was discussion of what film; one thought was a documentary such as one about a Sherborn man lost at sea for 76 days. Pam thought the film was called "Adrift" and Kristina asked whether we should preview it, to which the Board responded affirmatively.

Kristina went on to address **Medical Equipment Storage** and said that Sean Killeen came in with Jeremy last week and told her there is space downstairs in Town Hall which CoA could use. Sean noted that the space could be shared with another Department, like Rec, who could add a desk. Melinda said she has started sorting what we have in inventory and sent rejects to an organization called "ReEquip" who picks up. Melinda also noted that some things will be left in the Attic for Pilgrim Church use.

Kristina continued with her report, announcing that the **Code of Conduct** has been okayed by Jeremy and finalized. It will be posted on the Town website. Lori recommended that Kristina add an approved date on the final document, which Kristina agreed to do.

Continuing with the **Community Center Agreement**, Kristina presented a Memorandum of Agreement for the Board to review. Once that is done, we'll be all set for the Coffee Bar to run at the Community Center for the fiscal year. Pete noted that the agreement specified paying half the previous fee, the same cleaning charge, and an open ended term with a 30-day cancellation notice. Pam motioned to accept the Memorandum of Agreement with the Community Center, Sally seconded, and the motion passed unanimously.

Kristina announced that they are in need of purchasing a larger **shredder** and wondered whether this is something we should ask the Friends to fund or if she should take it out of Discretionary Funds rather than operating accounts. Gerri responded that she didn't think the Friends would want to fund this type of item and recommended we take it out of the Formula Grant.

Moving on, Kristina said that she has an organization called **Best of Times** coming tomorrow for a discussion of day trips. They organize trips ranging from \$99 to \$249 and do everything except register people. Kristina wondered whether for more expensive trips we should use Friends funds to defray the cost a bit and attract more people. Gerri questioned whether this made sense, to which Kristina responded that we have \$4k in the budget for busses which we typically don't fill and a staff person has to go. More discussion ensued about other trips, logistics, costs, etc.

Kristina went on to state that an advantage of *Best of Times* is that they take all the logistics off our staff. Melinda suggested that this may be a good topic for Survey Monkey to determine what people want. Kristina responded that it's a good time for a survey as numbers are down all around; for example, she cancelled Barry Pell for next week as there were only six sign-ups. Tom asked about partnering with Dover and Kristina said no as they already partner with Westwood. She went on to say that she is looking into partnering with Medfield. Melinda suggested that if we consider having Friends defray the cost of trips, we could limit that to Sherborn residents. Kristina ended this discussion by saying that she is looking carefully at how we use funds in our Budget and will present some new ideas for the Friends to fund. Gerri suggested that maybe Friends could cover some special speakers at Thursday Cafes, such as an investigative reporter who does scams.

The next MCOA meeting is at the end of October on the Cape and Kristina said that she and Maura are planning to attend for one full day, October 23rd; Melinda will not be going. Gerri reminded that the Town typically has paid for the Director, including mileage, out of the CoA budget and Friends pay for staff or it is charged to the Formula Grant.

Kristina reminded that the first Women's Lunch will be held on October 8th and that Tech Help is available at the Library every Thursday evening from 6-7pm.

Kristina said that she and Gerri met to discuss donations to those organizations who provide space for CoA programs. They decided to give Sherborn Yacht Club and Silverwood \$100 each for one-time events which she paid right away rather than waiting for year-end. They also decided to give Pilgrim Church \$4,500 (\$1,500 FY24 balance + \$3,000 for FY25); Kristina will make the \$1,500 payment.

Gerri asked for a follow-up on Job-Related Driving and Kristina responded that Jeremy is still looking into this.

Pete asked about registration fobs and whether they are getting used. Kristina replied that they haven't been but staff is restarting this system today.

New Business

There was no new business.

Adjournment

Pete asked for a motion to adjourn. Gerri motioned to adjourn, Pam seconded, and the motion was unanimously approved.

The meeting adjourned at 10:45am.

Minutes Approved on 10/29/2024. Attachments available upon request.

Meeting Schedule for 2024: 1/30, 2/27, 3/26, 4/30, 5/28, 6/25, 7/30, 8/27, 9/24, 10/29, 11/26 and 12/31