COA BOARD MEETING MINUTES

MONDAY DECEMBER 10, 2018 AT 1:30 PM
ROOM 307, 37 SHATTUCK STREET,
LITTLETON, MA 01460

1. Meeting called to Order at 1:30 p.m.
   a. Members Present: Mary Catalanotto, Marge Payne, Bob Stetson, Anne Lee Ellis, Paddie Hunt, Maureen Donnelly, David Sill.
   b. A quorum is present
   c. Staff Present: Nicole Lorenson, Tina Maeder, Anthony Ansaldi
   d. Open Meeting Law Reminder

2. Announcements: The Il Forno luncheon was quite excellent. The owner gave a free luncheon to all seniors at noon today. It will be an annual event.

3. Accept Minutes: It was voted to accept the minutes of the October 15, 2018 meeting as corrected to say “Board Meeting”.

4. Friends Report: Nancy Levine – Everyone is happy with the Friends and Board working together more effectively. The North Pole luncheon is Wednesday. Over a hundred have signed up and there is a waiting list. We have had some non-residents who are put on waiting list if there is space. January with be a Spanish-Mexican dinner. Date to be announced. Book buddy program is going well. It will start again in March then, April, May and June. The tables in the senior diner will be decorated by the third-grade pupils next month.

5. Old Business:
   a. Update: Town Building & Space Needs Analysis Working Group. The group is working on both short term and long-term needs. Vertex is the contractor to put together an idea for a three-building campus (library, town hall, and community center). This is exploration only at this point. Short term, a lot of time was spent because Park and Rec lost school space and so began to take multi-purpose room use which preempted senior use. These issues are being worked on.
   b. Update: Town Meeting: there were issues involving seniors. Article 11 was about accessory apartments was approved. Also, the common sewer project was approved for a full project design. Article 12 amending senior residential senior development by-law was also approved.
   c. Update: Awareness Sub-Committee Maureen Donnelly reported that the committee developed a poster that can be posted in churches and stores inviting people come to COA events. The committee is developing a directory. Some discussion was held on general information getting out to seniors continually and repetitively.
6. **New Business:**
   a. Name tags/badges: the town clerk is making name tags with pictures for all Board members. Board members should go to the clerk’s office to get badges made.
   b. Littleton Housing Authority update: Paddie Hunt sits with the Littleton Housing Authority each month. In October they had a special meeting talking about renovations with money from the State of MA. Some people are not paying their rent and the State is requiring a plan to back payments which would end in eviction if not paid. The Director is now covering Groton, Westford and Littleton Senior housing which will spread her work away for Littleton. There is an open hearing from non-Board members at their monthly meetings but they prefer issues come to the Director. An issue is when senior housing is now being developed there is need to plan on adequate parking. They do not have many people on the Board.
   c. Minuteman Annual Report was issued recently. There is some great information as to who they are and how they serve.

7. **Reports:**
   a. Budget Monthly Reports (MART, Office) there were no budget reports.
   b. Outreach Coordinator’s Monthly Report (See attached) Nicole shared for following meetings
      Addiction Support Group was canceled for January
      Social Anxiety Group will meet Jan 15 & 29
      Living Alone and Living Well will meet Jan 17
      Caregiver support group will meet January 30 with Bridges memory care group.
      It was noted Nicole and Tina as changed offices so walk-ins will meet Nicole first.
      It was voted to accept the reports as given.

8. **Any Other Business that may properly come before the Board.**
   a. Presentation by Paul Avella re a Community Senior Center
      Paul outlined some thoughts he has had regarding seniors. The master plan as voted by the town advocates the building of a multi-purpose community center. There is now an implementation committee to work on the seven areas of the master plan. The implementation of the master plan was a one to three-year limit. It is now half way there. There is not yet a plan or strategy to accomplish that part of the plan. The Library has one for their plan and are well along to accomplishing a new library. There needs to be an active working group to implement the Senior Community Center part of the master plan. There needs to be strategy implementation process and group to move actively to get the Center.
      The Board thanked Paul for his insights.

      It was moved, seconded and voted to call a meeting on Friday January 4 at 1:30 p.m., composed of Board members and Friends members for consideration creating a task force to set out a plan and strategy for obtaining the Multi-purpose Center. We will try to meet at the Police Center. Marge will send out invitations to people to attend.

      The meeting adjourned at 3:15 p.m.

**Next Meeting:** January 14th, 2019 (Please mail suggested agenda topics to chair 7 days prior to meeting)

Respectfully Submitted

**Robert Stetson**

Robert Stetson, Secretary