

COA Executive Committee Meeting Minutes
January 17, 2019 2:00 p.m.

Present: Dorothy Gagnon, Pat Jordan, Marsha Staples-Love, Hope Macary

Pat Jordan, Petty Cash in balance.

Director: reported CDBG Application for next round of funding submitted for \$30,000. FY20 Town Budget submitted for \$140,000. Many Town Depts. are using the facility for public meetings after hours. So far it is working out well, although it does add another duty to the pile. Meal Program update: So far, in FY19, Greenfield COA has provided approx. 600 meals to 200 seniors. We are making slow progress -- but we are moving forward with a LifePath partnership. We are working on Job Description and union issues, as well as other related admin. Room use during the day: we are maxing out enrollment in many programs. We need to review allocation of room space to various groups and see if we can be more efficient with the spaces we have. For example the Rec Room is under-utilized for its size. The Director will develop a working group to review matters and reconfigure furnishings. Foot-Care By Nurses is taking over the appointment book. They are trying to improve their customer service and efficiency in order to serve as many seniors as possible with quality care. Senior Center signage was not approved, we will reconvene with Building Committee and develop an alternate proposal. Senior Tax Work Off Program needs some tweaking. We are working with all depts. involved to develop new policies and procedures for next year.

Set the agenda for the COA 01/24/2019 COA Board meeting:

1. Meal Program Update
2. Signage Update
3. Business Hours room use

Meeting Adjourned at 3:15 p.m.

Next Executive Committee meeting, February 21, 2019 at 2pm

Minutes submitted by Hope Macary