

Millbury COA
Meeting Minutes
January 18, 2023
7:45 am

2023 JUN 30 AM 11:25

Members In Attendance: Steve Walinsky, Stuart Mulhane, Laurie Corkery, Laurie Keefe, Director Joshua Ryan Program Administrator. Absent was member Rick Townsend and Kevin Higginbottom.

MINUTES: The minutes for the December 21,2022 meeting were approved as amended. Motion to approve meeting minutes from the December 21,2022 made by Stuart Mulhane seconded by Laurie Corkery.

STANDING REPORTS

- A. Budget and Finance- Laurie Keefe presented the board with a rough draft of the policies and procedures. She asked the board to review and advise any questions, comments or concerns.
- B. PERSONNEL: All staff remain the same. Everyone works well together.
- C. Nominating- No new members proposed. Mr. Townsends status is still uncertain. There remain 6 open positions under the new charter.
- D. Legislative- None
- E. Senior Center Usage- Usage by non- Municipal entities The Lions Club has scheduled a dinner for the seniors on February 21st.
- F. Monthly report of program participation- Ms. Keefe explained that we are still working on getting everyone entered into "My Senior Center", we are building the database from the ground up so it will take time, but we are making great progress. Josh is working with the town clerk to get a list of residents that are 65 and older. Ms. Keefe also advised that the newsletter mailing list is growing. Ms. Keefe has given the board stats of people and events into the senior center for the month of December. Numbers are continuing to grow.
- G. Building Maintenance/ Grounds/ Equipment- Ms. Keefe advised the board that herself and Josh are working on a Maintenance schedule and are having everything serviced. A pest control company is being engaged to control mice and other pest evidence in the building. The floor covering in the clinic room is being replaced.
- H. Friends Of the Millbury Seniors report- A written report was sent to Mr. Walinsky and was presented to the board. (attached) Judy O'Connor again requested to have a store in the Senior Center. The Board agreed to table this until the policies and procedures are done.

Directors Report: Ms. Keefe presented a written summary of past and proposed activities. (attached) She also distributed copies of her draft of a comprehensive Senior Center Policy and

DIRECTORS REPORT: Ms. Keefe presented a written summary of past and proposed activities. (attached) She also distributed copies of her draft of a comprehensive Senior Center Policy and Procedures manual for review by the board members. It is expected that discussion will be allowed before formal adoption. She also gave updates on upcoming events at the Senior Center. The Senior Center will be hosting a Valentine's Day lunch. Also, the Lions club will be hosting a turkey dinner for Fat Tuesday. Ms. Keefe informed the board that we have got quotes to get the floor replaced in the health room. She is working out the final details with the flooring company. Also, they are still getting quotes to replace the dishwasher that is no longer working. Ms. Keefe spoke about programs that are planned. Laurie advised the board that they will be having their first line dancing class today. Ms. Keefe also gave an update about the continuing progress of de-cluttering the building. Ms. Keefe will be doing an 8-week journaling class. The board was advised that the Senior Center will follow the schools closing and or delay schedule for inclement weather. The food bank came in for their inspection of the food kitchen. Everything went well. We were advised that we are just waiting to hear back when employees can take the training on picking up. This is the last step of the process. Laurie advised they should be able to do the first pick-up in the beginning of February.

Issues relating to Elder Services, Nutrition, Intergenerational Activities Friendly Visitor, Memory Café, and Elder Community Service were incorporated in her written report.

New Business- Mr. Walinsky asked Ms. Keefe if she could obtain copies of the most recent versions if the Commonwealth issued Guides for Members of Boards of Town Committees, and the guide for Friends Groups affiliated with Municipal Departments. She agreed she would get it.


No other business being presented adjournment occurred at 9:10AM.

Meeting was adjourned by Mr. Walinsky. Next meeting date is February 15, 2023.

Steve Walinsky 

Stuart Mulhane 

Kevin Higginbottom 

Laurie Corkery 

Rick Townsend _____

Respectfully submitted:

Joshua Ryan, Program Administrator