

The Andover Council on Aging Board (COAB) met in regular session on Thursday, November 12, 2015 at 8:00 am at The Center at Punchard, 30 Whittier Court, Andover, MA.

Chair Ann Grecoe called the meeting to order at 8:02 am and on
ROLL CALL: Present were Kaye Devanna, Jane Gifun, Joe Ponti, Mike Roli, Ann Grecoe, Joan Fox, and Ken DeBenedictis.

Also present were Kathy Urquhart, Director of Elder Services and Donna Morse, Executive Secretary of Elder Services.

Absent were Stu McNeil, Don Robb and Margaret O'Connor.

Minutes

On Motion by Joe Ponti, which was seconded by Joan Fox, it was voted to accept the. On VOICE VOTE the motion was declared as PASSED UNANIMOUSLY.

Director's Report

Kathy Urquhart reported that she has requested to be on the November 16, 2015 Board of Selectmen's meeting regarding the Memory Café recognition that The Center at Punchard received recently. She announced that there is a luncheon being held on November 16 at Nevins Family of Services in Methuen regarding senior bullying. Also, that The Center has a new staff person; Chris Marshall has been hired for fill Jeanne Doucette's position. Kathy reminded the members that the last day to order Thanksgiving pies is Friday, November 20. She told them that on November 24 at 10:30 am there is a newsletter brainstorming session scheduled to hear what the seniors would like included in The Center's monthly newsletter. She reminded them that the Andover Senior Community FRIENDS (ASCF) will meet here at The Center on Friday, November 13 at 10:30 am. Kathy stated that although she has not heard anything yet about the Fiscal 2017 budget, she would like to keep it static. However, she would like to request the reinstatement of the part time program assistant position that was cut from the budget several years ago. Ann stated that she would like to have the newsletter mailed monthly and would like funds included for that purpose. Kathy explained several of the issues that play into the project but said that she would research them.

Old Business

By-Laws - on MOTION by Mike Roli, and seconded by Joe Ponti, the members voted to rescind their previous vote to cap have seven Board members and increased it to eleven. The motion passed. They also requested that Sub-Committee Reports be included on the agenda every month.

Communication – The members were reminded that all communication should include the entire Board as well as Kathy. Communication flows in both directions. The Council on Aging is the Department of Elder Services and the Board.

Five-Year Plan - Ann handed out information showing the steps that should be taken when creating the Board's Five-Year Plan. Ann requested that the completed forms be returned to her by November 30 and she will collate the information.

Committee Reports

Signage - Jane Gifun reported that she had started researching the process and requirements regarding signage for The Center. According to the Design Review Board there may only be one sign for directions. This part of the project will move forward as the new youth center opens. The Center is in a SRA zone so

the sign cannot be more than six square feet and no more than four feet off the ground. It was decided that the sign will read The Center at Punchard, Council on Aging.

Tax Relief - Mike Roli reported that the Bill will be changed dramatically; including a means test and exemptions are expected to be included.

Housing - Joe Ponti reported that Ann Grecoe and Margaret O'Connor wrote an excellent Letter to the Editor. An informational forum will be held to share the information. A publicity campaign will be held and a document will be created to start an ongoing conversation with the community.

Outlook Training - Kathy reviewed some Outlook features for the members.

On MOTION of Ken DeBenedictis and seconded by Joe Ponti, the meeting adjourned at 10:08 am.

The next meeting is December 10, 2015

Respectfully Submitted,

Donna Morse
Recording Secretary