

# COUNCIL ON AGING BUILDING ADVISORY COMMITTEE

## Minutes 1/3/2023

Attendees: Elaine Hyland, Susan Murray, Cindy Brennan, Christopher Eddington, Patty Conway

TOWN CLERK  
FEB 9 PM 3:26 '23

1. The meeting minutes from 12/6/22 were approved.
2. Elaine updated us on the feasibility study
  - Awaiting the feasibility study to be complete. That is expected in January.
  - Elaine will attend a meeting with Habeeb and Associates and Bill Hall next week. Elaine will highlight the needs of the new COA and review our initial proposal letter and show images representative of our wishes from the Building a New COA Guidebook she received when attending the MCOA conference.
  - Danny Lee is setting up the walk-through with our Legislators. That will help us with state funding.
  - Elaine drafted a letter for the Legislators seeking funding for our new COA. It will highlight our needs and include our COA flyer and provide a comparison of our 1100 sqft COA with Rocklands 10,000+sqft COA. Our Legislators need the information in this letter to better negotiate our funding requests now that the State Budget process is beginning.
  - Elaine will be following everything through the budget process.
3. We reviewed and edited Elaine's draft letter to the Legislators.
  - Elaine will be working with Greg Hanley (Town Admin) on the amount which has yet to be determined.
  - We agreed that Elaine would send the letter to us via email so we can take a bit more time to edit.
  - Although our Legislators have received some of this information before, we want to make sure it is more complete and fresh in their mind.
4. We discussed the location and ability to access our \$48,000 CBDG (Community Block Development Grant) and \$100,000 State grant. Both were slated to be used in association with the feasibility, design and construction of a new COA facility.
  - Elaine has found the account number for the \$100,000, but not for the \$48,000.
  - The \$48,000 is in the Town Stabilization fund.

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- Elaine spoke with the Town Accountant and Town Administrator. They said the \$48,000 was placed in the stabilization fund in anticipation of the grant money that we would be receiving. But neither Elaine nor Patty remembers it that way.
  - Elaine was told the \$48,000 should be in the Capital Improvement Fund instead of Stabilization. In order to make that transfer, we need to contact the Capital Improvement Planning Committee who must approve the move, and then have that voted on at Town Meeting.
  - In order to access the money once moved to the Capital Improvement Fund, the Capital Planning Committee must give recommendations to the Selectman for approval.
  - The advisory group believes there may have been some mistake. We believe Town Meeting already voted on the appropriate placement of the money at the Nov 2019 Town Meeting and thus shouldn't need to vote again. Elaine will send out a letter to the Town Administrator to re-check. Cindy will look back at the Town meeting itself to see exactly what was voted on.
  - Payment for the Feasibility Study is being taken out of the \$100,000.
5. Our Facebook site is still not up. Katie had said last meeting that Patty would have access. But Patty has not been given access yet. Patty will contact Katie and try to follow through with this.
  6. People can still find out about what we're doing via the COA town website as well as the COA Advisory Committee site.
  7. Sue asked if the feasibility study was also looking at the DPW use of the school. Elaine believes they are specific to the COA only and will be reviewing the building to see how the COA can best fit.

Respectfully submitted,

Susan Murray - Secretary