

# COUNCIL ON AGING BUILDING ADVISORY COMMITTEE

## Minutes 3/25/2025

Attendees: Elaine Hyland, Patty Conway, Elizabeth Tolson, Susan Murray, Christopher Eddington, Tiffany Sheehan

1. Minutes from 12/10/2024 were unanimously approved.
2. We looked forward to FY26.
  - We've been working at this for over 6 years!!
  - Patty told us the Select Board talked and finalized goals for the next year which includes looking at all the town owned buildings and forming a Permanent Building Committee.
  - Elaine offered her knowledge to the new Permanent Building Committee.
  - Elaine feels we are winding down in our efforts. Though part of our charge is to continue to seek funding for the new COA. But we can't do anything with that until the town acts.
  - Patty said the town is considering using Free Cash to perform a feasibility study of the JFK and town buildings to assess how to use the JFK (The previous study was mainly structural.) and what else to put with it, ie: library, community center, etc. They would come up with potential plans. Then we can think about how to fund it.
  - Beth and Chris feel a Town Planner is needed to help look at the big picture.
  - Beth and Patty discussed how the new Building Committee would have people from various departments.
3. Elaine updated us on the COA Board membership.
  - Right now, they are required to have 11 board members, so it takes 6 for a quorum. But right now, they only have 6 board members, so it makes it difficult to get a quorum! They are looking for volunteers to become Board Members. They are promoting this on Facebook.
  - Chris suggested as our meetings decrease, we can all join the COA Board meetings. They are the second Wednesday of every month at 3pm. April 9 is the next one.
  - Elaine said they may change the time to get more board members.
  - Apply to become a COA Board Member through the town website. The Select Board must approve you. It is a 1-year term.
  - Elaine said they are working to change the bylaws to reduce the number of needed voting members to 7 which would reduce the number needed for quorum to 4. This is similar to the requirements of surrounding towns. They also added term limits so it's not a forever position. Town meeting would need to approve this.
  - Executive Office of Elders Affairs changed their name to the Executive Office of Aging and Independence. Putting that in our Newsletter.
  - Chris suggested we all show up at the May 21 COA Board meeting.

4. We reviewed our future meeting schedule.
  - Since we are winding down, we decided to adjust our meeting schedule. Our next meeting is June 10. We will meet then and see where we are.
5. Elaine handed out our portion of the Town Report. The library has copies of the entire report. Otherwise, we can find it on the town website.
6. Elaine discussed what's happening with Maple on Franklin.
  - We had been told we could use their community room. We had some smaller events there over the winter. We got approval from the Activity Coordinator and a few more levels up that we could have some exercise, yoga and Bingo activities there maybe once a week. However, the owner of the complex said it would be too much of a liability so we can't use the space at all.
  - The COA director is now looking at other places that may work for activities. These include Winthrop Congregational, Holbrook Court, and Viking Club.
7. Elaine updated us on the Retail Space at Maple on Franklin.
  - Elaine's been working mainly with Tim Doherty of NeighborWorks. The retail space needs to be built out in order for us to use it. Elaine had worked with him last year in mapping out a plan of what the COA is looking for. Tim did a walk through with their contractor to get estimates and options. They are working with the Town Administrator and Select Board. Should have some estimates this week. There would also be leasing options. This would be an interim solution to providing the COA with a larger space to accommodate larger functions.
8. We still have our COA building stabilization fund which is currently \$50,585.36. And our other account that was used for the feasibility study is at \$32,271.05.
9. There was some confusion about the CDBG (Community Development Block Grant) meeting with the Select Board. There was a possible \$850,000 grant funding. The grant in its description is for funding design and improvements to or construction of public facilities and or improvements. Also, it could be used for funding housing rehab. We thought we could use this money for the Maple on Franklin buildout. But the grant money had been applied for and received only for housing rehab / needs-based home improvement and can't be redirected.
10. The next meeting will be June 10 at 7pm.

Respectfully Submitted,  
Susan Murray – Secretary