

approved  
Marilyn Hurwitz

## BOARD OF DIRECTORS MEETING COUNCIL ON AGING

November 10, 2015

Present: Marilyn Cassidy, Chairman; Judee Cyr; Mary Cobbett; Norma Freedman; Alice Griffin; Bill Hyde; Ruth Iarrabino; Bill Hyde; Marilyn Hurwitz, Director; Sue Pierce, Assistant Director. Also present were Kathy Keiser, President of the Friends, and Matt Strauss, Selectman.

The Chairman called the meeting to order at 8:40 a.m.

Minutes of the meeting on October 13, 2015 were not available.

### OLD BUSINESS

About 58 people attended the Halloween party which was a big success.

### NEW BUSINESS

1. The second annual Veteran's Day breakfast will be held on Wednesday, November 11. The Lynn English ROTC color guard will attend and the Friends have kindly offered to present them with an honorarium.
2. The Director invited the Town Manager and Superintendent of Schools to meet with the Board. The Superintendent delegated Evan Katz, the new business manager, to meet in her stead. However, because he was newly appointed and not familiar with the COA/school situation, a meeting was held with Marilyn Hurwitz, Susan Pierce, Tom Younger, Town Administrator, Evan Katz, and Garret Baker, Maintenance Coordinator. Among the topics discussed were operating expenses, snow removal responsibilities, and what document is in place that defines relationships between the high school and the Senior Center. An Operating Agreement is in development. Snow removal is a crucial item. There is a private contract for parking lots but the sidewalks are the responsibility of the custodians. There are only two custodians available on snow days and the removal of snow on the high school side is a priority making the sidewalks for the Senior Center an issue. It was agreed to invite Mr. Younger to the next board meeting to further discuss these issues.
3. A list of who is using the building was passed out. It was noted that each group has a designated leader who has had a CORI check and is responsible for the key to the Center. Each organization must be out by 10:00 p.m.
4. Mr. Strauss noted that the town is trying to clarify the membership of town committees and boards.

5. The annual holiday party will be held on December 12th. It will be a turkey dinner and the entertainment will be the accordionist Joe Balzotti. Tickets will be \$5.00 and will go on sale the Monday, Tuesday and Wednesday after Thanksgiving. The Girl Scouts will make holiday cards and goodie bags for those attending and the Swampscott and Marblehead garden clubs will donate 20 center pieces.
6. Donations are requested for the food drive for the food pantry at St. John's.
7. The Clark School will participate in the oral history project after Christmas.

The next meeting will be held on Tuesday, December 8, 2015 at 8:30 a.m.

There being no further business, the meeting was adjourned at 9:25 a.m.

Respectfully submitted,



Mary E. Cobbett  
Acting Secretary