

Chester council on aging board meeting

November 16, 2023

1 p.m.

This meeting was rescheduled from November 7th due to not having a quorum

Present: Keirsen Broman, Terry Donovan, Jane Sutton, "Gate" Gerald Gasten, Norma MacDonald, Sherry Henry, Pat Post, Nick Pantanella, Elaine Gilmore, Stephanie and Steve Rigazio

Norma was elected to be the secretary; Jane was elected to be the chairperson and Gate was elected to be the vice chairman. The board member terms are Gate was appointed for 3 years, Marge Laurie for 3 years, Terry for 2 years, Jane for 1 year and Norma for 1 year. The board reviewed the code of conduct and the by- laws and discussed meeting schedule. The code of conduct applies to everyone ... town employees, volunteers, delivery persons etc.

The board members exchanged email address for any coa information that needs to be conveyed

Keirsen does not want a paid assistant she would rather see the money go to things for the coa and the seniors. She is going to advertise that she is looking for volunteers to help with the lunches and any other things she needs help with. Possibly later it can be a paid position. Keirsen will keep the ad open for candidates until January 1st. Steve Rigazio volunteered to help and was accepted.

The coa will be closed on Tuesdays except when there is a foot clinic, pot luck, blood pressure clinic or any other scheduled event. It was agreed that the coa hold its board meetings on Mondays on a monthly schedule as we are new and want to keep up with things happening. The coa will close at 1 p.m. on Mondays

Keirsen has her allergen certificate and the food permit for the coa has been renewed. Terry suggested that Keirsen take the serve safe course and get that certificate to be prepared if we have an event where we actually prepare food i.e. cook out etc. Terry will see if the town can pay for this when Keirsen sends

her application in so she doesn't have to pay out of pocket then get reimbursed the cost for this class is four hundred dollars.

Keirsen has purchased ten yoga mats for the upcoming scheduled class beginning December 6th senior classes will be 3 to 4 p.m. there is no charge but donations will be accepted. The mats were \$3 each. It was discussed how purchases could be made other than out of pocket. Someone suggested having petty cash in the coa it was voted NO. The town is looking at possibly a charge card to be used by departments. For now items will be purchased and reimbursed with proof of sales slip.

The coa room is open for town departments that may need to use it for meetings. The room will not be left unattended.

Pat Post has yarn and instruction book she would like to donate. She needs to check with Keirsen to see where in the coa these items could be stored.

The subject of fundraisers was tossed around. Maybe in the spring a tag sale? Can and bottle drive ?

Keirsen has applications for any senior to have a lock box for emergency services. She has 31 ordered. There is no charge as these were obtained through a grant.

Meeting was adjourned at 2:15 p.m.

The next meeting is scheduled for December 4th 2023 at 12:30 p.m.

Minutes approved 12-4-2023

mm macdonald
COA Secretary