



# AGAWAM COUNCIL ON AGING and SENIOR CENTER

954 MAIN STREET  
AGAWAM, MASSACHUSETTS 01001-3128

TELEPHONE (413) 821-0604/5  
FAX (413) 789-4092

## Council on Aging Minutes February 27, 2018 3pm Agawam Senior Center Conference Room

Present: Edythe Chiba, Robert Kadis, Lou Massoia, Victoria Kania, Loren Forastiere, Helen Fontaine, Lindalee Davis, Kristina Lynch, Abbe McLane, Michael Squindo, Muriel Birchenough, Lucille Drewnowski, Phyllis Parzych, and Ginny Czuprynski.

Meeting called to order at 3:03 PM

**I. Minutes from last meeting were tabled to next meeting.**

**II. Chairperson's report**

**III. Committee Reports**

*A. Friends Report – Tabled Friends report until next month.*

**B. Director's Report**

**1. Pool Room**

- a.* Maintenance has been set-up with Friends
- b.* Membership – Pool Room users will have a membership fee \$20/year with \$5 of the membership to go to Friends
- c.* All pool tables were re-clothed and a few tables received additional maintenance that was needed.

**2. Fitness Room**

- a.* In the process of replacing equipment with similar equipment that is presently in fitness room. Obtaining four quotes which will be reviewed and decided upon.
- b.* Plan is to add two treadmills, so there will be 5 total. Other machines are bikes, rower, elliptical. May need to change the electrical blueprint to support machines' power needs.
- c.* Nominal fee may be charged to those that use the equipment to assist with the expense and maintenance of the equipment. Current equipment is breaking down due to deferred maintenance and receipt of dated, donated, and used equipment.

- d. Considering to position a volunteer positioned in fitness room during the peak times: mornings, after lunch and mid-afternoon.
- e. Suggestion was made to post a sign noting time limit for use of equipment.
- f. Suggestion was made to have college students for internships to monitor fitness room.
- g. It was explained that the long-term goal is to have an individual to be available to do small group training and personal training.

### 3. *Nutrition Program Updates*

- a. Have merged two part-time positions to one fulltime in the kitchen which reduced the cost of salaries & benefits. Position changed from 2-25 hour/week to 1-35 hour/week position, hours changed from 8am-1pm for the two positions to 6am-1:30pm for the fulltime position. Already have an interested and qualified candidate for the position. This change will make the kitchen more efficient with three fulltime staff.
- b. Registration for lunches is a 24 hour notice; however, call-ins until 9am the morning of are allowed.
- c. Special Dinners – 30-50 people do not show-up at Volunteer Dinner because of people not RSVPing. RSVP must happen.
- d. Dining Room – big dinner sparked concern for safety
  - 1) Had building inspector out to discuss
  - 2) Looking to condense space and change tables to 60” stationary rounds which would make more comfortable seating in dining area
  - 3) Muriel Birchenough made a motion that the COA board is in support to go forward with the tables when more information is provided about funding.

### 4. *Volunteer Dinner*

- a. Catered by Partners vs. kitchen staff since after hours and it will allow kitchen staff to attend.
- b. Partners will be allowed to use dishwashing
- c. Senior Center will set-up dining room

### 5. *January 2018 Statistics*

- a. 173 people/day. This is a little bit down from past years; which may be a result of the change in staff and individuals getting use to utilizing the kiosk.
- b. Suggestion was made that the COA board check-in using Kiosk.

## C. *Old Business*

- 1. *Policy Subcommittee* – Opinion from Town Clerk is that there is no need to have an executive board since cannot make quorum.
- 2. *By-Laws Update*
  - a. In Summary: Reviewed Section A, Section B of Article VI, Section C will be deleted; Article VII –Amendments will be kept

as is; Article VIII will be kept as is; Article IX Effective Date will be kept as is.

- b. March 2018 COA meeting will vote on final changes
- c. April 2018 COA meeting final revision review
- d. May 2018 COA board will receive a copy of new by-laws.

**D. New Business**

- 1. ***Evening Greeter*** – Will begin March 5, 2018 Tuesdays & Thursdays 4:30-8:30 and Fridays 2:30-9pm. Trisha in kitchen will be assisting with this new position. The Evening Greeter will be positioned on street level reception, not lower level.
- 2. ***Golf Tournament***
  - a. Tentative date June 13, 2018
  - b. Looking to have sponsorship for Lunch and Dinner to offset some costs and there will be additional sponsorship opportunities.
  - c. COA involvement will be important and will be more defined down the road.

At 4:01pm motion to adjourn the meeting was made by Bob Kadis, seconded by Muriel Birchenough and unanimously voted yes.

The next meeting will be scheduled for Tuesday, March 27, 2018 at 3:00 pm in the Agawam Senior Center Conference room. If you are unable to attend please call the COA office.

Respectfully submitted,  
Loren Forastiere