March 1 2016 Monthly Board Meeting

Present: Michele French, Priscilla Doucette, Ralph Hawley, Kay Joseph, Keith Symmes, Thayne Symmes, Ralph Hawley, Kristin Crockett, Amelia Hamlen, Mary Wilhelm

Absent: Arlene Pizzo, Jessica Webb

Type of Meeting: Monthly Board Meeting
Meeting Facilitator: Michele French

- Call to Order: 6:02PM
- Secretary's Report – February's Meeting was cancelled due to inclement weather. January minutes were read and accepted
- Treasurer's Report – Read by Michele French
    - Formula Grant has been received
- Director's Report
    - Facilities Update – facility repairs include elevator repairs. Discussion of status of generator – it is in disrepair and will be disconnected. The Town is managing the warrant for a replacement generator for town meeting.
    - Social Services Update
    - RSVP Program at Senior Care
    - Programming Update

Open Issues

- Names for NEW Board Member's – There are 3 terms that are expiring. Members of the board were asked to think about and bring in names for new council members as terms expire.
- TRIAD meeting March 8th
- By Laws – a motion was made to table the discussion until the next board meeting
- Survey/Dara update – Michele we have had approximately 17% return rate for the surveys. Dara will compile the data and present the information to the selectmen at a meeting in April. The May meeting will be moved to the first Wednesday so that Dara can attend and present her findings.
- Hiring Committee- Job Description and Town Policy for hiring all paid positions. Discussion of hiring procedures.
- Posting for a new Director. Vote on the Part Time Director's position will be postponed until after the Town Meeting.
- Piano - will be removed this month to provide more physical space for activities
- , Interior painting – discussion of painting project to be done by Essex County Correctional Facility inmates.
- Capital Improvements – The work in the stairwell has been completed
- Transportation – Kristin has not received the results of the audit on the van. Drivers need to update training and programs for drivers will be held here and in Rowley
- Items not reasonably anticipated prior to posting
    - . The phone for the van is missing.

- Two seat belts are in need of replacing. The plan was to utilize grant funds, but the grant is on hold. The board voted to approve not more than $500.00 for the seat belt repair and to transfer money as needed into this account.
- One Driver has gone on leave to care for a family member. The leave is currently for an undetermined amount of time.

Two minute public comments

Discussion of lack of interest of Chebacco Terrace Resident in being involved with the Resident association as well as the COA. It was suggested that maybe sometime there might be an associate member on the board to represent the Terrace.