

Charlotte Senior Center Board Meeting

Minutes for Wednesday August 7, 2024

Present: Susan Hyde, Carl Herzog, Loretta McManus, Lane Morrison, Bill Pence, Polly Price, Ron Ulmer, Lori York, Tracy Brown, Jim Faulkner (Select board liaison), Guest: Nate Bareham

Minutes for July 3, 2024, were approved as submitted.

Board President's report

- Priority Discussion: **FLOOD STATUS UPDATE**
 1. **Assessment: Tank replacement, cut hole/rafter truss, H2O sample-Lincoln Labs, electrician needs to do an evaluation, carpeting will need to be cleaned, if necessary regluing, and Comcast will need to change out the modem for the internet.**
 2. **Lane strongly suggested a priority in replacing the Tank 26-inch diameter, hire a plumber, a contractor to do cut hole/ rafter truss, Lincoln Labs for water samples. We have current permits allowing us to return to the original status.**
 3. **Due to time sensitivity the Senior Center will be closed on Monday August 12, 2024. Monday lunch is cancelled per Susan Hyde.**
 4. Town submitted insurance claim.
- Cross walk – Two entry crossings discussed. The town has the letter with full citizen support for the cross walk, safety is a priority. Place on the agenda for approval town meeting on August 26, 2024, per Jim Faulkner.
- Parking land – Parties to be willing to speak with the future land for parking, Lane will follow-up.
- Dead tree along Ferry Road – the Tree warden needs to declare it dead for removal. There was much discussion on criteria for a dead tree to be removed and the safety concerns with the climate changes occurring. Nate Bareman has given approval to remove the dead tree.
- Above ground oil tank – 1,000-pound slab ordered from S. D. Ireland/ has been completed. Patterson will utilize the old tank with the remaining oil and transition to a new tank. Lane will follow-up on any other loose ends to complete the project.
- HR P/P for employee review pending. Strongly suggested for a female board member to be on the HR committee. Polly Price graciously volunteered for the position.

Treasurers' reports – see attached reports.

- Yearend reports: In summary all is incredibly positive. Lunch accounts are growing and a positive bottom line. Investments- 5.5% yield very stable and growth, and we have available cash on hand.

Director Senior Center – see attached report.

- Exploring a new Volunteer Program with CVSHS, this initiative will be coordinated by our volunteer Lila who attends the high school.
- The bike rack has been purchased, will be placed outside the front porch and the advantage of the rack it is movable.

Senior Center Coordinator

- Tracy Brown – making continuous progress with all the requirements for the position. She has flexed her hours to overlap in the afternoon to do administrative tasks. Tracy is due for a 6-month evaluation. Self-evaluation, Evaluation and then a Final Performance Review this is in progress DOH: 4/15/24.

New business

- External lock box for afterhours payments/ lock for Lori office, Ron is following-up.
- Volunteer Appreciation is scheduled for September 12th from 3:00 to 5:00 pm, the date is too soon to prepare for the event. The board recommends gift cards in the amount of \$10.00 Brick Store, a local business. In addition, schedule Holiday Potluck in December for volunteers.
- Data base being updated for fall fund raising – list to be circulated to Board review of names and addresses, Susan will resend the list via google sheets or a hard copy will be in Lori office. Lane and Susan are organizing this. Lane will follow up on the cards and the letter and envelopes, the stamps have been purchased, and Susan will do the labels. Launch date will be the end of August-beginning of September.
- Refresher AED training scheduled September 18, 2024 @ 1:00pm. It will be opened to instructors that teach classes at the center; Lori will communicate with the instructors.
- Monday Bridge will continue, Lane has taken the lead with duplicate bridge.

Old business

- Café window screen repair – Lane is following -up.

Respectfully submitted by Loretta McManus

Next regular meeting – Wednesday September 4th at 1:00 pm