

Charlotte Senior Center Board

Meeting Minutes for March 12, 2025

Attendance: Ron Ulmer, Polly Price, Lori York, Lane Morrison, Loretta McManus, Susan Hyde, Carl Herzog, Magdalena Naylor

Minutes of Meeting of February 5, 2025 were approved as submitted.

Board President's Report:

- **Crosswalk:** Approval must be obtained from neighbors (fire station, post office and lot across the road) before the flashing lights can be installed. Lane will follow up on getting those approvals.
- **Selectboard:** Lee Krohn is the new Selectboard chair, and JD Herlihy will be the liaison with the Senior Center. Natalie Kanner will be JD's backup Senior Center contact from the Selectboard.
- **Volunteer Appreciation Event:** The event is scheduled for June 12th from 12:30 to 2:30 PM. Bill Fraser-Harris will coordinate.

Treasurer's Report:

- **Friends' Accounts:** The Meals Account bank balance is \$2,582 and the Regular Account balance is \$32,001. The Board directed Carl to invest \$10,000 from the Regular Account into a mutual fund with a long-term investment objective.
- **Town Budget:** Results to date of the Senior Center town budget for 2024-2025 are very good. Expenditures of \$100,362 are at 66% of the budget, exactly where they should be for two-thirds of the year. Revenue is already at 100 percent of the budget for the year.

Director's Report:

- **Business Manager/Assistant Director:** Lori has prepared a draft job description for a Senior Center Business Manager/Assistant Director position, and has asked for board member comments. Lori will submit the final draft to Nate Bareham for selectboard discussion.
- **Problem Visitors:** Behavior of at least one visitor to the Senior Center has become problematic, and similar instances for other visitors can be anticipated. There is currently no procedure in place for how to handle incidents which become threatening to staff or other visitors. An interim solution is to insist that the liability form is completed and signed by all program attendees. In addition, Nate Bareham, the fire station, or 911 can be called for assistance. In the longer term, Magdalena Naylor will explore more permanent options for addressing this problem.
- **Liability Waivers:** Waivers for all program participants will (must) be updated in April.

- Participant Satisfaction Survey: Lori will email the survey to everyone in the database at the end of March. Some paper copies will also be available, although not preferred.
- See the Director's Report for other items.

Other Business:

- The Red Cross has donated \$100 in appreciation for using the Senior Center for blood drives. Lori has used the donation to buy some board games.
- Ron is investigating replacement alternatives for the rubber mats on the kitchen floor. A likely solution is to contract a service to pick up and clean the mats on a regular basis. Ron will obtain quotes and revert to the board with a proposal.
- No action will be taken on gutter screens until we replace the roof.
- Emergency exit signs and lights need servicing. Lane will ask Steve Spadaccini to investigate and prepare a recommendation for bringing the equipment up to date.
- Ron and Lori will add service contacts to the list of appliances and equipment that Ron has just completed.
- The wall behind the volunteer desk needs painting. Polly will try to locate the painter who previously volunteered his service.
- Plant Sale: The sale will be on Saturday, May 24. Polly has begun rounding up volunteers and preparing task lists.

Next Board Meeting: April 2 at 1:00 PM

Respectively submitted by **Carl Herzog**