

North Brookfield Council on Aging  
Meeting Minutes  
December 11, 2023  
North Brookfield Senior Center, 29 Forest St., North Brookfield, MA

Present: Judy Manning, Florine Martel, Mary Waytina, Kate Norrie, Tara Hayes

Absent: Dottie Revene

Also Present: Michelle Thayer, Director; Courtenay Rivera, Program and Outreach

Meeting was opened at 2:14 by Judy Manning, Chair

Signing of warrants

Review of November minutes. Motion made to accept November minutes. Mary Waytina moved and Florine Martel seconded. Motion carries.

Director's Report:

The roof repair is expected to be completed by the end of the week. There is still a question on repairs to the side entrance. The contractors will be doing a walk through on 12/14.

The technology grant for three desktop computers was approved. Two of the computers will be used by the Director and Outreach Coordinator. The third will be a general use computer for patrons. CM Geeks will be in to set up the computers and put restrictions for use on the general computer.

CM Geeks looked at Courtenay's laptop and found it did not come with the needed software.

Software needs to be purchased and this raises a question of how to expense the charge.

A Chinese dinner will be held on January 3<sup>rd</sup>. Food to be purchased from Yummy's Restaurant.

Michelle will be temporarily overseeing the kitchen due to volunteer issues.

Seth Petraitis has volunteered to cook lunch on the last Wednesday of each month.

Discussed future needs for building. Michelle would like to redo the shed and will be putting in a request with the Friends for a 10x20 pergola. Possible future grants through CMRPC.

Motion made to accept Director's Report. All approved.

Program and Outreach report:

November was a quiet month since weekly meals were not served. More patrons taking part in the weekly bread distribution which has brought new faces to the center. November 25<sup>th</sup> was the Thanksgiving luncheon. Two game days were held and movies were shown. Movies will continue to be scheduled in the upcoming months.

One scheduled outreach took place. Several patrons came into the center for assistance. There have been a number of calls in regards to help with the food stamp application process, fuel assistance, and Medicare open enrollment. A representative from SHINE was onsite a few times to assist people.

Looking into possibly getting a representative from the state to come in and help with SNAP applicants.

Discussion on possible phone blasts to remind seniors of daily events happening. Monthly newsletters are mailed and distributed throughout town.

Upcoming events: music bingo 1/29/24

Motion made to accept Program and Outreach Report. All approved.

New Business:

Michelle and Courtenay looking to arrange office space so that they will share an office, leaving the second office open for meetings and a private space to keep the general computer.

Discussion of the center needing fax capabilities.

Old Business:

Review of bylaw changes. Motion to approve the bylaws as written. Tara Hayes moved and Mary Waytina seconded. Motion carried.

Adjourned at 3.06.

Next meeting to be held on 01/08/24.

Respectfully Submitted,  
Kate Norrie