

COA/LCC Meeting Minutes

Monday, October 23, 2023

10:00 AM

Lancaster Community Center

Café Room



<https://us02web.zoom.us/j/87647643485?pwd=eVo0RWRGa0tVNXI3MkVkdXdIRlI6Zz09>

Meeting ID: 876 4764 3485 Passcode: 2Vy2iE

Members:

	Present	Absent
Nicole Kanis – Chair		x
Linda Cutler	x	
Frank MacGrory	x	
Jay Moody	x	
Roberta Winsor	x	

Others present:

- Kelly Dolan, Director of Health and Human Services
- Caitlin Roy, Social Service Coordinator
- Sheila Casey
- Mary Anne Cleary
- Debbie Gledhill
- Susan Munyon
- Jeff Paster, BOH via Zoom

Meeting called to order by Jay Moody at 10:00am.

Approval of Minutes

- Minutes of the September meeting were unanimously approved without any corrections.

Board of Health

- Jeff Paster provided update on dining events at the LCC as well as the upstairs kitchen which is currently occupied by World Farmer’s Market.
- Jeff discussed Temperature Controlled Safety (TCS) foods as well as Limited Food Establishments (LFE) and explained these.
- Jeff reported that most dry foods prepared at homes (cookies, muffins) can be served at the LCC, but wet foods (meat, eggs) are not permitted.
- Jeff outlined the guidelines and differences for church events, home events and Town sponsored events.

Kitchen discussion:

- Kelly Dolan reported that she will be meeting with Nashoba Associated Boards of Health within the next couple of weeks to discuss the upstairs kitchen status.
- Deborah Gledhill inquired about recertification of the upstairs kitchen. Kelly reported that it will be inspected and recertified for NABH.
- Susan Munyon inquired about Safe Serve Certification and Kelly reported that Town staff will receive this certification.
- Sheila Casey expressed frustration regarding the limitations on serving food at the center and other potential venues were discussed including Bigelow Gardens.

Friends of the Lancaster Seniors

- Sheila Casey shared financial report (attached).
- The Friends will be purchasing a dishwasher for the LCC and will provide further details when available.

Department of Health and Human Services

- Kelly Dolan discussed multiple grant opportunities that the department is pursuing including a grant for a COA van.
- The new Internet Café was introduced and is available during all open hours at the LCC. There are two computers for residents to use.
- Kelly Dolan discussed Halloween on the Green activities and requested volunteers. Linda Cutler and Sheila Casey both offered to assist.
- Caitlin Roy discussed Lancaster-Giving turkey dinner grab and go program which will be on 11/16/23 at 12:00pm provided by Michael's Bridge Diner.

Next Meeting is scheduled on 11/20/23 at 10:00AM.

Meeting Adjourned 10:49AM.

Respectfully submitted,

Caitlin Roy

Social Service Coordinator, Department of Health and Human Services

FRIENDS of the LANCASTER SENIORS
 TREASURER'S REPORT
 September 2023

CATEGORY	EXPENSES	INCOME
Coffee Fund	\$44.05	~~~~~
Programming	\$572.00	\$85.00
Gardening	\$97.95	~~~~~
TOTALS	\$654.00	\$85.00

Fuel Assistance Accounts:

- Whitney Oil - \$900.00
- Fratlicelli Oil - \$1,311.49
- Encumbered fuel assistance: \$500.00
- Encumbered coffee fund: \$394.25
- Encumbered programming: \$1,333.00
- Encumbered for gardening: \$84.17
- Encumbered for Tuesday Breakfasts:

Account Balance as of 9-30: \$48,282.70
 Total unencumbered funds: \$45,471.36

Respectfully submitted,

Shirley Casey