

Senior Advisory Committee Minutes

05/02/2013

AKA Greater Hillsborough Senior Services Committee

Present: Art Stickney, Donna Boss, Russell and Phebe Galpin, Charles Gaides, Pat Mathison, Joyce Peace

The meeting opened at 10am with a discussion about meeting notices. Mr. Gaides pointed out the meeting had not been posted in a physical location 24 hours prior to the meeting time. Mrs. Brien explained the meeting was posted on the website, which is a public posting, but Right to Know calls for posting in two public locations, one of which must be physical. Mrs. Brien checked with Laura Buono, Town Administrator, prior to the meeting. Mrs. Buono advised the group to continue with the planned meeting and that if an objection is raised to a vote made due to the irregular posting, the group can simply re-post and re-vote. In order to avoid any issues in the future, Mrs. Mathison will drop off the agenda for the meeting with Mrs. Brien when the proofs of the newsletter are submitted for copying. This is usually the last week of the prior month and will allow for adequate posting time.

Minutes: Mr. Gaides moved to approve the minutes of the meeting of April 4, 2013, Mrs. Peace seconded the motion. The motion passed.

By laws and Statements of Policy(attached): Mr. Gaides wrote up the suggested By-laws and Statements of Policy. Mr. Gaides moved to approve the By-laws as written and attached. Mrs. Boss seconded the motion. The motion passed.

Mr. Gaides moved to recommend Mr. Art Stickney of Deering as an alternate member. Mr. Galpin seconded the motion. The motion passed.

Mr. Galpin made a motion to recommend Mrs. Marie Mogavero of Hillsborough as an alternate member. Mr. Gaides seconded the motion. The motion passed.

Mr. Galpin requested Mrs. Brien write up a request to appoint the alternates as voted on and that the alternate members need to be sworn in.

Mr. Gaides made an explanation of the Statement of Policy. The policy clarifies the use of Town of Hillsborough funds and in which circumstances those funds would be used first. Mrs. Brien asked for clarification of the third clause of the policy. Mr. Gaides explained that it was left intentionally vague so as to add room for negotiation should a grant application be approved. Following discussion, Mrs. Boss made a motion to amend the third clause to read: "All grants applied for shall provide for matching funds, if necessary, with funds to come from the Town of Hillsborough, SAC budget." Mrs. Brien seconded the amendment. The motion passed. The amended policy passed.

Mrs. Boss asked if the committee would be continuing the insurance policy purchased by the Greater Hillsborough Senior Services Committee to cover activities prior to the group's recognition as a town committee. Mr. Gaides stated his understanding of the town's insurance policy was it only covered events within the Town of Hillsborough. Mr. Gaides and Mrs. Brien agreed to investigate.

Mr. Stickney made a report on the status of the website. All is set up now and good feedback is coming in. He would like to put a list of committee members on the website. Mrs. Brien pointed out the list is on the town website and could be linked to or copied. Alternate members will be added to the list when

approved by the Board of Selectmen. Mrs. Mathison asked Mr. Stickney to prepare an easy tutorial on how to access the website to be included in the next "Senior Moments." Mr. Stickney asked for more content to be included on the website and for more word of mouth advertising. Mrs. Brien offered to put another link on the FaceBook page to remind folks about the website and ask fans on the FaceBook page to upload pictures to be included on the website.

Treasurer's report: Mr. Gaides reported that he is unable to make a clear report as it is so early in the month to get a statement from either of the committee accounts. Ballpark: TOH Senior affairs committee: \$4000.00, Hillsborough Non-Profit Corporation: \$3000.00. North American Power deposits have not all been made, but in all we raised about \$800.00. We will not know how much money will come in every month because it depends on how our customers pay their bills.

Parade update: Mrs. Boss reported that the sub-committee is still looking for a flat bed truck. They have a garage to assemble the float in. It will have silver balloons. Mr. Gaides is looking to acquire grey and silver wigs, kazoos and necklaces to toss. The estimate for the supplies is between \$40.00 and \$50.00. Mrs. Brien suggested the use of hay bales as railings to protect riders. Mrs. Mathison offered her husband, Glenn Mathison, to dress up as Father Time for the float.

VDP update: Mrs. Mathison reports four new volunteers have signed up to drive. There will be training tomorrow afternoon for the new volunteers. With the four new drivers we have 14 active volunteers for the VDP in Hillsborough and Deering.

AED: Mrs. Boss successfully applied for assistance from the Concord Hospital Philanthropy Department. We will be receiving an AED next week. \$235.00 is the cost to the committee. Discussion was held regarding training on how to use the device. Pat Clark at Hillsboro-Deering Family Health has offered the use of their conference room for training. Amy Morse of the Hillsboro Fire Rescue Department has offered to train as well.

Supply Purchases: Mr. Gaides reported having purchased two food transport cubes as we need a way to transport food for the new luncheon at Deering Town Hall. He spoke with the new chef who is doing Deering, Francine Marchand, and she will cook either at her home or at St Mary's. Mr. Gaides went to NE Kitchen Supply, and they are \$210.00 each delivered to town hall, no charge for delivery. They will be stored in the garage at the rectory. Mr. Gaides made a motion to approve the purchase of two food transport cubes. Mrs. Boss seconded the motion. The motion passed.

Mr. Gaides also priced out coffee carafes. Large carafes are \$28.00 and hold 2 pots of coffee. Mrs. Mathison made a motion to purchase four large carafes. Mrs. Boss seconded the motion. The motion passed. Mr. Gaides will also check on serving and cooking utensils and cold drink dispensers after taking an inventory of the supplies we have following today's meeting.

Artwork: Mrs. Mathison asked the committee to consider the purchase of Mrs. Stella Arvanetaki's painting of the Stone Arch Bridge. Mrs. Arvanetaki had allowed the image to be used for stationary for the committee and Mrs. Mathison would like to see the original painting hanging in our new building

when we are able to build it. Discussion was held and the committee decided to hold off on the purchase at this time.

Van Feelers: Mrs. Mathison pointed out that we are very lucky to have use of the Youth Services van, but some of the issues we have are that it is only 11 passenger and is not handicap accessible. Peter Brigham has offered to check with Dennis Roberts of Roberts Ford to see if he has any options. Mrs. Mathison has begun to check on grants available for this purpose. Mr. Gaides has noted a mini-bus for sale on Rt. 3 in Concord and asked that Mrs. Mogavero go check it out and suggested that she also speak with the local school bus company to see about getting back-up for trips that are over-full. Mrs. Mathison asked about the logistics of the storage of the bus and ownership of the bus. Would it be town owned or committee owned? Mr. Galpin will look into it.

Newspaper notices: Mrs. Mathison would like to get into a routine of noticing the local papers with community events. Mrs. Brien offered to contact the Messenger and Villager regarding publicizing events. Mrs. Mathison will create the notices and Mrs. Brien will release to papers.

Mrs. Boss would like to examine the possibility of joining the Chamber of Commerce for support and raising awareness. Mrs. Mathison mentioned that there have been some very recent changes within the chamber and that we should wait until the organization settles down. Mr. Gaides suggested asking Mrs. Yvonne Wiegelman to look into it.

Mrs. Brien reported that the EDC has declined to add the SAC in their next brochure.

Dual-Dinners: Mrs. Mathison reported some confusion regarding the new luncheon in Deering. Some folks were under the impression that the dinner in Deering was only for Deering residents. We have reported on the website and FaceBook page that it is open to all. She asked all to please spread the word.

Non-RSVPs: Mrs. Mathison reported that a few folks have repeatedly assumed they can just walk-in to the luncheon. The committee expressed their support of Mrs. Mathison's plan to make walk-ins wait until all RSVPs have been seated to see if there is room for them.

Gift certificate for Cindy and George: Mrs. Mathison asked the committee to approve the purchase of Gift cards for Cindy and George to thank them for their monthly commitment to making our luncheons work. Mrs. Mathison stated that Cindy enjoys the Hancock Inn and a little more research will have to be done into what George would enjoy.

Lion's Club: Mrs. Mathison made a report on her recent guest speaker role at the Lion's Club meeting. She successfully informed them as to the committee's cause and purpose, and they requested information on what the Lion's Club can do to support us. The club was also surprised to learn how low the income is of some of the seniors in town.

Grant Proposal: Mr. Gaides reported that the committee applied for funds from the "Home Instead" program for a grant for purchasing Medical Alert devices for seniors in need.

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Mr. Galpin moved to adjourn. Mrs. Boss seconded the motion. The motion passed.

Meeting adjourned at 11:58am.

Respectfully submitted,

Dana Brien

Secretary.