



# TOWN OF HUDSON

## Senior Affairs Committee



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12 School Street Hudson, New Hampshire 03051 Tel: 886-6024

### Senior Affairs Committee Minutes January 21, 2015

Call to order

Pledge of Allegiance

Attendance taken

Attendance: Joe Cannava  
Sue Hovling  
Shirley LaFreniere  
Steve Porter

Non Members Attending:  
Lori Bowen Senior Services Coordinator  
Dave Yates Recreation Director

Mentioned that Joe Cannava was now a member of our committee having been approved by the BOS.

Public Input: None

Last meeting minutes were approved 5-0.

Agenda items:

Emergency Plan. Dave Yates and Lori Bowen put together an "Emergency Plan" should Lori need to be out. Dave Yates stated that he and Lori have weekly meeting and regularly discuss topics. Dave went over what the procedures were in place when Lori had to be out. Dave had his administrative assistant, Chrissy Petersen, cross trained to cover for Lori when she was out and Dave also helped out with some task as well. Dave stated that they have already formulated a plan for coverage when Lori takes time off in the summer as well. Dave stated the building will be open and closed at appropriate times and that perhaps a volunteer list can be formulated to cover those short time frames when she is out.

Lori went over the formal plan that included what documentation is in place so that if she is out that individuals such as Dave Yates or Chrissy Petersen would have some direction/instruction as to what programs are being conducted for that particular day.

Dave stated that her leaving the Senior Center is rare. Chairman Porter asked for a list of volunteers who can help out on specific days in case Lori has to leave for Senior Center business, for the next meeting.

Policy revisions were reviewed and Policy was approved 4-0

Dave Yates stated that the policy was sent to Town Administrator Steve Malizia for his review and it would also need to get legal review before it is sent to the BOS. Lori Bowen stated that her and Lucille Boucher were working on a Travel Policy and would finalize for our next meeting.

Lori Bowen provided an update on Volunteers and the Able program. She reported that she now has a person that is approved to work 16 hours a week. Upon finalizing paper work, the Center will have a part time custodial helper, kitchen helper, and office assistant, as well. Sue Hovling pointed out that during a function that there were several committee members that helped with various things to coordinate the function and that there are always other people there that are willing to help out. Chairman Porter asked if there were set time frames that certain volunteers are willing to help out. Lori cited a number of individuals who are helping on certain days of the week.

Joe Cannava did some research on Grant Writing and provided the committee with some information that documented the research that he conducted. Joe went over the various types of publications, websites (including "You Tube"), toolboxes, courses (on-line) that are available for learning how to write a grant. Joe provided a brief overview of what these various sources of information contained. Joe also provided an example of a trust that he found, Agnes M. Lindsey (for capital expenditures), up in Manchester NH. Grants are \$1,000 to \$5,000 but are issued to 501c entities. Joe provided an example of some local 501c entities that were issued funds from this trust to improve their facilities. One concern Joe had is the time and effort that is involved in writing and applying for grants and whether or not the cost benefit was positive for some of the grants.

It was asked how Pelham operated it's grant writing. Sue Hovling stated that she would do the grant writing as Senior Center coordinator in Pelham, but if would run through the council on aging and they would submit as a 501c. Sue provided some examples of the type of grants that they were able to obtain in Pelham.

Joe also brought up the possibility of businesses providing some support/donations for capital expenditure needs.

It was agreed that before we identify what grants or sources that can be explored for funds that we first need to identify needs of the Senior Center going forward. That some short term and eventually long term goals also need to be identified before determining how to obtain funds.

Joe found an ad about 2015 Senior Center Summit, a one day seminar that is being held in Chicago, IL. The Seminar's focus regards the future of senior centers. Essentially, the type of discussion that is engaged in and should be considered is what type of activities and functions that senior centers will be engaged in during the future. Discussion was briefly entered into on how to put together a plan, goals, action plans, going forward.

Equipment update: The phone system was changed and Lori explained the new phone system in place. Also a new copier solely for the Senior Center was purchased.

A volunteer is coming to the Senior Center and plugging in the data regarding individuals that attend the senior center into a spreadsheet.

Volunteers: Registration numbers were reviewed and total registrants was 608 at 1/21/15. Percentage of residents and daily averages were comparable. It was mentioned that attendance has been down some due to the weather.

Lori explained the weather policy and sources of information.

It was decided to table the discussion about opening one night a week and one weekend morning for the next committee meeting since Selectmen Coutu had to leave.

Lori mentioned some of the new programs recently implemented (tap dancing celebration of Chinese New Year).

Dave Yates mentioned that he and Lori had a discussion with Kevin Burns and it was recommended to use Benson parking lot as overflow, they would pave the entire Benson parking lot, install cement stairs to come up from the parking lot to the Senior Center level. Dave stated that the cement stairs cost approximately \$10,000 and may be a good item for a Grant.

Dave stated that he and Lori had put together an informal plan that he would send out for the next committee meeting for discussion.

Lori handed out an "emergency plan" document. This plan provides specific procedures/steps that should be undertaken should a health related emergency arise.

It was mentioned that a game called pickle ball, may be started and that they would use the community center or some outdoor spots to play the game. It also was briefly discussed how other activities could take place at other sites other than the Senior Center due to space constraints.

Joe Cannava mentioned the possibility of looking into a Singing Seniors program. Joe Cannava asked if the high school bus could be used to transport seniors. Lori stated that she looked into this and she was told that it could only be used for school activities.

Motion to adjourn was approved 4-0.

1 Hour and 11 minutes