Call to Order:
The meeting was called to order at 10:01 AM by Chairperson Alexis Christopher

Board Members:
Present: Alexis Christopher, Jean Delouchry, Joanne Fahy, Diane Hansen, Carol Love, Sara Perkett, Jim Zebrowski

Guests: Ed Brudz, Joanne Duffy (Director, Senior Center), Steve Mitchell (Chair, Select Board)

Mission Statement: read by Jim.

Citizen Participation:
Steve Mitchell reported that the property tax rate is down for the fourth year in a row. The National Community Survey was reviewed by the Select Board and will be posted on the town website. Residents have a high regard for town staff, especially Public Safety personnel. The results feed in the Strategic Plan. There is particular interest in revitalizing the downtown area and the Route 126 Corridor. At the Special Town Meeting, all warrant articles passed with little or no opposition.

Secretary’s Minutes:
Jim read the November minutes. It was recommended that the minutes be revised to mention that Barbara Thoreson had come to thank us. Carol moved to approve the minutes with that edit. Jean seconded the motion. Approved 7-0-0.

Director’s Report:
The Senior Center will close at 10:30 on Friday for an employee recognition event.

Since the Senior Center will be closed for the holidays, people are being encouraged to sign up for breakfast sooner.

The Senior Center’s policy is to close when the schools close. When there is a two-hour delay, no programs will start before 11:00. Town policy has changed to allow staff to work when the building is closed.

Signup is required for events. Lack of signups can lead to cancelation of events.

The Julia Child program was very well received.

Kim is doing an excellent job planning programs.

The turkey distribution went well.
There was a complaint that the Board of Health wasn’t notified that goodies would be provided by the “Joe for Sun” program. Current policy is that there is no need to notify the Board of Health for everyday activities at the Senior Center. Joanne needs to determine the process for notifying the Board of Health when required.

January 2 is PJ Day.

The Friends have been generous in response to Joanne’s requests for funding, including gift cards. They also gave $500 to Shop with a Cop.

Jean made a motion to approve the Director’s Report, Diane seconded. The motion was approved 7-0-0.

**Old Business:**

At Town Meeting, there was no discussion on the two warrant articles we decided to endorse.

Our WACA PSA has been seen late at night.

Alexis and Candi met once about the emergency preparation flier and hope to meet again next month.

**New Business:**

Our policies and procedures need to be updated to change all references to “Board of Selectmen” to “Select Board”. Jim made the motion, Diane seconded. Approved 7-0-0.

Alexis said that there is too little content on the COA page of the town website. She wants to add the mission statement, etc. Steve Mitchell said to contact Sue Robie with our thoughts.

People aren’t receptive to the term “Senior Center”. Joanne has a list of alternative names and logos, which she will print for us.

There was a discussion of the needs of seniors, including snow shoveling. The Senior Center staff is working on it.

**One Last Thing...**

Carol suggested that we take up a collection so that the Senior Center can buy gift certificates. An envelope was passed around and the contents given to Joanne Duffy.

Joanne Fahy brought up her concerns about Park Road housing and the Ashland Housing Authority. A discussion ensued and Alexis proposed that the topic be put on next month’s agenda.

Jim reminded everyone that we still have two vacancies.

Alexis said that she would try to go to the Affordable Housing Trust meeting today.

**Adjournment:**

Meeting adjourned at 11:45 am.

Submitted by Secretary
Jim Zebrowski

Documents distributed:
November minutes
Director’s Report
Community Center Snow Day Closures statement
COA Policies & Procedures