

Lymes' Senior Center Board of Directors Meeting Minutes
Meeting Date: Tuesday, June 20, 2023

BOARD MEMBERS PRESENT: Jane Folland, Kathy Lockwood, Joan Bonvicin, Diana Seckla, Jeri Baker, Stephanie Lyon-Gould, David Griswold, Jacqueline Roberts, Sue Campbell, Peter Lucchese, Christina Gotowka

MEMBERS ABSENT: Doris Hungerford, Jeremy Crisp

I. CALL TO ORDER: Jeri Baker called the meeting to order at 1:00pm.

II. GUESTS: First Selectman Tim Griswold, Margaret Thach

III. MINUTES OF MAY 15, 2023 MEETING Corrections: Jackie Roberts was present at the May meeting. Jeri Baker asked for a correction on the second page to change “Public works *will* help” to “*may* help”. Also add (STEAP) after the word “assistance”, and under “Other New Business”, delete “Corresponding Secretary.”

IV. TREASURER’S REPORT: Jane Folland presented the Treasurer’s report.

V. COMMUNICATIONS: None

VI. COMMITTEE REPORTS:

Director’s Notes: Stephanie Lyon-Gould reported that there were 2940 visitors to the Center in May. Current Membership is 1127.

Upcoming Events: The Healthy Brain series is ongoing until the 11th of July, Fly-tying class started last week, and the Waterford Town Band will play on June 29. The Summer Concert Series starts in July, with every Thursday night. in July. There has been a high volume of people visiting the Center, and membership is growing.

Facilities Report: none

VII. OLD BUSINESS: None.

VIII. NEW BUSINESS:

Jeri Baker acknowledged the contributions of Doris Hungerford, who is 93 years old and has moved to Rocky Hill to be closer to her family. She will be missed, and everyone is welcome to have a piece of cake in her honor.

Officer Nominations for July 2023 Election

Jeri Baker gave a description of the scope and responsibilities of the Board President position, including agenda planning, conducting meetings according to Roberts' Rules, adherence to FOI requirements and venue planning during renovation period. At the end of each year, there is a member roster compilation and update. Chair must outline all meeting dates for the coming year. Appoint new board members: work with each town as needed.

Noted that there are some changes to FOIA that may require email/phone meetings as official meetings. Important to preserve any emails regarding the center.

UPDATES: Jeri Baker made some corrections to board member roster.

NOMINATIONS:

Treasurer: Diana Seckla nominated Jane Folland, seconded by Peter Lucchese.

Vice President/ Chair: Diana Nominated Kathy Lockwood, seconded by Joan Bonvicin

Chair/ President: Christina Gotowka nominated Peter Lucchese, seconded by David Griswold

All nominations accepted by the board. The vote will take place at the July meeting.

Jane Folland asked about nominating a corresponding secretary. Jeri Baker said there is no need to vote on it. The Corresponding Secretary sends cards to families to mark life events. It's not that much work, and the position is open to anyone who'd like to volunteer for it.

Building Committee Update:

The Building Committee met last week, and Old Lyme is voting today to approve funding. Lyme has already voted. If today's vote is in favor, the project will move forward. Timeline: First week of July, the architects will have the documents needed to recruit a construction management company. The construction documents are about 80% complete. In mid-late July we will issue an RFQ and put out proposals to construction management companies. We will review the applications, then move to the interview stage, followed by contract negotiations, and will hopefully break ground in September or October.

The board also discussed starting the transition plan: getting rid of unneeded items, put some items in storage, and then reevaluate the stored items. Everyone should be involved in helping with this process. There may be some storage at Town Woods, and perhaps also at the Public Works building. Climate control is an issue. There is money in the budget for storage.

Members of the building committee met with CMI Audio Systems in Newington, CT. They have installed the speakers and A/V system at the First Congregational Church in Old Lyme, and also at the East Hartford Senior Center.

Director Stephanie Lyon-Gould has requested a new microphone for programs that are currently scheduled, but CMI Audio said the system at the Center is too old, so the new microphone would not work with the system they will install. There was discussion regarding the number of events that would require a microphone, and whether the \$400 cost would be justified. Stephanie said it would be needed for 10-15 events, and there may also be an extended wait time, which she will look into.

VOTE: Joan Bonvicin motioned to fund the new microphone. Christina Gotowka seconded. All in favor. Motion carried.

Updates on Grants: waiting for Governor Lamont to trigger the STEAP grants. Looking for all available funds, and will also explore private fundraising. Jeri Baker will make a series of outreach visits to various community groups to update them on the renovation project.

Christina Gotowka asked about the process for submitting the RFQ for construction management. Jeri explained that the ad must be placed in The Day, which costs about \$100. The RFQ must be very specifically worded. Will work with building committee to draft language.

Jane Folland asked if the board would see the transition plan. Jeri Baker said yes.

David Griswold thanked the Senior Center regarding a dinner held in honor of Bob Rossier, age 95, who was a founding member of a number of OL organizations.

Program Suggestions None.

Other New Business:

Jane Folland said she has been asked about maintenance of the building. It will remain the province of both towns. This was an agreement made in 1995 that the two towns are responsible with a 75/25 split on capital expenditures. The operating budget percentage split varies, as it is revised based on the Federal Census every ten years.

Stephanie Lyon-Gould said that people should be aware that some maintenance issues have been let go recently because of the planned renovation. There is a facilities manager to keep maintenance up to date. There will be an FAQ with a timeline to explain the renovation process to the community. Stephanie said she had attended the Friends meeting, and they did not know that the Center's programs are funded through dues and donations, not tax dollars. Christina Gotowka said there needs to be more community outreach and education about who seniors are and what happens at the Center. Jeri Baker referenced the youtube video and thought it should be used more widely.

IX. PUBLIC COMMENT: None

X. ADJOURNMENT:

Diana Seckla motioned to adjourn. Seconded by Christina Gotowka. All in favor.
Motion Carried. Meeting adjourned at 2.17pm

Respectfully submitted,
Michaelle Pearson