

TOWN OF SUDBURY  
COUNCIL ON AGING  
MINUTES OF MEETING  
May 11, 2017

WEBSITE: <http://sudbury.ma.us/departments/CouncilOnAging/>

**Present: Chairman:** Jack Ryan

**Director:** Debra Galloway

**Members Present:** John Beeler, Bob May, Alice Sapienza, Melissa Immonen, Bob Diefenbacher, Barry David, Carmine Gentile

**Absent:** Patricia Tabloski

**Guests:** None

Meeting called to order by Chair Ryan at 3:00 PM

**Minutes of Meeting on April 13, 2017**

Minutes approved and accepted.

**Fairbank Community Center (Beeler, Ryan)**

John Beeler and Jack Ryan reviewed the last Fairbanks meeting. COA will continue to support the town staff as they proceed towards the May, 2018 town meeting approval.

**Transportation (Sapienza, Galloway)**

Deb reviewed the Uber Pilot program status. It is moving forward and under Town Manager approval of the contract terms. She has 12 folks who have signed up for the Pilot. An added pilot to test the demand for a bus on Route 20 between Marlboro and Wayland is under consideration.

**Other Transport projects: Alice Sapienza**

Alice met with the Sudbury Clergy Association and they too have a major need from their parishioners for Transportation.

Alice was able to use Census data to find “naturally occurring retirement communities” or clusters of neighbors who are 60 and older in Sudbury. This could be useful for helping to target transportation or other services.

This data will aid in Preparation of a Grant Proposal in the magnitude of \$500,000 to create the route and scheduling structure. A major need is to identify stakeholders that can participate and bring added resources to help sustain the effort .

**ACTION:**

**Age-Friendly/Needs Assessment (Sapienza)**

Alice reviewed the outcomes of several town stakeholder meetings in April and early May. The focus will be identified as a “Livability” Assessment. It identifies with a broader set of stakeholders. A lot of interest is visible across many groups.

**Nomination of Officers (Ryan)**

The Council decided upon this slate of nominations:

John Beeler for Chairperson

Bob May for Vice Chair

Secretary – Patricia Tabloski

Treasurer-- Melissa Immonen

All candidates were unanimously approved for the positions above. Effective date for their start is June 1, 2017.

The current process for identification of nominees was the chairperson gathered a list of volunteers for each position and introduced the volunteers for each position to the COA as a whole for discussion and approval. From this discussion nominees were identified. The COA voted both on the nominees and hence the complete officer list.

A future vote will be taken as to any changes in future processes.

**Volunteer Coordinator (Galloway)**

The Sudbury Foundation has agreed to continue funding thru June 2018. Carmine moved that a full-time volunteer coordinator be included in the 2019 town budget. Motion discussed and approved.

Action: Deb to notify town Manager of 2019 budget request.

**COA Dinner (Galloway)**

June 8<sup>th</sup> for All current and former COA members and the Friends. A donation of \$15 will be asked for to defer the costs as budget does not allow for COA to subsidize this dinner as in years past.

**Director’s Report (Galloway)**

Use of Facilities Policy approved. Copy attached. Rent adjusted to current benchmarks.

Baypath Liaison Report (Tabloski). Deferred

Treasurer’s Report (Immonen)

Report presented and accepted. No material issues.

**Deferred items:**

Proposal to enhance Health Care legislation education in the Senior Center. (May)

**ACTIONS:**

**Motion to Adjourn: 5:00 PM**

**Date for Next Meeting – June 08, 2017 at 3:00 PM.**  
**It is proposed to effective September to move meetings to Tuesdays.**

Respectfully Submitted,  
Bob May, Acting Secretary for meeting

Attachment 1

**O. POLICY FOR USE OF FACILITIES**

10/14/80, 7/10/89,

1/23/07)

(Amended 9/20/76,

3/11/91, 8/23/99,

- I. The Town of Sudbury has three meeting rooms that may be used by Sudbury non-profit charitable or civic groups: The Community Room at the Goodnow Library and the Sudbury Pines and Van Houten Rooms at the Senior Center in the Fairbank Community Center. The Board of Selectmen of Sudbury has set the following policies for use of these meeting rooms.
- 1) Meeting rooms named above may be used for meetings on weeknights and weekend days, provided there is no charge to the public either by admission fee or sales, by:
    - a) Town, State or Federal departments and committees
    - b) Non-profit organizations whose functions are charitable or civic
    - c) Community service groups, such as Scouts, youth recreational groups, etc.
  - 2) Elected and appointed Town, Water District, L-S and SPS committees shall have space in these meeting rooms on a first priority basis.
  - 3) Use of these meeting rooms by political groups is not allowed except for meetings of the elected Town Democratic and Republican Committees. These groups may hold meetings for members, but may not use the space for hosting speakers or other events where there may be a large audience.
  - 4) No use of a room will be allowed for private or personal financial gain or other personal benefit accruing to the entity requesting use of the room.
  - 5) Reservations for all uses are subject to change on twenty-four (24) hour notice if a required official town function conflicts, or upon orders of the Board of Selectmen.
  - 6) Custodial charges will be made if it is determined by the Town Manager that an event requires custodial services and/or supervision.
  - 7) For liability purposes, pets are not allowed in town buildings with the exception of service animals.
  - 8) A Room Rental Application must be completed for use of the meeting space. The person signing Rental Application and Agreement is responsible for:
    - a) Restoring order and cleanliness of meeting room, including placement of all debris or waste materials in appropriate receptacles, removing all decorations, putting away chairs and tables user has put out, sweeping the area used, cleaning up any spills, etc.,
    - b) Checking bathrooms for cleanliness
    - c) Putting lights out when leaving

- d) Locking doors when leaving
- e) Closing all windows when leaving
- f) Turning heat down to 55 degrees when leaving (if not on automatic setback)
- g) Returning key, if borrowed, the following day (The key may be left in a designated receptacle, where available)
- h) Any clean-up not done by user will be charged to user, as verified by the Supervisor of Town Buildings. The charge for clean-up after an event is \$25.

9) Senior Center

- a) All reservations will be made at least one week in advance and include all requirements for chairs, restrooms, or similar facilities. Custodial fees will be charged as necessary [see item 6 above].
- b) No group may use Senior Center space to hold a program or event where the public is invited or where there is a guest speaker, activity or performance.
- c) Room capacity is limited to 55 for Sudbury Pines room and 48 for Van Houten room.
- d) Fee outlined in Selectmen's Policies and Procedures for Use of the Sudbury Senior Center, according to Sudbury Senior Center Room Use Policy.
- e) Applicants must pick up and sign out a key as well as a Checklist for Room Use by 4:00 PM on the day of an evening meeting or on the Friday before a weekend.

10) Goodnow Library

- a) Groups wishing to use the Goodnow Library meeting rooms must comply with all requirements in the Goodnow Library Policy Manual, Policy #4-7.
- b) Fees are charged according to Policy #4-7 of the Goodnow Library Policy Manual.

II. Lower Town Hall

The Lower Town Hall meeting room is limited to meetings of Town staff during weekdays, and Town Committees on weeknights, with the exception of the Sudbury Historical Society for monthly speakers on Sundays, subject to the following conditions. In rare circumstances, if no other meeting space is available (including the Grange Hall meeting space), exceptions to the policy may be made, but only by the Town Manager.

- a) November through March, there will be a fee for heat/utilities if the Lower Town Hall is used on a weekend. That fee is \$70/day or \$40/half-day.
- b) In case of an emergency, user is to notify the Fire Captain on duty at Central Fire Headquarters located on Hudson Road.
- c) Use of the front steps or lawn area or any other part of the grounds of the Town Hall may be granted to Sudbury civic or charitable organizations by permission of the Town Manager. This may include use of the front lobby and restrooms of the Town Hall, but not the main meeting room.

III. Other Town Meeting Space

In general, other meeting space in Town buildings is only to be used by Town committees on weeknight evenings or by Town staff during business hours. They are not to be used on weekends. This includes the meeting rooms at the Flynn Building, the DPW building, the Boston Post Road Police Station or the Fire Stations. Any exceptions to this policy may only be made by the Town Manager.

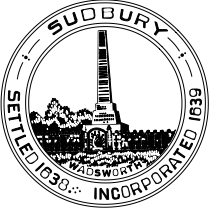
IV. Use of Alcoholic Beverages in Hosmer House, as per Town Counsel

In the event that a group outside the Town family is using the facility to serve alcoholic beverages, they should be required to obtain a one-day license and provide insurance in the form of a liquor liability policy naming the Town as an additional insured.

If a Town Committee, Board, etc. were to hold a function where admission is not charged, nor alcohol sold, the Town has host coverage in its insurance policy.

The question as to whether or not the sale or consumption of alcoholic beverages on Town property is to be allowed is a policy question for the Town Manager and Board of Selectmen.

Finally, in any circumstance where a non-Town group or individual is using a Town facility and not charging admission or selling the alcoholic beverage, they should obtain insurance and name the Town as an additional insured.



**TOWN OF SUDBURY**  
**Meeting Room Rental Application and Agreement**

*Please complete this form to request use of a room at Town Hall or Sudbury Senior Center. To request use of a meeting room at the Goodnow Library, please visit <http://goodnowlibrary.org/services/meeting-rooms/>*

Date of  
Application \_\_\_\_\_

Name of Organization \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Contact Phone \_\_\_\_\_ Contact Email \_\_\_\_\_

Address \_\_\_\_\_

Date of Rental \_\_\_\_\_ Time and hours requested \_\_\_\_\_

Purpose of Function or Meeting: \_\_\_\_\_

Meeting Room Requested: \_\_\_\_\_ Group size: \_\_\_\_\_

**Note: From November through March, heating fees of \$70/day or \$40/half-day will be assessed for Lower Town Hall. A check payable to Town of Sudbury must accompany this application.**

Fee enclosed (if applicable): \_\_\_\_\_

Additional Requirements:

\*Police \_\_\_\_\_

\*Fire \_\_\_\_\_

\*Custodian \_\_\_\_\_

\*Other \_\_\_\_\_

\*If required, will be billed automatically.

**No Alcoholic Beverages may be served. Facility must be left in as-found condition, including bathroom.**

I have read and understand the policy for use of Town Meeting Room Facilities.

\_\_\_\_\_

Signature of Applicant

-----DO NOT WRITE BELOW THIS LINE-----  
-----

- Approved
- Not Approved

\_\_\_\_\_  
Signature of Town Manager

\_\_\_\_\_  
Date