

# Franklin Council of Aging

## Amended Minutes

January 16, 2026

### Franklin Senior Center

**Members Present:** Phyllis Malcolm (Vice Chair), Faith Flaherty (Secretary), Kit Brady, Jim Lane, Beth Sawyer, Kim Muchow, Tina Powderly, Roberta Trahan **Excused:** Lyn O'Brien (Chair)  
Meeting presided by Vice Chair–Phyllis Malcolm.

**Also Present:** Sarah Amaral (Director), Casity Cheng (Deputy Director, Representatives from FOFE, one citizen visitor

**Called to Order:** 1:30 PM

#### Minutes of November 12, 2025

December COA meeting was cancelled due to the Senior Center closing early.

#### Approved

**Motion:** Kim Mu-Chow

**Second:** Roberta Trahan

#### Citizen's Comments:

None

#### Correspondence:

The Director expressed sincere gratitude to the estate of Robert Catalano for the estate donation of \$ 21, 725.73.

#### Director's Report:

- The Director thanked the Board members for their attendance at Town Meetings. People do take notice and it is recommended that we continue. Attached are the schedules for future Town Meetings and Finance Committee Meetings. The Town Council has been invited to come to the Senior Center. Also attached are the scheduled monthly hours for the Council to be held at the Senior Center.
- There is new staff restructuring for the Senior Center. It will be announced to the public on February 7th.
- Budget meetings are coming up. All capital requests can be asked from free cash. Free cash is money not used or returned to the Town. Work on the Senior Center pipes and Fire Protection insulation is done.
  1. Discussion needed with the Building Inspector

- A. Why wasn't the building contractor held responsible for failures and problems.
- B. Insurance coverage

2. Water leakage must be guaranteed.

- Needs for FY 2027
  - 1. Walk in Freezer
  - 2. Dish washer
  - 3. Security Cameras
  - 4. Panic Buttons
- **The Beatles** Show was a huge success.
- Paul Vicario's pictures are ready.
- Cultural grant awarded for \$ 1800.
- Updates:
  - 1. Ariel resigned.
  - 2. Emily – Transportation & Volunteer Coordinator  
Oversees all transportation services, including ride scheduling, van coordination, and volunteer programs.
  - 3. Jillian – Activities Coordinator  
Manages all Senior Center activities and programming.
  - 4. Amanda – Supportive Day & Special Projects Coordinator  
Serves as Co-Coordinator of the Supportive Day Program alongside Kathleen, manages the Tax Work-Off Program, and assists with grant-related initiatives.
  - 5. Tax Workout will be shared between Emily and Amanda
  - 6. Trish is back part-time in the Wellness Nurse position, working Tues. & Wed. 8:30-1:00.
  - 7. Alisha continues Thursday hours.
  - 8. An Administrative support position for ten hours will be added, mostly for Social Services.

N.B.: This was not the result of finding money, rather it is a deliberate, values-driven decision-making process that included staff insight, community voices, and a willingness to rethink how we allocate existing resources.

- Gym equipment coming.
- New coffee machine installed.
- The kitchen will start composting.
- Jan. 30 Franklin Police will host luncheon.
- Franklin Ridge has broken ground. This is for Affordable Seniors, 60 Units. Franklin residents are first and will make up 70%.
- Winter Wonderland was a success.
- Gift shop continues to be an additional source of income.
- FOFE working on getting Venmo.

#### **Chairperson's Comments:**

Welcome to Roberta Trahan and Kit Brady.

**FOFE Liaison Report:**

- Winter Wonderland brought in \$ 2000, last year was \$ 800.
- President of FOFE position finished in May.
- The silent auction was too long, next time will be better.
- Membership letters going out. Franklin residents will be \$ 15 and non-residents \$ 25.

**Old Business:**

None

**New Business:**

- Meeting times discussed.

**MOTION:** A Motion was made to change the meeting time for the COA from Friday at 1:00 PM to

Wednesday at 11:00 AM Kim Mu-Chow

**Second:** Beth Sawyer

- Discussion of joint staff appreciation day with COA and FOFE
- Senior Expo will focus on health. Caregivers' Appreciation will focus on caregivers.
- Committees

Program: Tina, Phyllis, Kit, Faith

Bylaw: Lyn, Faith----need to review policies and procedures

Budget: Tina, Kit, Roberta

Housing: Kim, Faith

Supportive Day Program: Lyn, Beth

Senior Expo: Phyllis, Jim, Kim

Nominating: Kim, Faith, Beth

**Comments:**

Beth spoke about Caregivers' Appreciation day--date, raffles

Next meeting TBD

**Adjournment:** 3:00 PM

**Motion to Adjourn:** Kim Mu-Chow

**Second:** Roberta Trahan