LYMES' Senior Center
BOARD OF DIRECTORS
REVISED SPECIAL MEETING AGENDA
Monday April 20, 2026 – 12:00 noon
Lymes' Senior Center
26 Town Woods Road, Old Lyme, CT 06371

BOARD MEMBERS PRESENT: Peter Lucchese, Christina Gotowka, Diana Seckla, Karen Geisler, Jeremy Crisp, Mariette McCourt, Fred Verillo, Stephanie Lyon-Gould, Margaret Thach, Mary Stone, Mary Lou Rice

MEMBERS ABSENT: Jane Folland, Kathy Lockwood

1. Call to order: Peter Lucchese @ 12:05

2 . Purpose: The Lymes' Senior Center Rental Agreement as part of the Policies & Procedures.

Peter Lucchese presented his Draft of Lymes' Senior Facility Rental Agreement to the board for discussion. Stephanie Lyon-Gould suggested that the meeting be used to get everyone's ideas as we don't want to miss anything. Jeremy Crisp suggested that 14 people discussing all this information was a pretty tall order.

Board members put out many questions and ideas for discussion. For each point of discussion, Peter went around the table and asked for each member's input.

Several major points were agreed upon by all present:

- No rental to individuals for personal use at this time
- Rental to Non-profit organizations only
- A town employee or senior center board member must be present at every event and may receive compensation
- Non-profit organizations may include local, non-local or areawide non-profit organizations that benefit the seniors of the Lymes'
- A usage fee may be charged for all non-profit rentals proportionate to the size of group and space being utilized
- Use of the kitchen to be permitted at the center directors' discretion and when required having a Certified Food Person with an additional fee to cover propane use for the stove.
- All groups that rent the Center and their vendors, shall carry personal liability and property damage insurance and vendors must submit proof of valid permit/licenses and insurance coverage naming the Center as additional insured

- The amount of insurance coverage to be left blank until the amounts are
- determined by the towns' insurance carrier.
- Alcohol will be prohibited except for grandfathered organizations
- Only properly ADA licensed service animals will be permitted with their handler with the exception of animals that are included in specific programs.
- A security/cleaning deposit will be charged
- The organization may use the Center's tables and chairs, set up and return to position by the organization. Excluded is the use of TV monitors, and the PA system.
- Any decorations/displays/signs to be used at an event must be approved by the Center's Director

Other items remain open for discussion such as fee structure, emergency procedures, maximum number of rentals, etc. The board is being very mindful of the impact (the rental policies and procedures) that having organizations rent the Center has on the staff and the building.

After the board approves the Rental Agreement DRAFT, Peter is going to submit the draft to the towns of Old Lyme and Lyme, the Town's attorney and the town's insurance carrier for their approvals.

3. Adjournment: Meeting adjourned at 3:08. Motion to adjourn was put forth by Mary Stone, seconded by Diana Seckla. Motion carried.

Respectfully submitted,

Paula Emery
Recording Secretary