

# METHUEN SENIOR ACTIVITY CENTER 77 Lowell St, Methuen, MA 01844 978-983-8825

Hours: Monday-Thursday 8:00am-4:00pm Friday 8:00am -12:30pm

## MAY 2024

Welcome to the Methuen Senior Activity Center, where diversity is celebrated, inclusion is the heartbeat, and every person finds a place to shine. Membership is not required, so individuals can drop in and participate at their own pace. Activities vary from month to month. Stop by for a newsletter to see the latest schedule or visit our website at www.cityofmethuen.net.

#### MAY EVENTS CALENDAR

May 2 Genealogy 101 with Historical Society, 10am. More details inside.

May 3 Photography 6 week class starts, 10am. More details inside

May 6 Gardening Tips with Veronica Campo, 10:30am. More details inside.

May 6 Bingo, 1pm. \$.50a card. Sponsored by Cedarview. May 7 Memory Café hosted by AgeSpan, 10 am. More details inside.

May 8 Attorney Peter McQuillan, 9-11am. By Appointment Only. More details inside.

May 9 ARTS, CRAFTS, & MUSIC festival. More details inside.

May 10 Finders Keepers, 10:30am. More details inside.

May 13 45's, 1pm. \$3 per person.

May 14 Sewing Guild, 1-4pm

May 13 KevTech IPhone Basics, 10am. Class #1. More details inside.

May 15 Mayor Perry hosts an Ice Cream Social, 2pm. More details Inside

May20 Bingo, 1pm. \$.50a card. Sponsored by Cedarview.

May 21 Karaoke with Don Riccio, 1:30pm.

May 22 Cognitive Crafts with Brightview, 10:30am More details Inside

May 23 The Gemstones, 1p. Sponsored by the Methuen Cultural Council

May 23 Coffee with a Cop & Safety Talks, 10am.

May 27 Closed in Observance of Memorial Day

May 28 Manja & Meatballs, 1:30pm. More details inside

May 28 Puzzle Challenge, 9am. More Details Inside.

May 29 Normandy Memoir Presentation presented by

Francis Ford, 10:30am. More details inside.

May 30 Traveling Chef

Monthly Groups: The following groups meet at the same days and times each month

- Adopt A GrandParent meets every Wednesday at 230pm (No Meeting 5/8 and 5/15)
- **Beginners 45s** meets every Tuesday at 1pm
- Coffee Coloring & Conversation meets the 1<sup>st</sup> & 3<sup>rd</sup> Tuesday of the month at 10am. May 6 & 20
- **Dialogue with the Director** meets the 3<sup>rd</sup> Friday of the month. *May 17*
- Happy Hearts meets every Thursday at 1pm
- **Kindness Rocks** meets the 1<sup>st</sup> and 5th Friday of the Month at 10:00am. *May 3<sup>rd</sup> and 24<sup>th</sup>*
- Scrapbooking & Card Making meets the 2<sup>nd</sup> Monday of the month at 10am. May 13th
- The Talk. Current Events Discussion generally meets the 3<sup>rd</sup> Thursday of the month at 10:30am. May 16

Space is limited for some of our activities. To help us prepare the best experience for you, please call ahead to register for informational programs and special events at 978-983-8825 or stop by the office. Thank



#### SOCIAL EVENT

## Ice Cream Social

Hosted by Mayor Perry

#### Wednesday May 15, 2024 @ 2pm

Join Mayor Perry at the Senior Center for a Fun Free Ice Cream Social to Celebrate Older Americans Month. Register Today -Space is Limited!

#### SOCIAL EVENT

## **Coffee with a Cop and Scam Talks**



Thursday May 23, 2024 @ 2pm



The Methuen PD will be at the center to have coffee and give tips & tricks for staying safe this summ

## LETTER FROM THE DIRECTOR

Greetings Seniors! May 2024

As we step into the month of May, we're excited to share with you our latest newsletter, bursting with fantastic opportunities to engage and celebrate at the Senior Center.

May holds special significance as it marks National Older Americans Month, a time when we honor the invaluable contributions and experiences of our senior community. This year's theme, "Powered by Connection," underscores the profound impact that meaningful relationships have on our health and overall wellbeing.

To kick-off our month-long celebration, we invite you to join us for our annual Arts and Crafts Festival on Thursday, May 9. The festivities begin with a jewelry sale in the lobby at 8:30 a.m., followed by the grand opening celebration at 10:00 a.m. Indulge in a delicious lunch (pay at the time of purchase) and be sure not to miss the Happy Hearts Performance at 1:00 p.m. It's a wonderful opportunity to witness the creativity and talent of our older adults showcased through art displays – an embodiment of the vibrant community spirit that powers our Senior Center.

In addition to our festivities, we're thrilled to introduce our newest initiative, the COA Ambassador Program. Designed for newcomers to the Senior Center, this program pairs you with a dedicated Ambassador who will guide you through our available programs, accompany you to events, and provide invaluable knowledge of the COA! Step into the Senior Center and experience firsthand the magic of community – we can't wait to welcome you! (For more information on the Ambassador Program, please see the June Newsletter)k.

This year marks the 40<sup>th</sup> anniversary of our Senior Center. From its inception, our center has stood as a beacon of excellence, thanks to the dedication and vision of our empowered seniors who spearheaded its creation through forming a non-profit organization to build a state-of-the-art Senior Center. Join us in commemorating this milestone on June 14<sup>th</sup> at our Anniversary Celebration – details within this newsletter on page 2.

As we celebrate Older Americans Month and our 40<sup>th</sup> anniversary, let us reaffirm our commitment to fostering connections, nurturing creativity, and empowering one another within our vibrant community.

We look forward to seeing you at the Senior Center, where every visit is an opportunity to connect, engage and learn!

Ashley Shaheen Council on Aging Director Methuen Senior Activity Center

#### SOCIAL EVENT

### ARTS, CRAFTS, & MUSIC FESTIVAL

Thursday May 9, 2024 from 8:30-3pm

#### **Featuring:**

Jewlery Sale starts at 8:30am – 3pm Student art Displays 8:30am – 3pm Coffee Hour 9am – 10am Line Dance Demo 11:30 am Lunch \$\$\$ 11am – 12pm Happy Hearts Show 1pm



## SOCIAL EVENT GEMSTONES Ba

The GEMSTONES Band Thursday May 23,2024 @ 1pm



## **METHUEN ELDER AFFAIRS**

## Council on Aging Staff

Ashley Shaheen, Executive Director Susan Riccio, Assistant Director Maribet Torres, Confidential Secretary Jennifer Loiselle, Activity Coordinator Cheryl McQuillan, Outreach Liz Otto, Office Support Raymond Despres, Custodian

### Council on Aging Board

Maureen Sharrock, Chair Katy Abraham, Vice Chair Cynthia Ciofolo, Secretary Dr. Donald Marcus, DVM, Treasurer Alfred D'Agata Christine Metzemaekers

Thank you Linda Soucy for your contribution to the COA

### 50/50 CLUB WINNERS

Congratulations to the March 2024 winners:



\$ Josephine Letourneau \$180.50 \$ Annie Danahy \$108.30 \$ Joseph Buck \$ 72.20



If you haven't joined the club yet, it's not too late! Enrollment forms are available in the office 6 months (\$24.00) or 12 months (\$48.00) Three chances to win each month! Sign up today!

## METHUEN SENIOR ACTIVITY CENTER, INC BOARD OF TRUSTEES

#### **EXECUTIVE COMMITTEE**

Genevieve Marks, President
Pauline Hoh, Vice President
Ken Ackroyd, Treasurer
Tom Gradzewicz, Clerk
Ashley Shaheen, Executive Director
Donald Marcus, COA Representative
Shirley King, Trustee Representative
Maureen Sharrock, COA Chair

#### **TRUSTEES**

Judith Anselmi, Debra Blood,
Linda Bongiorno, Yolande Bourassa,
Diane Corriveau, Al D'Agata, Barbara D'Agata,
Dan DiBurro, Nancy Donigian, Evelyn Ebert,
Donna Eddy, Barbara Ell, Marilyn Freeman, Fran
Gradzewicz, Regina McCarthy, Josephine
McDougall, Yvonne Paplaskas, Don Riccio,
Cheryl Sirois, Peggy Trudel
Ex Officio Members: Jennifer Loiselle, Sue Riccio

NEW MEMBERS WELCOME! If you are interested in joining our Fundraising Group, the Methuen Activity Center Trustees, please call for more information, 978-983-8825.

## JOIN THE CLUB... METHUEN SENIOR CENTER 50/50 CLUB

Three winners each month! Membership 6 months/\$24.00 or 12 months/\$48.00

Prize Fund 50% of Total Monthly Income							
# of	Prize	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>			
Members	Fund	Prize	Prize	Prize			
100	\$200	\$100	\$60	\$40			
150	\$300	\$150	\$90	\$60			
200	\$400	\$200	\$120	\$80			
250	\$500	\$250	\$150	\$100			
300	\$600	\$300	\$180	\$120			
350	\$700	\$350	\$210	\$140			

For more information, or to join the club, visit the office at 77 Lowell Street, Methuen (Your Donation is Tax Deductible)

Membership (or	nly \$4.00/month)
Must be paid 6 m	onths or 12 months
Donation: \$	
6 months = $$24.00$	$\frac{12 \text{ months}}{12 \text{ months}} = \$48.00$
(Make checks payable	e to: MSC 50/50 Club)
Name	Date
Address(Cut out and mail in v	our membership today!

Coffee, Coloring & Conversation Join other like-minded, artists offering each other encouragement and support as you color & create over a cup of

coffee!

Materials & Supplies Included.

The 1st & 3rd Tuesdays of the month at 10am.

#### INFORMATIONAL SESSION

#### **Memory Cafe**

Hosted by AgeSpan Tuesday May 7, 2024 @ 10am



## **Featuring DJ Dave Goulet**

This program is designed to get seniors and their caregivers out for a fun time together. Learn tips, tricks and strategies to help in your daily routines. Enjoy a light breakfast and some entertainment.



#### THRIFT SHOP

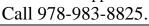
Monday -Thursday 9am -3pm Friday 9am - 12noon

Have you visited our Amazing Thrift Shop? Clothes, Shoes, Household Goods, etc. Just Another Reason to stop by the Center Today!

### GOT OUESTIONS?

Do you need information or direction applying for assistance? Help is available by appointment for: Senior Housing applications, SNAP Food Assistance applications,

Food Pantry Information, Health Insurance information, Fuel assistance applications.



#### INSPIRATIONAL WORDS



You are never too old, To set another goal, Or to dream a new dream

C.S.Lewis

## Visiting Office Hours with your Public Officials

Rep. Estella Reyes – May 10, 10-12pm Rep. Ryan Hamilton May 3 &17, 10am – 12pm Senator Pavel Payano – May 1, 10am-12pm Methuen City Councilor At Large, DJ Beauregard - May 1, 11am-12pm 1st Wednesday of the month from 11-12pm

Methuen Veterans Director, Paul Jensen 3<sup>rd</sup> Thursday of the month from 10am-12pm.

All are welcome to stop in to discuss issues, concerns or just to say hello

#### **NEW ACTIVITY**

## 6 Week Photography Course

With Nancy Reardon Starting Friday May 3, 2024 @ 10am







Join Nancy Reardon of Methuen Life for this 6 week Instructional Photography Course. \$20 for Entire Course Point & Shoot Camera Needed Register Today 978-983-8825

#### INFORMATIONAL SESSION

#### **KevTech Services**

Returns for a 6 Session Information Technologies Workshop Starting on Monday May 13, 2024 @ 10am

## Back to Basics with iPhone and iPad

This introductory class introduces new users to the basics of using the iPhone and iPad. We cover the hardware of the iPhone and iPad, important areas of the devices, and applications for calling and messaging.

Space Is Limited! Reserve your Spot 📐 Today!978-983-8825



#### FINDERS KEEPERS – BIT SUPPORT GROUP

Support Group for Buried In Treasure members Second Friday of the Month @ 1030am

#### SPIRIT WEEK 2024

Monday is Hippie Wear, Tuesday is Crazy Hat Day, Wednesday is wear your Patriotic Gear, Thursday is Tropical Wear, Friday is Hat Day.



## TRAVEL WITH US!



### Tickets must be paid for at time of reservation. Tickets are non-refundable.

For complete details about trips with the Methuen Senior Activity Center, including participant responsibility, a comprehensive "Trip Policy" outline is posted at the Senior Center and copies are available in the main office. All participants are required to have "emergency contact" information on them throughout the trip. Wallet sized "File of Life" information packets are available free, in the office, for your convenience.

#### DAY TRIPS

May 28 - Mystery Trip. \$122. 8:30am

June 18 - 8 Hour Cape Cod Canal Cruise with Buffet Luncheon at Mezza Luna. \$131. 7:30am.

July 17 - Life's a Beach with the Malibu Brothers. Windham, NH. \$85. Drive on your own, be at Castleton by 11:30am.

August 8 - Nunsense a Musical with Buffet Luncheon. Newport, RI. \$132. 9am

September 13 - Lake Sunapee Luncheon Cruise. Sunapee, NH. \$127. 10am

October 17 - A Tribute to Robin Williams and Lunch at Wrights Farm. Burriville, RI. \$117. 10am

October 23 - Halloween Party at Indian Head. Lincoln, NH. \$117. 10am.

November 13 - Mohegan Sun Casino Trip. \$55. 7am.

**December 11** - Nashville Christmas at Danversport Yacht Club. \$ 117. 10:45am.

#### **EXTENDED TOUR TRIPS**

Sept 4-11, 2024 Canyon Country. Scottsdale, Kaibab National Forest, Grand Canyon, Rafting on Horseshoe Bend, Lake Powell Cruise, Bryce Canyon National Park, Zion National Park, Las Vegas. \$3,799pp/do.

Dec. 4-8, 2024 Discover Spotlight on San Antonio Holiday. Mission San Jose, The Alamo, El Mercado, Fredricksburg, National Museum of the Pacific War, Choice on Tour, Historic Pearl District, Paseo del Rio Cruise. \$1,999pp

## **City of Methuen Energy Assistance Program**

The City of Methuen Energy Assistance Program is available for any residents 60 years or older who meet the following income guidelines below. In addition to the guidelines, members also need to have been a Methuen resident for 1 year and must be on the existing statewide fuel assistance program known as "LIHEAP" (Low-Income Home Energy Assistance Program). The City of Methuen's program supports heating expenses, electricity, and mortgage or rent payments if the individual is behind on bills. Additionally, If you have not applied to LIHEAP this most recent heating year, the deadline is April 30<sup>th</sup>. If you are already on LIHEAP from this past season, then you may qualify! For more information,

please contact Patrick McCarty at (978) 857-1813 or Jazmin Nunez at (978) 960-7296.

<u>Household Size</u>	Maximum Income Level	
1	\$45,392	
2	\$59,359	
3	\$73,326	
4	\$87,294	
5	\$101,26	

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### HELLO RV AND CAMPING COMMUNITY



792 Mayhew Tumpike Bridgewater NH, 03222

CAMP AT NEWFOUND LAKE IS NOW ACCEPTING SEASONAL AND ALL OTHER RESERVATIONS FOR THE 2024 SEASON.

**RESERVE YOUR RV/CAMPING SEASON!** 

Check us out at: www.camp-nh.com



Or call us at: **603-744-3344** 



## Dewhirst Boles

Funeral Home and Cremation Service 80 Broadway, Methuen, MA 01844 Phone: 978 687 1333 Fax: 978 686 4965

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## Come Play **45's!** All are welcome!

discussion.

May 13, 2024 ~ 1:00pm
PLEASE CALL 978-983-8825 TO REGISTER TODAY.
\$3.00pp.

Congratulations to the *March 11* game winners:  $1^{st}$  place: Rita Missereille & Joe Gabriel  $2^{nd}$  place: Bob Blumel & Phil Legro Congratulations to the *March 25* game winners:

1st place: Sandy Seglin & Phil Legro

2<sup>nd</sup> place: Claire Desjardins & Rachel Breault

## THE TALK! May 16, 2024

Everyone is invited to participate from 10:30-12:00pm. Meet with others for general conversation and current events

#### INFORMATIONAL SESSION

## A Memoir of Forgotten History from The D-Day Invasion

Hosted by Francis Ford Jr Wednesday May 29, 2024

Time will not erase the bravery of those who fought for our country. Join Francis Ford Jr as he talks about D-Day and some of the men who earned Medals of Honor

## Spring is Here! Volunteer!

Become a volunteer driver and help seniors in your community.

You decide when and where to drive. Mileage reimbursement provided.

Call NEET at 978-388-7474 or visit www.driveforneet.org/volunteer to learn more.



#### INFORMATIONAL SESSION

#### **GENEALGY**

Hosted by Beverly Brown of the Methuen Historical Society

Genealogy

2nd SESSION Thursday May 2<sup>,</sup> 2024 @ 10am

Search your Roots – Let's Begin!







### **ENTERTAINMENT**

## Manja & Meatballs



Performed by Delvena Theater Group



Tuesday May 28, 2024 Show Starts at 1:30pm

Who dunnit? An exciting, live comedic, interactive murder mystery performance set in

Luigi's Ristorante featuring Lynne Moulton, Joseph Zamparelli and Fran Baron in multiple roles. Come put your "super sleuth" on – having much fun along the way. Token prizes will be awarded.

#### **NEW CLUB**

#### **CARD MAKING**



Hosted by Carolyn Sullivan

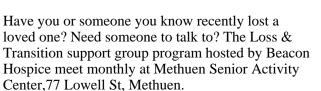
May 6 & 20<sup>th</sup> at 10:30am

Join Carolyn as she walks you through some of the techniques, tips, and processes of Card Making!

Never buy a card again! Everybody loves a Homemade Card!

#### LOSS & TRANSITION BEREAVEMENT SUPPORT

May 15 June 19 @ 10am



For information, call Lucille Bonanno or Jacquie Marchand, bereavement coordinators at Beacon Hospice at 978-837-3333.

#### IMPORTANT INFORMATION

The Mobile Market is held the third Tuesday of every month at the Senior Center, the bags contain dry pasta, cereal, bread, canned vegetables, canned fruits, shelf-stable milk, peanut butter, tuna, cheese, meat, and fresh produce. The food is provided by

The Greater Boston Food Bank at no cost.

Methuen senior residents must complete an application which is available at the front desk.

There is a maximum number for this program, however; if you need food, please contact Public Health Nurse, Karen Ferullo, or Jazmin Nunez.

**Big thanks**... to all who contributed to the services and programming in April including: Colette vacations for their informational talk; Blue Cross Blue Shield for their talk on Resources for Medication Costs; to Bridge for her Proactive Brain Health talk; to Attorney Peter McQuillan for hosting free legal consultations; to Bev Brown for hosting Genealogy 101; to All In Energy for their energy savings presentation; to Kathy from Methuen Memorials for their informational pre-planning session; and a continued thanks to our Notre Dame students who volunteer in the office; and for the programming sponsorship by **Cedarview**, **Brightview**, **Salem Woods**, **Bear Mountain**, **Methuen Village**, **Giving Tree and The Woods**; as always, thanks to **State Representatives Reyes and Hamilton**, **State Senator Payano**, and Veterans Director **Paul Jensen** for providing convenient office visiting hours for seniors.

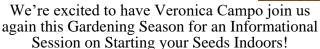
Stop in again this month for programs designed to keep you active, informed & entertained

#### INFORMATIONAL SESSION

## Gardening Tips With Veronica Campo

**Topic: Starting Seeds Indoors** 

Date: Monday May 6, 2024 @ 10:30am



*Light Refreshments Offered*Please call to register ahead 978-983-8825.

#### DIALOGUE WITH THE DIRECTOR

We're thrilled to announce the launch of our newest monthly program, "Dialogue with the Director," hosted by our Executive Director, Ashley. Join us every 3<sup>rd</sup> Friday of the month at 10:00 a.m. for an engaging conversation where you can share your feedback, insights, and ideas directly with Ashley. This program is an opportunity for you to actively participate in shaping the future vision of our center. Your input is invaluable as we strive to enhance and expand our programs and services to better serve YOU! Let's embark on this journey of collaboration and growth together! Please note: if this time does not work for you, please reach out to Ashley directly and she will be happy to set-up a time to meet with you!

#### Free Legal Clinic

With Attorney Peter McQuillan 2<sup>nd</sup> Wednesdays of the Month

Call today to Schedule a Telephone Appointment Today 978-983-8825

#### SAVE THE DATE

## Methuen Senior Center CELEBRATES 40 YEARS

Friday June 14, 2023 from 3-7

Tickets will go on sale
Monday June 3<sup>rd</sup> from 8am-3pm
Tues Thurs from 12 3nm

Tues-Thurs from 12-3pm Friday 8am – 12pm

*Tickets are \$10 per person*First come, First Serve
Tables of 8 can be reserved

#### KINDNESS ROCKS

with Yvonne Paplaskas-

May 3 & 24 ~ 10:00am

Make one for yourself, for a friend or to anonymously spread a kind word in your community. Rocks, paint, and a fun time supplied!

#### Weekly Blood Pressure Clinic Clinic Information

Methuen Senior Activity Center, 77 Lowell St, Methuen

**Tuesdays 9:00am-11:00am** 

Maggie Leblanc, LPN and Faith Ouellette, RN

Thursdays 9:00am-11:00am

Karen Ferullo, RN
No appointment needed. This is a fre

No appointment needed. This is a free service, but donations are always welcome!

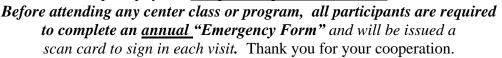
More Clinic Services...Beverly Stoebel, BSW is available
Thursdays from 9:00am-1:00pm

to offer support and referral services to those in need.

Call 978-983-8825 to request an appointment.

#### **EXERCISE AND ACTIVITY SCHEDULE**

Cost per class - \$2.00. Anyone not feeling well, (colds, flu, covid or close covid contact) is asked to isolate before attending class. Participants are asked to arrive and depart classes promptly and <u>bring a change of indoor shoes</u> for class.





## WEEKLY ACTIVITIES - UPDATED! Note: Some activities require pre-registration, Call 978-983-8825 for information.

Note: Some a	activities require pr	re-registration. Call	978-983-8825 for	information.
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30-9:15	8:45-9:30	8:30-9:15	8:30-9:15	8:30-9:15
Aeroflex &	Cardio Aerobics	Balance, Bones & 🌉	Gentle Yoga with	Yoga with
Weights	& Weights with Val	Brain with Brian	Paula	Joan
with Pat	~	~	~	~
~	Blood Pressure Clinic	9:30-10:15	9:30-10:15	9:30-10:15
9:30-10:15	9: 00-11:00	Balance, Bones &	Aeroflex &	Yoga with
Gentle Yoga	~	Brain with Brian	Weights with Paula	Joan
with Pat	Ceramics	~	~	~
~	9:00-11:30	Quilting Class	1:00-3:00pm	10:30-11:15
1-3:00pm	~	Beginner & Experienced	Bridge Group	Line Dancing
Mahjong	9:30-10:15	9:00-11:00	~	with Val
0 -	Line Dancing with Val	~	1:00-3:00pm	~
3	~	10:30-11:15	Happy Hearts Chorus	SHINE (Serving
	Ceramics	Zumba	~	Heath Insurance
-00-	12:30-3:00pm	~	1:00-3:00pm	Needs of
	~	Painting	Whist	Everyone).
Our	12:30-1:15	10:00-12:00	VVIIISC	For appt, Call
newsletter &	Tai Chi & Qigonę 🦯 🥂	~		978-983-8825
mailings are	with Allen	dopt-a-Grandparent		
sponsored in part by	~	2:15-3:45		
Executive Office	1:00pm		00	
of Elder Affairs,	Beginner 45's	- he	ello	
One Ashburton Place.	~			
Boston, MA 02108	1:00-3:00		No Very	
Boston, WA 02108	Dominoes & Scrabble			

The weekday daily lunch program is available Monday through Friday at 11:30am. Reservations must be made no later than 11:30am, 2 days in advance by calling 978-983-8832. Suggested donation - \$2.00 per person/per day. Monthly menus are available at the center.





THRIFT SHOP is open Monday—Thursday 9:30am—3:00pm, Friday 9:30-12:00 Donations of *in-season* clothing and small household items are always gratefully accepted during regular shop hours. OPEN TO THE PUBLIC!

#### DON'T FORGET TO SCAN IN AT SCAN CENTER JUST OUTSIDE MAIN OFFICE IN LOBBY!

#### **MEMORIALS**

Memorial donations were recently received in memory of

June Jodin Carl Much Walter Andrewchuk

Memorial donations received by our Center will be used for special memorial items only. Memorial cards are available at the Center Office and from your funeral director.

#### **ACCESSIBILITY NOTICE**

Anyone needing an access accommodation to participate in City of Methuen programs or services, please contact Sandy Almonte, ADA Coordinator at 978-382-2123 or SAlmonte@ci.methuen.ma.us at least 2 week advance, or 2 business days before any Board or Commission meeting. This notice Is available in alternative formats upon request