

MINUTES

COUNCIL ON AGING BOARD OF DIRECTORS MEETING November 18, 2020

PRESENT: Sheila Gagnon, Martine Anderson, Maureen Saunders, Marcy Amore, Fred Monaco, Carol Hamilton, Maureen Rosenberg, Barbara Van Houten and Bill Scott

ABSENT: David Cheney

GUEST(S): Sandy Sutherland, Boosters

QUORUM: A quorum was present.

CALL TO ORDER: Meeting was called to order at 3:33 PM.

APPROVAL OF MINUTES:

Martine moved to approve the minutes of the October 21st, 2020 meeting. Bill seconded. Motion passed unanimously.

TAX RELIEF WORK-OFF PROGRAM:

After discussion, Sheila moved that the present hourly rate of \$12.75 be raised to \$13.50 beginning on 1/1/2021. Maureen S. seconded. The motion passed unanimously.

LIASON REPORTS:

- **COA BOOSTERS:** Sandy Sutherland
A Boosters Executive Meeting was held to discuss additional ways of raising money. There was some discussion about running a Golf Tournament or holding a Road Race. Sandy volunteered to bring these ideas to the next Boosters Meeting for further development and welcomes any additional thoughts.
- **OLD COLONY ELDER SERVICES:** Maureen S.
OCES meeting was held on October 27, 2020. Giving Thursday is 12/1/2020 on Amazon Smile. If you shop on Amazon, go to WWW.smile.amazon.com and select OCES. A percentage of your sale will be donated.
- **OLD COLONY PLANNING COUNCIL:** Martine
No Meeting.

COMMITTEES:

- **ACCREDITATION:** Marcy/Carol
A meeting was held on October 28, 2020 to discuss the NCOA Accreditation letter and recommendations. The committee had originally proposed to begin preparing for the November 2024 re-accreditation but after discussion it was decided that it was too early in the cycle to begin. One of the greatest concerns is the possibility of a new manual being written in the next year or two. Carol will call NCOA to inquire about a specific date. In the meantime, the staff is working on some of the recommendations in the accreditation letter.
- **AGE FRIENDLY / DEMENTIA FRIENDLY:**

No report. Marilee is planning to set up a meeting within the next two months.

- **BUDGET /STAFFING /FISCAL MANAGEMENT:**
Carol and Sheila met for the second time with the town's Financial Team to discuss the Fiscal 2022 funding. Due to the Town's budget shortfalls, the COA's expense budget was cut by \$4000 although securing additional funds at the fall Town Meeting is a possibility. This is worrisome due to the potential expansion being finished in Fiscal 2022. We anticipate needing more funding on the expense side in addition to the salaries line item which is even more critical. We requested 2 part time positions, one for a Custodian and the other for an Activities Coordinator. Carol will write a letter to Michael and Patrick thanking them for any support during this difficult budget cycle and ask them to keep these requests in mind for when the new building opens.
- **GOVERNANCE: Bill**
The Governance Committee will meet at 10:00AM on December 4, 2020. A 3-year review is due on 6 policies: #5, #8, #13, #22, #25 and #2.
- **GROUNDS: Martine**
The Hockey Team wants to come and do a grounds clean-up around the Senior Center but we will postpone for a year due to COVID. Carol reported that a group from the DPW did a big clean-up recently and everything looks well-tended.
- **EVALUATION: Maureen**
No meeting
- **MARKETING / OUTREACH / TECHNOLOGY**
No meeting
- **PROJECT DEVELOPMENT:**
 - Outdoor Recreation Project, Phase 3 – Sheila
Everything has been completed except a few items. We are still waiting for 3 pieces of equipment and benches. There will also be colorful containers with plantings in the spring. Brian Murphy has been an enormous help and is now working with the DPW to set up fencing to protect the sod until next spring.
 - Senior Center Expansion Committee – Bill
There are a couple of minor snags. The effluent that comes out of our septic system may be a problem, but the GC is hoping to move ahead while the nitrogen and permeable surface issues are being resolved. The Senior Center will have a new temporary entrance in the dining room near the piano. The Building Committee will be meeting next Tuesday to get updates on contracts, building permits and scheduling a groundbreaking ceremony in early December.
- **STRATEGIC PLANNING**
A committee meeting to brainstorm has been scheduled for the 23rd outside on the patio.

DIRECTORS REPORT

- 1) The Council on Aging finished up its fall Lifelong Learning Courses in early November.
- 2) We will work with Bridgewater University that offers periodic Lifelong Learning Courses. There is an informational session on November 23rd for these courses that will be offered virtually over the winter.
- 3) I will email out the quarterly report for the 1st quarter of this year for our budget.
- 4) Our Job Seekers Networking Group continues to meet on zoom, their next meeting is 11/24 where the topic is "Networking".
- 5) The Kiwanis are teaming up with the COA to put together safety/activity bags for seniors in lieu of the annual Christmas Party. I am working on a list of items.
- 6) Rita, a senior aide at the COA has been distributing craft kits to seniors which has proven to be quite popular.
- 7) Proprietor's Green will give away a drive by boxed lunch on December 15th. They will also do something special for the meals on wheels clients for November and December.
- 8) Outdoor classes continue through the month of November for walking, Zumba and Weight and Strength Training.
- 9) Manicures will start in December. Hairdressing has been delayed until at least January. Foot care is going well.
- 10) The legal clinic, financial clinic and mortgage information are being offered in November and will continue in the coming months.
- 11) We have been working with AARP Volunteer Tax Coordinator Vern Chartran and have come up with a new plan to offer income tax assistance in February. The service will be a drop off and pick up type arrangement. We have to run this by the town to see if they will agree.
- 12) Budget Meeting on 11-13-2020. TA and Treasurer cut \$4000 from the expense line for the COA.
- 13) We have set up a building committee meeting for November 24 @ 3:30. We will talk about updates on permitting, groundbreaking and contracts,
- 14) A public hearing for the building permit will be held on December 7th for the expansion. There are issues regarding nitrogen loading and permeable surface.
- 15) Page Construction has been working on plans to start as soon as they can. In preparation we are cleaning out the furniture from the front of the building. We will need help moving the pool table. I have reached out to DPW for their assistance.
- 16) We have gotten word from OCES that they will be offering the boxed lunches in December. We will start offering this service on Tuesday, December 8th for \$2.50 and this will be offered going forward two days per week, on Tuesday and Thursday.
- 17) For phase III of the Outdoor recreation project we are still waiting for the exercise equipment to arrive, other than that the project is finished through the contractor. The town has put up a safety fence to protect the sod and we plan to have a grand opening in the spring. I have sent a letter to the Boosters asking if they would like to help fund benches, planters or receptacles.
- 18) Our new COA 14 passenger bus was delivered on November 3rd. We are in the process of registering and lettering it, along with installing a two way radio. It will be ready very soon
- 19) The two handicapped bathrooms are nearly complete with just one more hardware installation for each bathroom. After that they will be ready to go.
- 20) We are working with the Veterans Department, T.A, Town Planner and GATRA to submit a grant for transportation help. This service would be managed by GATRA and serve several towns. It would provide supplemental transportation for mostly out of town medical, as we are not currently running the volunteer transportation program.

- 21) GATRA is also switching out our 16 passenger for a 12 passenger which makes CDL requirements non-existent for drivers. Currently the COA only has 1 CDL driver.
- 22) I have submitted a grant to the Marshfield Cultural Council for a historical performance in 2021. The awards will be announced sometime in early 2021.
- 23) We had 39 different seniors working in the tax program. We spent close to \$33,000 and have approximately \$53,014 remaining.
- 24) We have written up a description for 2 new programs one for people suffering from social isolation and one for people with memory issues. We will showcase this in the December newsletter and are hoping to create an interest list.
- 25) Lynn G. is still working on the registration portion of the MYSeniorCenter software and also working with the town to integrate their financial software in order for people to be able to register and pay.
- 26) I have submitted a letter of request with 75 certified signatures from the Town Clerk for the sign naming of the new Outdoor Recreation Park. The proposed name is "Old Pilgrim Trail Park". We will now wait to hear back on a disposition of the request.
- 27) The town has named Patrick Dello Russo as the new "Finance Director" and has hired Karen Horne as the new Assistant Town Planner.

VOTES TAKEN:

Tax Relief Work-Off Program: After discussion, Sheila moved that the present hourly rate of \$12.75 be raised to \$13.50 beginning on 1/1/2021. Maureen S. seconded. The motion passed unanimously.

NEXT MEETING:

The next Board Meeting is scheduled for December 16, 2020

ADJOURNMENT:

Fred moved to adjourn. Martine seconded. Motion passed. The meeting was adjourned at 4:41 PM.

Respectfully Submitted,

Marcy G. Amore
COA Board Secretary