

MINUTES
COUNCIL ON AGING BOARD OF DIRECTORS MEETING
June 16, 2021

PRESENT:

Barbara Van Houten, Sheila Gagnon, Marcy Amore, Fred Monaco, Janice Fletcher and Carol Hamilton

ABSENT: David Cheney, Bill Scott, Maureen Saunders, Martine Anderson

QUORUM:

A quorum was present.

CALL TO ORDER:

Meeting was called to order at 3:38 PM.

APPROVAL OF MINUTES:

Marcy moved to approve the minutes of the May 19, 2021 meeting. Janice seconded.
Motion passed.

LIAISON REPORTS:

COA BOOSTERS

No report

OLD COLONY ELDER SERVICES

No report

OLD COLONY PLANNING COUNCIL – Carol

We will choose a new liaison for the OCPC Advisory Board when the full COA board is present.

COMMITTEES:

ACCREDITATION – Carol

Carol will call Maureen O'Leary to find out if the new guidelines for reaccreditation are available.

AGE FRIENDLY/ DEMENTIA FRIENDLY

No Meeting

BUDGET, STAFFING AND FISCAL MANAGEMENT – Sheila / Bill

No meeting.

GOVERNANCE – Bill (via email)

The Committee will be meeting on June 22nd to review the Building Usage Policy.

GROUNDS

No Report.

EVALUATION

No Report

MARKETING, OUTREACH AND TECHNOLOGY – Barbara

No Meeting

PROJECT DEVELOPMENT:

Senior Center Expansion – Bill (via email)

We are making good progress on the building expansion. The building is weather-tight and electrical wiring work and exterior shingling are ongoing. The Building Committee toured the interior last Wednesday and felt that the building was really taking shape.

STRATEGIC PLANNING – Carol

Wally Coyle, Dave and Carol met. Wally will be organizing the SWOT Analysis for the Board.

DIRECTOR'S REPORT:

- 1) Gatra Buses have resumed the original fixed route schedule and are stopping regularly at the Senior Center.
- 2) Gatra has also lifted the social distancing restrictions on the bus, but the mask mandate is still in place. This will make it much easier for the COA buses to transport larger groups.
- 3) We have successfully placed 38 seniors in the tax work off program thus far.
- 4) We are winding down fiscal year 2021 with bills, payrolls and deposits. Our expense budget will be completely spent down, with ample money begin turned back in salaries.
- 5) Lynn Gaughan will work part time instead of full -time effective June 1.
- 6) We have received 3 applications for the part time activities coordinator positions. We expect to be interviewing shortly.
- 7) We have had an interested applicant for a bus driver, as we will be needing more bus drivers to accommodate the Social Day Program.
- 8) Donna Weinberg has sent out letters to all former volunteer drivers to see what the interest might be in reinstating the volunteer driver program.
- 9) Donna has also been working very hard at reestablishing volunteers for some of the other volunteer jobs such as the kitchen, the front desk and now greeters for the new entry way. We have also opened the gift shop which is requiring daily volunteers.
- 10) We have several clients for both the better together program and the social day program which will start on June 21st and June 23rd.
- 11) We have a grant opportunity to apply for Federal Title III funds which we have applied a letter of intent and have received the go ahead to apply for the full grant of \$7500. If awarded this grant we will receive \$7500. This is due June 30th.
- 12) The state formula grant amount for Fiscal 2022 has not been determined in the legislature as it will be based on the new federal census data. At the present time it is set at \$12 per elder and that is the current recommendation. We may not know the amount well into the fall. Fortunately we are now able to carry over any residual funds from the previous year instead of turning it back which will be very helpful moving forward.
- 13) We have started to design our new website for the Senior Center and have purchased a domain name. This past week we have been working with LPI to expand our list of advertisers for the Link in hopes of increasing the # of pages for the newsletter. The new software will start in the fall which will be easier to use and will provide for better graphics.
- 14) So we officially opened June 1st with a mask mandate per board of selectmen. As you could see from the Link there is a myriad of programs restarting indoors, outdoors and keeping some virtually. Marilee has been working very hard in reconnecting with instructors and trying to figure room space, scheduling and start dates. This along with monitoring Pickleball lessons. In July there will be more activities that will be added including specialty programs. We expect that the mask mandate will be lifted on June 22nd as per the BOS, at our request.
- 15) Many programs such as art classes, fitness classes and card games, knitting, woodcarving and poetry to name a few are being reintroduced along with special programming this month such as Pickleball injury prevention, gardening and on June 25th we will have a pop up library from 10-12.

- 16) Benches and receptacles for the park are due to arrive early July. I am still working on installation costs, which will be above and beyond the grant. The permanent net has been hung on the Pickleball court as the hardware has been installed and the entry gate to the court has been fixed.
- 17) Sheila and I met with the DPW on signage, and had a very good on site meeting with Jim Jackson on the wording and locations for the signs. This includes the new parking lot, the park, and some for the upper parking area.
- 18) We are currently working on submitting the July newsletter and hope to send it out today.
- 19) Internally for the new expansion I am working on interior design on window shades, mill work specifically for the new reception desk, the PA system, It needs and the camera system.
- 20) Several change orders have been approved by the senior Center Building Committee such as for lighting and lit bollards. Some of the next change orders that we will be talking about will be the dumpster replacement and back lot redesign and repainting the old building to match the new building. We are still on schedule and under budget. The construction team will meet next on the 23rd of June at 10:00
- 21) The interior designer is still working with the project manager on a contract and will then start picking wall paint colors and then furniture. Julie has also been working on prices for exercise equipment.
- 22) The pool table has been moved from the front area of the building to dining room. We are working with this company to get prices on purchasing two new pool tables for this space.
- 23) The Vaccine Clinic at the Fairgrounds will wrap up on June 26th and following this the BOH nurses will offer a vaccine clinic at the town hall. The schedule for that has not yet been established.

SPECIAL VOTES TAKEN: None

NEW BUSINESS:

- Volunteer Recognition for FY 2021
Donna attended the meeting to discuss Volunteer Recognition for FY 2021. Compared with FY 2020, we had 1/3 fewer volunteers and fewer hours (to date). She suggested that we not have a party due to the pandemic, rather, each eligible volunteer will receive a letter of appreciation and a \$10 gift card from CVS. The total cost will be approximately \$750 which Carol and Donna will discuss with the Boosters.
- Update on Board appointments, Re-appointments and Resignations
Everyone is up-to-date with their paperwork.

NEXT MEETING: July 21, 2021 @ 3:30PM

ADJOURNMENT:

Fred moved to adjourn. Janice seconded. Motion passed. The meeting was adjourned at 5:12 PM.

Respectfully submitted,

Marcy G. Amore
COA Board Secretary