

MINUTES
COUNCIL ON AGING BOARD OF DIRECTORS MEETING
Wednesday, July 21 2021

PRESENT:

Barbara Van Houten, Sheila Gagnon, Marcy Amore, Fred Monaco, Janice Fletcher, Bill Scott, Maureen Saunders and Carol Hamilton

GUESTS:

Maria Maggio, Toni Sacks

QUORUM:

A quorum was present.

CALL TO ORDER:

Meeting was called to order at 3:32 PM.

APPROVAL OF MINUTES:

Sheila moved to approve the minutes of the June 16, 2021 meeting. Marcy seconded. Motion passed.
Bill and Maureen both abstained

LIAISON REPORTS:

COA BOOSTERS – Bill

Fund-raising ideas and plans were discussed at the last Booster's meeting.

- The Boosters are now registered as a non-profit with Amazon. When purchases are made on Amazon Smile.com, Amazon will make a donation to the customer's registered charity of choice.
- A Giving Tree for large donors to be placed conspicuously near the entrance to the Senior Center was discussed.
- Consideration is being given to "naming rights" for rooms, etc.
- Memorial Bricks are no longer profitable and maintenance is difficult so sales will be discontinued.

OLD COLONY ELDER SERVICES -- Maureen

No Report Maureen Sanders has been reappointed as Liaison to the OCES Board for a 1-year term.

OLD COLONY PLANNING COUNCIL – Carol

David Klein is the new Administrator. He is monitoring funding from the Cares Act. There will be a meeting in early August to discuss upcoming available sources of funding, including grants, etc. We still need a Liaison to be on the Advisory Board of OCPC that will attend periodic meetings.

COMMITTEES:

Barbara discussed committee assignments noting that there cannot be more than 4 BOD Members on a committee. She distributed the outdated committee list, for new Board Members to consider what committees they would like to serve on.

ACCREDITATION – Carol

Carol has made two unanswered attempts to contact NCOA and was also unable to obtain pertinent information on their website. It did state that they are modernizing the Accreditation Process by creating a "Digital Learning Management and Submission Portal" for Senior Centers that want to demonstrate excellence and earn accreditation. She will continue to try reaching Maureen O'Leary.

AGE FRIENDLY/DEMENTIA FRIENDLY – Maureen
No Report

BUDGET, STAFFING AND FISCAL MANAGEMENT – Carol

Town Budget Meetings will begin in August. Each Department Director will meet once or twice with the Town Finance Team to review the 2023 Budget which will be prepared by the Finance Director. The Capital Budget is due in October. Town budgets are expected to be lean as revenue is down. The Formula Grant is currently \$12 an hour with hope that the new census will include higher population figures.

GOVERNANCE – Bill

Carol distributed the revised “Building Usage, Rules and Regulations Policy” and the Building Application which also had some changes. The Board has 30 days to review the policy and submit any feedback to Bill or Carol. The vote will be at the next meeting. Attachments will remain the same until rooms in the new building are assigned.

GROUNDS

There will be no further meetings until construction is completed and the grounds are ready for planting.

EVALUATION – Maureen

No Report

MARKETING, OUTREACH AND TECHNOLOGY

Due to the Strategic Plan being worked on additional sub-committee meetings such as the Marketing, Outreach and Technology Committee may be delayed.

PROJECT DEVELOPMENT:

Senior Center Expansion Committee – Bill/Sheila

- Everything is on schedule and on budget. The Contractor received high accolades from Bill and Sheila. The entire building now has plumbing and electricity. Drywall and insulation is completed on the 2nd floor, and roofs are completed on both buildings. The present building will be repainted to match the addition.
- Bill also brought up the necessity of officially naming our two buildings before they become forever known as the “New Building” and the “Old Building”, designations we don’t want to persist

STRATEGIC PLANNING – Maureen

The Strategic Planning Committee will meet on August 2nd to review the results of the SWOT meeting with Wally Coyle and David Cheney. They will prepare a summary to be presented to the BOD at the next meeting.

DIRECTOR’S REPORT:

- 1) Donna Weinberg has tendered her resignation and will be retiring as of August 15th. This job will be posted shortly.
- 2) Rita Walsh, Senior Aid has resigned as of July 8th. She did not finish out her full assignment.
- 3) See quarterly budget report
- 4) We have conducted interviews for the Activities Coordinator position and hope to make a final selection shortly.
- 5) Lynn and I expect to work on the new website this week.
- 6) The August newsletter has been sent out. It has a new look with a photo on the front and we have added 3.5 pages more of content as we had requested.
- 7) Benches and receptacles delivered on Monday the 19th.
- 8) I am working on installation as a next step with Fred Russell. He will try to get interns to install the benches in the park. We will have to fund the trail bench installation separately. We had to write a letter to the conservation

commission to get their formal permission to install the benches. The Conservation Commission votes unanimously to support installation of the benches on the Webster's' Wilderness Trail.

- 9) Working on putting in a new sign that will be larger and more visible – including our new park. We have chosen a final design which will take several weeks. The Senior Center Sign will be much more visible as it is larger, higher and the lettering is more distinct.
- 10) Sheila and I met with DPW representative, Jim Jackson on site signs who will work on them in August.
- 11) We have also added three temporary signs on parking, mobility limited, more parking on the hill, and valet parking available.
- 12) We formally applied to OCPC for funding for the SDC for \$7500.
- 13) SDC and Better together going very well and the Better together has an overflow crowd.
- 14) Many activities have been added to our August Calendar such as the women's group, fitness, gardening and art classes. A reminder that the lunch program will start August 2nd. We also met after our Triad activity and we plan to reactivate the SALT Council in September. The new Fire Chief will be here along with the DA, Sheriff, and Chief of Police.
- 15) Marilee and I are meeting tomorrow about the fall Lifelong Learning. We hope to have a small group of courses to offer. This information will be in the September newsletter.
- 16) The town has provided the SC with 2 new state of the art air purifiers from CITRON Company. We have located one in the office and one in the lobby and reception area.
- 17) I have made 2 attempts to contact NCOA and could not access any pertinent information on the website. They do say that they are modernizing the NSCA process and creating a digital learning management and submission portal for Senior Centers that want to earn accreditation and demonstrate excellence.
- 18) Budget meetings will begin in August. Each Department will meet once or twice with the town administrator and the Finance Director to discuss the 2023 Budget. The Budget will already be prepared by the Finance Director. Capital budget is due in October.
- 19) The formula grant is currently \$12 per hour and the hope is that the new census will add in higher population figures and the \$12 level will hold resulting in a bit more money.
- 20) The Finance Team said that the budget that we will be working on is for 2023 and they expect the budgets to be lean as revenue is down.
- 21) Town meeting is October 18, 2021 and the warrant is open from August 9 – August 19th. Many of the town contracts are being settled and will be funded at the fall town meeting. We will also be working on employee evaluations. I would like to request that the town add two job descriptions, one being the Activities Coordinator and the other being the Social Day Care Coordinator.

NEW BUSINESS:

Update on Board Appointments, Reappointments and Resignations:

- Sheila Gagnon was reappointed for a 3 year term on June 21, 2021.
- Barbara Van Houten was reappointed for a 3 year term on June 21, 2021.
- Dave Cheney has resigned and will not complete his term due to expire on June 30, 2023.
- Martine Anderson retired and will not reapply for another term.
- Maria Maggio has applied to the BOS for appointment to the COA Board.
- Nancy Currie has applied to the BOS for appointment to the COA Board.
- Maureen Saunders has been reappointed by the BOS as Liaison to the OCES Board for a 1 year term.

New Senior Center Sign:

The Board reviewed the draft for the new Senior Center sign and approved it with the change of "Wheeler Recreation Center" to "Wheeler Recreation Campus."

VOTES TAKEN:

The Board voted unanimously to approve the draft for the new Senior Center sign with the exception of changing the "Wheeler Recreation Center" to "Wheeler Recreation Campus."

NEXT MEETING: August 18, 2021 @ 3:30PM

ADJOURNMENT:

Bill moved to adjourn. Maureen seconded. Motion passed. The meeting was adjourned at 5:04PM.

Respectfully submitted,

Marcy G. Amore
COA Board Secretary