

MINUTES
COUNCIL ON AGING BOARD OF DIRECTORS MEETING
Wednesday, December 15, 2021

PRESENT:

Nancy Currie, Janice Fletcher, Sheila Gagnon, Maria Maggio, Fred Monaco, Maureen Saunders, Barbara Van Houten and Carol Hamilton-Director

GUESTS: Suzanne Allmendinger, Booster Liaison

ABSENT: Bill Scott, excused

QUORUM:

A quorum was present.

CALL TO ORDER:

The meeting was called to order at 3:37 PM

APPROVAL OF MINUTES:

Janice moved to approve the minutes from the November 17, 2021 meeting. Sheila seconded. Motion passed.

LIAISON REPORTS:

COA Boosters – Suzanne reported after today's meeting that 2 fundraising projects will continue:

Leaves for the tree sculpture which will be located near the library:

With space for about 300 leaves costing between \$100 and \$1,000 so far they have raised over \$8,000 with some wonderful inscriptions that tell very emotional stories of those for whom the leaves have memorialized.

Adopt-a-room plaques:

Suzanne would like the support of Carol and the Board to propose this fundraising to Michael Maresco and the Selectboard at the December 20 meeting. Donors of \$2,500 or more will be recognized with a brass plate in the rooms, with the wording "*In appreciation for a donation to the COA Boosters*". Information about the rooms will appear in the "Link" for January along with brochures with details. The Board supported the concept of "adopt a room" using this opportune time to fund raise with the new building. Two donors can buy into a room for either \$5,000 or \$10,000 depending on the listed cost for that room. Maureen proposed a motion to support the efforts of the Boosters to present this proposal to the Selectboard, Fred seconded the motion, all voted in favor to stand behind the Adopt-a-Room.

Booster website is operating pretty well and offers easy access to pay for membership and facilitates implementation of the fundraising options. Boosters also have set up a box outside at the park for donations by those who use the pickle ball courts, etc. to show appreciation for those outdoor facilities as well.

Suzanne also reports that membership dues have not been affected by this additional fundraising.

Members are showing interest in the January membership party.

Old Colony Elder Services – Maureen attended the meeting on November 23. The organization struggles with finding staff to meet the needs of their clientele. They took advantage of "Giving Tuesday" on November 30 as they have in past years to help with finances.

Old Colony Planning Council – There was no meeting.

COMMITTEES:

AGE FRIENDLY/DEMENTIA FRIENDLY – No meeting

EVALUATION – Maureen reports that there was a “mini” meeting with the Strategic Planning Committee to plan an evaluation activity in the spring. Now that there are new members on this committee, both committees can work in concert with each other in January to evaluate programs and services. The work will facilitate accreditation process.

GOVERNANCE – This committee has not met since the last Board meeting. All policies have been approved and are up to date.

MARKETING OUTREACH/TECHNOLOGY – There has been no meeting.

SENIOR CENTER BUILDING COMMITTEE – Sheila indicated there has been no meeting for a couple of months. They will meet again when the projects nears completion. However, there's not much left to be done structurally. Issues with the generator hinder the process of getting an occupancy permit. They are looking into using propane to fuel the generator. There will be a “soft opening” once the occupancy permit is granted. Michael Maresco will tour the building with town officials following the occupancy permit instead of a ribbon cutting. A more formal grand opening will be planned in the spring when the building is furnished.

STRATEGIC PLANNING – As mentioned, the committee is working with the Evaluation Committee. Another meeting on December 20 will continue to align the SWOT analysis from the summer with a new plan.

AD HOC OPEN HOUSE PLANNING - The committee has only met with Michael Maresco so far to discuss the ribbon cutting. They would like to incorporate several other town groups, such as the Boys and Girls Club, the high school music and choral ensembles to enhance the event.

DIRECTOR'S REPORT:

- 1) We are in the process of working on the January Newsletter and will submit today.
- 2) The EOEA annual report was due December 31, 2021 but has been extended to January 31st. It is a new format and has to be done on line.
- 3) The Lifelong Learning Program is complete and the kick-off is on January 10th.
- 4) The Fitness equipment is ready to be delivered. Staff will come up with a plan to manage this.
- 5) We have hired a part time food service manager, Jim Lowell who will begin his duties next Monday.
- 6) We are still working with the town on hiring bus drivers. Jim Lambrecht, bus driver will be doing custodial now in the afternoons at least 3 days per week.
- 7) Still waiting on the sign for the Senior Center, the doors in the gym are in progress, still waiting for the flag pole, new panels for the front desk, front desk gate and new signage for the original building. Speakers were installed this past Monday around the entire building. The phones and alarms have been installed. Need to order 3 more phones for the new offices.
- 8) There is a heating training meeting Thursday morning for the staff and facilities manager for the new building.
- 9) The main furniture has been ordered and the time frame mentioned was 10 weeks, the ice machine has been ordered, the two cameras have been approved to be added to the other new cameras. The fences in the back and in the park have been ordered. The pool tables have been ordered.
- 10) We are still working on the beauty equipment order with the Interior Designer. There will also be a few miscellaneous things such as bulletin boards, IT items and decorative items such as art work.

- 11) We are also going to work on re-upholstering some of the existing furniture to bring consistency to the original building.
- 12) We are still waiting on carpeting for the offices, small meeting rooms , conference room and back vestibule
- 13) We met with Michael M. and he agreed to a soft opening with a celebration in March or April of 2022.
- 14) The TV quotes are done and I am waiting for MM to approve one of the vendors. Once that is done we will place the order.
- 15) The Pickleball nets have been removed and temporary ones have been put up courtesy of Ann Gillespie.
- 16) I will be applying for a grant through MCOA and one of the purposes of the grant is marketing. One of the tag lines is "Make your COA the Talk of the Town". The grant is due the end of December. I have submitted a letter of intent.
- 17) The Kiwanis will provide gift bags for the seniors sometime this month instead of the Christmas party.
- 18) Our new website is almost complete, we are just working finalizing the SC Description.
- 19) Here is our new Brochure for Social Day Care.
- 20) We have a new person Mary DeCoste starting as an assistant in the Social Day Program. I requested \$6240 from the Boosters which they approved today and will pay for the position for one year.
- 21) Here is the quarterly report.

VOTES TAKEN:

- Janice moved to approve the Minutes of November 17, 2021. Sheila seconded the motion. Seven voted in favor. Motion passed.
- Maureen moved to support the Boosters' "Adopt-a-Room" proposal to Michael Maresco and the Select Board on December 20. Fred seconded. Motion passed unanimously.

ADJOURNMENT: Sheila moves to adjourn at 4:56 and Maureen seconds the motion. Motion passes.

Respectfully Submitted,

Janice Fletcher, Secretary