

**MINUTES**  
**COUNCIL ON AGING BOARD OF DIRECTORS MEETING**  
**Wednesday, January 19, 2022**

**PRESENT:**

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

**GUESTS:** Sandy Sutherland, Booster Liaison; Dave Cheney, Strategic Planning (via phone); Lynn Gaughen, Staff

**ABSENT:** Bill Scott was excused.

**QUORUM:**

A quorum was present.

**CALL TO ORDER:**

Meeting was called to order at 3:35 PM.

**APPROVAL OF MINUTES:**

Sheila moved to approve the minutes of December 15, 2021. Maureen seconds the motion. All present members vote in favor. Motion passes.

**NEW WEBSITE:** Lynn Gaughan introduced the updated website ([marshfieldseniorcenter.org](http://marshfieldseniorcenter.org)) which she developed in collaboration with Kathleen Monahan, part-time activities coordinator. LPI Company that also produces "The Link" provided the platform. With updated photos and pull-down menus to present a full picture of what the center offers and how to participate, users can learn about programs and areas of assistance. Soon seniors will be able to sign up for activities on this site. Another important feature which provides Google Analytics will show data about the viability of programs and can help with both evaluation and planning.

**LIAISON REPORTS:**

COA Boosters – Sandy Sutherland presented updates from today's meeting. So far the Giving Tree has raised \$18,000 with a donation for the seating area near the cafe plus \$5,000 for room naming.

There will be a raffle in February or March with plans for a proposed antique evaluation similar to the PBS program where owners can get an idea about how much some possessions may be worth. Most programs are aimed at entertainment rather than just fund raising.

A survey of some other area senior centers in the area (including new ones) shows that Marshfield's center is the most vibrant. Some centers, like Pembroke are shut down.

Old Colony Elder Services – Maureen has no report since they did not meet in December.

Old Colony Planning Council – No meeting

**COMMITTEES:**

AGE FRIENDLY/DEMENTIA FRIENDLY – No meeting

EVALUATION – Committee will meet on January 24 at 9AM

GOVERNANCE – No meeting

MARKETING, OUTREACH AND TECHNOLOGY - There was no meeting, but they will meet in February

or March.

SENIOR CENTER BUILDING - They will meet on January 20, but they are nearing completion.

STRATEGIC PLANNING – Dave Cheney phoned in to discuss the annual update of the 5-year plan and to discuss the chart showing reordered priorities and new initiatives under existing categories. On January 24, the Evaluation Committee will consider the finalized plan. Lessons learned during discussions will help determine what worked and what didn't as a backdrop for the other committees. The checklist was a good plan for each activity during the year as was a peer review. The SWOT meeting in July fleshed out the reordered priorities with new priorities in each category. In February or March they will discuss a plan to fulfill each objective. The members remarked about the clarity and comprehensive nature of the information which will assist all committees.

Maria moved to endorse the continuation of the work by the Strategic Planning Committee. Fred seconded all members voted in favor, and the motion passed.

Maria compiled a repository of available information such as minutes, events, calendars to a central location on a Google (Marshfield COAB drive) to facilitate research. This information is meant for Board members and is not for private use. A subcommittee from the Marketing and Technology Committee will be responsible for accountability and continuity. A staff person (Lynn) will need to work with this subcommittee to ensure the reliability of the information since the COA Board has some turnover. During the upcoming meeting, Barbara will work other members to establish this sub-committee.

Marshfield Mates Website (marketing) will likely remain as a valuable tool for filling the needs of the center through volunteers. Boosters can also benefit.

AD HOC OPEN HOUSE PLANNING – Sheila will set up a sub-committee to meet in February about an official April open house. They will work with Michael Maresco to plan advertisements, publicity, menu, and agenda with speakers. Boosters will help and the food service manager, Jim, will be a valuable resource. The new building will need a directory and volunteers to greet seniors.

#### **DIRECTOR'S REPORT:**

- 1) Rugs have been installed in the original building in the conference room, the computer lab small meeting room and the office spaces. Back vestibule rug being replaced tomorrow.
- 2) Pendant lights put up in cafe, front panels of the front desk have been replaced.
- 3) Gate and glass shelving in card room have been installed.
- 4) Flag Pole arrived and will be installed soon. Electrical work and repositioning of lights for flag and Cafe needed too.
- 5) 2 additional Camera's arrived and will be installed today and tomorrow
- 6) Three more phones added and will be installed this month.
- 7) The fence was fixed this week in the upper parking lot and a new gate to enter the park area.
- 8) Long meeting with interior designer to go over salon equipment and all of the reupholstering of existing furniture

- 9) Lisa Cleary has given her notice and her last day was January 18<sup>th</sup>. The advertising has to be internally posted.
- 10) We met with the TA and HR on staffing. We discussed possibility of adding a part time position and more hours for the food service manager.
- 11) The Covid Task Force has been reinstated and the group met on January 6<sup>th</sup>. The town has many concerns about the rise in cases. The Vaccine Clinic Continues to successfully operate and they are adding testing to their services on limited days. You can go to the new website, Marshfieldcares.com. The fire department also did a few home visits for the Boosters recently.
- 12) The Executive Director Mark Sousa has resigned from GATRA and Frank Gay is back as interim director. Our town planner spoke with Frank and he plans to come to Marshfield to meet with the COA, TA, and Town Planner to look at our services.
- 13) We applied for a Marketing Grant through MCOA and was just awarded \$7800
- 14) We also have a new marketing volunteer that has experience which we will try to work with.
- 15) We met with Eversource and they will be able to install additional flood lights in the upper parking lot where it is very dark. The lights were put up this week and have made a big difference in the upper lot.
- 16) The Elevator has received an inspection but more work is needed.
- 17) March 1<sup>st</sup> new target date for opening new building. The TA will look into use of first floor only earlier with the building inspector.
- 18) The Food Service Manager has begun his duties and is looking into equipment, vendors and planning a menu. We are preparing to open the cafe February/March. Equipment will be ordered
- 19) AARP income tax program will begin on February 11<sup>th</sup>. This is creating a space problem.
- 20) New sign was supposed to be delivered last week and we had to cancel due to trees being cut. We are hopeful it will be installed this week.
- 21) New work to install the propane tanks in the back lot near Webster St. started on Tuesday and will be complete in two weeks or so. This is to replace the natural gas for the generator.
- 22) Punch list is being worked on, the Construction Team met last Friday, January 14<sup>th</sup> to review progress on remaining items.
- 23) The Senior Center Building Committee will meet this Thursday to get an update and approve some change orders.
- 24) Boosters Adopt a Room was endorsed by the BOS and is in full swing.
- 25) The Giving Tree arrived and the Boosters came by to check the shipment.
- 26) Lifelong Learning kicked off this week including Kickboxing which has been one of our more successful programs.
- 27) Deadline for ATM Warrant is January 24, and Deadline for STM Warrant is February 10, 2022.
- 28) There is an expense freeze on all town department budgets of 5% effective January 2022.

29) We just received word today that we were awarded \$650 in from the Marshfield Cultural Council to offer a historical presentation with the Delvaney Theater in 2022.

**VOTES TAKEN:**

Sheila moved to approve the minutes of December 15, 2021. Maureen seconds the motion. All present members vote in favor. Motion passes.

Maria moved to endorse the continuation of the work by the Strategic Planning Committee. Fred seconded all members voted in favor, and the motion passed.

**NEXT MEETING:** February 16, 2022 @ 3:30PM

Respectfully submitted,

*Janice Fletcher, Secretary and Carol Hamilton, Director*