

MINUTES
COUNCIL ON AGING BOARD OF DIRECTORS MEETING
Wednesday, February 16, 2022

PRESENT:

Nancy Currie, Janice Fletcher, Sheila Gagnon, Maria Maggio, Fred Monaco, Maureen Saunders, Bill Scott, and Carol Hamilton-Director

GUESTS: Barry Cornwall, Sandy Sutherland, Boosters

ABSENT: Barbara Van Houten was excused.

QUORUM:

A quorum was present.

CALL TO ORDER:

Meeting was called to order at 3:34 PM.

APPROVAL OF MINUTES:

Janice moved to approve the minutes of January 19, 2022. Maureen seconds the motion. Bill abstains. Motion passes.

LIAISON REPORTS:

COA Boosters – Bill attended today's meeting and was very impressed with so much going on and future activities planned for fund raising. The Giving Tree will be installed in a few weeks after raising over \$15,000 with 48 people contributing. The membership number is 675 so far this year, but Boosters have more money than this time last year. Even with communication only by word of mouth 15,000 has been raised so far to name 3 rooms. Some naming costs have been reduced for some areas such as the small conference room, and the second floor lobby has been reduced to \$2500 to name. Sheila worked with Suzanne Allmendinger of the Boosters to use historical names, e.g. the bus depot waiting area is called the Daniel Webster Place Depot. The outside of the room will bear the historical name while the inside of the room will have a plaque naming the donor(s) for those inside the room to view during programming. Barry inquired about the balance in the accounts for the Boosters minus the fund raising and we learned that the total is \$107,000 so far. The Boosters went through the tedious process of applying for funding from the funds received for Covid Relief. Subsequently, the select board granted \$5,000 to us along with funds directed to 6 other non-profit organizations in town. As of this date they received \$20,000 in income for this month.

Old Colony Elder Services – Maureen attended a meeting on January 25 where discussions still remain about how to find people to address home care needs. She reported that it is possible to repay co-pays online. The new police chief in Plymouth began to utilize the services of the police and fire departments to help deliver meals and perform wellness checks. This policy also provided them better familiarity with this vulnerable population.

Old Colony Planning Council – There was no meeting.

COMMITTEES:

AGE FRIENDLY/DEMENTIA FRIENDLY – There was no meeting.

EVALUATION – Maria worked with the Strategic Planning Committee along with Dave Cheney to set up a monthly evaluation meeting. They proposed a partnership model with the other committees to use. They reviewed the existing tracker and added Funding and Age Friendly topics to link up the other subcommittees to use a form for evaluations to be built into designing future plans. This will simplify the process of accreditation. We need to begin this process in 2023, but with quarterly updates from other subcommittees there will be a streamlined process in the future. The committee will meet two more times and then quarterly to stay updated.

GOVERNANCE – There has been no meeting and nothing is planned to date but a meeting will be needed in the future to review some of the policies on the list.

MARKETING, OUTREACH AND TECHNOLOGY – The committee has not yet met, but Barbara plans to meet sometime in March. The census information regarding the population of seniors over 60 seems limited at best and has impacted how much funding has been granted. Maria suggested that all of us at the senior center band together to encourage and urge full response for the next census. Plymouth helped its senior population to respond to the census, and we should be ready to address this campaign for next time.

SENIOR CENTER BUILDING - Bill reported the initial permit to open the first floor for occupancy was granted. Budget review will reveal how much is left. The certification of the elevator and furniture delivery are soon to come, and some loose ends need resolution. In addition to the work Carol, Sheila and Bill have undertaken to stay up to date with the costs and work yet to be done, Barry suggested a chart or spreadsheet to break down expenditures, target receipt date, installation date in the event that more funds are needed to complete the project. Sheila and Bill plan to meet with Dan Pallotta, Project Manager to discuss accounting issues regarding what has been paid out so far and what remains to be paid.

STRATEGIC PLANNING – The committee is planning a “focus group” which they hope to implement in March.

AD HOC OPEN HOUSE PLANNING – Sheila can't begin detailed planning for an opening because of the aforementioned “loose ends”. The select board will tour the building as it now stands soon, but Michael Maresco had hoped for a grand opening before Town Meeting to showcase the project. Nancy suggested that a slide show at the meeting could reveal the pride in the near completion of this project. However Sheila will allow extra time to plan a significant event during May or June and will pull together a subcommittee to plan.

OTHER DISCUSSION:

State Representative Josh Cutler will now represent parts of Marshfield which was a result of redistricting. He will conduct office hours at the Senior Center in the near future.

DIRECTOR'S REPORT:

- 1) We received our first floor occupancy permit for 45 days. A big thank you to Michael Maresco – Town Administrator, Fred Russell-Facilities Manager, Jeff Simpson - Fire Chief and Andrew Stewart Building Commissioner for making this happen.
- 2) Last night there was a gas leak on the street, no heat in the building and we could not lock the building – had a police detail overnight. We then had to have Page re-light all the pilots as there was not heat this morning.

- 3) We opened our doors to the new entrance on Tuesday, Feb. 15 and we are using our new spaces incrementally. We are trying to orient people to the new entrance and parking areas.
- 4) Page Construction is here this week and testing the elevator and propane tanks with the generator. If all goes well, inspections will happen next week which will then give us full occupancy in the near future.
- 5) Our next steps will be moving furniture and equipment in which will be happening towards the end of February and into March.
- 6) The replacement closet doors are due to come in and we will do an orientation and will receive a book on all of the systems from the General Contractor.
- 7) We have a brand new Senior Center sign and a brand new flag pole.
- 8) We plan to have an open house and celebration in the coming months.
- 9) We received a marketing grant and will be working on 2 projects to help promote the COA through the end of the fiscal year. New annual report format and the one door direct
- 10) Our Lifelong Learning Committee will meet this Friday to start planning our spring programs as our Winter-mission LLL is just finishing up this week.
- 11) This week we are offering a program with Mass Audubon on Snow Owls on Feb. 17th at 1:00 and February is health heart month and we will also offer a program on feeding your heart a healthier diet with registered dietitian Marcia Richards, from Plymouth BID on Feb 18th at 1:00.
- 12) We are working on opening our new café as we are waiting on equipment. Jim has established a list of vendors for food, bread, and coffee supplies. He has made up and priced a menu which we will print up. We are lining up some volunteers and are planning to have the café open from about 9-1. We have compared notes with a couple of other COA's and feel like we are on track. We will work on purchasing a register in the near future. Water line put in by the plumber.
- 13) We are working with HR on hiring a part time activities coordinator under our formula grant. We have received 2 resumes and anticipate more by the closing date of February 25th. Lisa is now part time and will assist on the front desk, Kathleen is now full time and the new Administrative Assistant. We have two new drivers that are currently training Peter Sullivan and Steve Campos.
- 14) I submitted a warrant article for \$10,000 for start-up money for the café in the special town meeting warrant.
- 15) The joint public hearing on warrant articles for town meeting will be held on March 29th at 7:00 pm at the Library.
- 16) There will be a 5% cut in our FY 2022 budget which the town has not applied as yet.
- 17) Lisa Clark is our new Treasurer / Collector.
- 18) The Ice maker arrived and needs installation
- 19) We hit a road block with respect to the parking lot lights, the two new Eversource lights were too bright for neighbors and we did not have timers. We came up with an alternative plan which has been approved by TA but hit a snag in terms of ownership of the light poles. Fred Russell is working on this. The bridge to the DWE needs repair but town will not approve expenses at this time.

- 20) We received the formula grant contract for FY 2022 and it is the same amount as FY 2021 as the new federal census data has not been released. We expect to receive FY 2022 funds in the third quarter of the fiscal year in the amount of \$61,716, which was formally due last July. .

VOTES TAKEN:

Janice moved to approve the minutes of January 19, 2022. Maureen seconds the motion. Bill abstains. Motion passes.

ADJOURNMENT: The meeting was adjourned at 4:50 PM. Bill makes the motion and Maria seconds the motion. Motion passes unanimously.

NEXT MEETING: March 16, 2022 @ 3:30PM

Respectfully submitted,

Janice Fletcher, Secretary and Carol Hamilton, Director