

MINUTES
COUNCIL ON AGING BOARD OF DIRECTORS MEETING
Wednesday, April 20, 2022

PRESENT:

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

GUESTS:

Anne Marie Sinnott, Board of Assessors; Suzanne Allmendinger, Boosters; Barry Cornwall

QUORUM:

A quorum was present.

CALL TO ORDER:

Meeting was called to order at 3:37 PM.

APPROVAL OF MINUTES:

Sheila moved to approve the minutes of March 16, 2022. Bill seconded the motion. 8 members voted in favor. Motion passed.

WARRANT ARTICLE 11

Anne Marie Sinnott explained Article 11 proposed by the Board of Assessors for Town Meeting. Under M.G.L. c. 59 Section 5 Clause 41c the senior exemption limits to adjust income limits have been stagnant and not in line with the consumer price index and inflation. To adjust the clause in order to increase the income limits will qualify more seniors to take advantage of an exemption on their real estate taxes. Scituate, Pembroke, and other towns have already done this. More seniors will be able to remain in their homes. There will be no limit to the number of people who can be serviced. Seniors need to meet residence requirements and provide documentation of income. The information will remain confidential. If this passes it will allow the income and asset limits for 41C to be adjusted every year. Anne Marie does not anticipate much disagreement at Town Meeting over this Article since it only serves to protect and enhance life for our seniors. This income advantage, as well as the assistance from Judy, the SHINE counselor and programs such as the senior work off program, will continue to enhance and provide more financial security for the seniors.

TUTORIAL OF DOCUMENT DEPOSITORY

Maria created this Google COA drive to create a paperless resource for all publicly available documents in a read-only form in the cloud. There are back issues of "The Link" for two years. It is convenient and searchable by content. At this point only Board members and Dave Cheney have access. In the future other authors besides Maria can be trained and granted permission to make content modifications and additions with a password; Carol has the masters of the documents and copies are on the drive. Suzanne commented that Maria created this for the Boosters last year and it has proved invaluable for them.

LIAISON REPORTS:

COA Boosters - Bill reported that they met this morning and fundraising continues with donations for the Giving Tree and the room sponsorships. Engraved plaques are in the works to be displayed inside the rooms at eye level to credit the donors and will cost \$200. The historical names will be placed outside the room and will cost \$25-\$30. The Boosters will cover the cost of the plaque in the Emilson lobby. The Boosters plan to assist with the Open House. After a 2-year absence a craft fair will take place on November 5 and already 1/3 of the former crafters plan to attend with more likely. Some data from the Boosters could be included in the Annual Report under the COA section for historical purposes.

Old Colony Elder Services – Maureen attended a meeting on March 22. On May 3 there will be a volunteer appreciation gathering. The month of June will call attention to World Elder Abuse. There will be marches in June. On June 28, OCES will hold their annual election. Maureen will continue to serve. Bill moved that Maureen be reappointed. Maria seconded. All voted yea. Motion passed. A letter of this vote will be sent to the Board of Selectmen.

Old Colony Planning Council – Carol attended a Zoom meeting on April 11. The organization provides funds for day care, transportation, and 23 towns are represented. Currently we need a liaison to represent Marshfield.

COMMITTEES:

AGE FRIENDLY/DEMENTIA FRIENDLY - Maureen reports no meeting.

EVALUATION - Maria will schedule a meeting in May.

GOVERNANCE – Bill scheduled a meeting for next Tuesday, April 26. Board members received drafted Governance policies which were amended by the sub-committee on March 17. The Board should review the proposed amendments soon so that they can contact Bill with any questions that could be considered at their April 26 Governance meeting so that any issues can be resolved before the entire Board votes on the changes at the May COA meeting. An updated Board Bio sheet was given out. If any other changes are needed send your Bio to Carol and she will update the sheet and resend. An updated organization chart was also distributed for the policy book.

MARKETING, OUTREACH AND TECHNOLOGY - Barbara reported that they met on April 6, 2022 and reviewed the Marketing Plan. They also started the process of updating and refining the plan for 2022. They agreed to five categories to work on regarding seniors age 60 and over. The committee wanted to attract different types of seniors such as new retirees and particularly men. Some of the main projects will be the open house on June 25th, a promo video, increasing awareness of the social day and a focus group. Other groups to consider when marketing will include the oldest of the older population and the financially disadvantaged. The Marketing Committee will strategize and focus on various promotional options such as, social media, community news, website, radio, local TV and the newsletter. The next meeting is April 27th.

SENIOR CENTER BUILDING COMMITTEE – Bill reported that the final occupancy permit has been issued with previous issues having been resolved. After noting some difficulty with participants slipping on the stairway, carpeting has been placed on the steps. Town meeting Warrant # 3 will propose that \$900,000 of the \$8 million allocation will go back to the town for refurbishing the Town Hall. Then \$66,000 will remain in the account to meet any outstanding or unforeseen expenditures. Members discussed that there could be some taxpayer misunderstanding about how municipal funding works regarding the Senior Center and why this money cannot remain in our budget. Bill, Sheila and Carol will clarify how the Senior Center operation relies on multiple sources of funding including the Boosters, grants and gifts if the issue is raised.

STRATEGIC PLANNING - Maureen plans a meeting on May 12 at 10:30 after the Budget Committee meets on May 3 and after the Marketing Committee meets so that planning can factor in whatever budget and marketing components are decided upon. Dave Cheney will participate in those meetings besides strategic planning.

AD HOC OPEN HOUSE PLANNING COMMITTEE - Sheila continues the planning with designated committees, such as entertainment, food, etc. The May edition of "The Link" has an announcement to save the date for Saturday, June 25 from 10-2.

DIRECTOR'S REPORT:

- 1) We received our final occupancy permit for the building
- 2) Many pieces of furniture arrived on March 29th but some are on back order within the main furniture order. This consisted of the lobby, library, and tables in art and gym rooms.
- 3) The Salon procurement was approved for furnishings and equipment but will take 8 weeks.
- 4) We are working on our punch list for the COA and getting closer to the finish line with the new addition. We have put a rug on the stairway as the wood was too slippery. The old walkway to the patio has been taken up by the contractor. The back vestibule rug has been fixed. The broken fence in the parking area has been repaired.
- 5) The radiator let go in the board room with water and glycol spilling out. The Facilities Department came and repaired it. A clean-up crew came in to shampoo the rug and dry it. The heating does not seem to be working in the new offices, Page's sub-contractor has been called.
- 6) One broken glass pane will be fixed in early May on the second floor
- 7) Part of the fence that runs along the side of the parking lot fell down, I have contacted the contractor, facilities department and the project engineer.
- 8) The old fire place is not operational and needs to be replaced, we are waiting for a quote.
- 9) The IT department installed the second swipe machine in the lobby. They also installed the program monitor in the new hallway.
- 10) Paul Williams has been contacted and came out to look at the job and promised to put up the project plaques soon.
- 11) Paul also looked at bridge and said time and materials to repair.
- 12) We are moving 4 offices, computers and phones today.
- 13) We hired new employee Stephanie Carberry, who will be the 2nd Activities Coordinator and will work with Marilee beginning today.
- 14) The COA has set up a date for our open house celebration on Saturday, June 25 from 10-2. We are working on all of the details and will send out invitations once everything is confirmed with our committee. We have a key note speaker and one entertainer for the lobby hired. Souvenirs are being worked on.
- 15) Our Lifelong Learning Registration will take place on April 25th with 16 various offerings ranging from nature, history, fitness, politics and field trips.
- 16) Our AARP tax program just finished up April 15th. We will have the final #'s on the program shortly.
- 17) We are working on a marketing grant and working with a local firm to do a large mail out called "one door direct". The purpose is to increase awareness of our services and programs. We are also developing a new annual report. Lynn and Carol met with the marketing firm recently to discuss the details.

- 18) Our new fitness room is opening today with training and orientation being offered to interested participants. All packets are ready for participants, volunteers have been trained on equipment and signage has been posted.
- 19) See my Senior Center Report on statistics
- 20) Town Meeting will be held on April 25th. We have our budget and a 10,000 request for startup funds for the café.

VOTES TAKEN:

- Sheila made the motion to approve the minutes of March 16, 2022. Bill seconded. Motion passed.
- Bill moved that Maureen will be reappointed to OCES. Maria seconded. All voted yea. Motion passed.

NEXT MEETING: May 18, 2022 @ 3:00 pm. Board members agreed that changing the time for all future meetings better accommodates members.

ADJOURNMENT: The meeting was adjourned at 5:35 pm. Fred made the motion and Sheila seconded the motion. Motion passed unanimously.

Respectfully submitted,

Janice Fletcher, Secretary and *Carol Hamilton, Director COA*