

**MINUTES**  
**COUNCIL ON AGING BOARD OF DIRECTOR'S ANNUAL MEETING**  
**Wednesday, October 20 2021**

**PRESENT:**

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

**ABSENT:** Nancy Currie – excused.

**QUORUM:**

A quorum was present.

**CALL TO ORDER:**

Meeting was called to order at 3:32 PM.

**APPROVAL OF MINUTES:**

Bill moved to approve the minutes of September 15, 2021. Maureen seconds the motion. Motion passes unanimously.

**LIAISON REPORTS:**

COA Boosters – there was no Booster representative at the meeting. Bill said the Boosters met today. He reported that Steve Rhodes is trying to work with other Friends Groups in the surrounding area. The membership drive had 680 members which was down from the previous year. However, the donations were only \$300 less which was better than expected. The Boosters collected \$16,210 in 2021. Suzanne gave Barbara a letter to read about the status of the Capital Campaign Group. The group decided to pause for 6 months to see if fundraising will be necessary for the Senior Center project. The Boosters do plan to pursue the giving tree however and will kick that effort off in the next couple of months.

Old Colony Elder Services – Maureen reported that there was a meeting on September 28<sup>th</sup>. OCES is also experiencing staffing shortages like many other businesses.

Old Colony Planning Council – No Report

**COMMITTEES:**

Barbara passed out a form with the new list of Committees for each Board member to fill out. Barbara will then take the list and put it together and will distribute at the next meeting.

AGE FRIENDLY/DEMENTIA FRIENDLY – No Report

BUDGET, STAFFING AND FISCAL MANAGEMENT – No report.

GOVERNANCE – The Governance Committee did rework the policies for the Building Policy, Rules and Regulations and the Building Application. Barbara noted that we would take another look at the Building Application in the spring once the new wing was up and running. Bill moves we accept the September revision of these policies as presented. Maureen seconds the motion. Motion passes unanimously. On a side note Maria suggests we put our policies onto google drive or some similar program. Hard copies of the revised policies and the updated policy roster will be placed in each Board member's mailbox.

EVALUATION – No Report

MARKETING, OUTREACH AND TECHNOLOGY – No report

NOMINATING COMMITTEE: - The nominating committee met on September 24<sup>th</sup> and had a quorum. They prepared a slate of officers for the upcoming year.

Barbara Van Houten for Chairman  
Sheila Gagnon for Vice Chairman  
Janice Fletcher for Secretary

There were no other nominations from the floor. Bill voted to accept the slate and close the nominations as presented. Fred seconded the motion. Vote was unanimous.

#### PROJECT DEVELOPMENT:

Senior Center Expansion Committee – The Building is on time and on budget. The Senior Center Building Committee last met on September 23, 2021. No future meeting date has been scheduled as yet. Work is progressing at a steady pace and the building is expected to be finished around the Thanksgiving Holiday. There will be a soft opening when we begin to utilize the building once an occupancy permit is issued. The COA board will form a subcommittee to plan the grand opening.

STRATEGIC PLANNING – The Committee met on October 18<sup>th</sup> and will meet next on November 8, 2021. The group is still working the refined SWOT analysis and creating an action plan from the statements that were created. The Committee will also review the quarterly strategic plan.

#### DIRECTOR'S REPORT:

- 1) The Tax Relief Work-Off Program will be winding down the end of October, when time sheets will be due. We had 40 people in the program. People can reapply in January 2022 to the program.
- 2) Our addition is nearing completion and we anticipate that it will be finished sometime in November. The contractors are working on millwork, flooring and the stairs. The staff are working on installing various systems that we will need such as cameras, phones and burglar alarms. We plan to have a soft opening in November and will have an open house celebration once the final touches are completed.
- 3) Working with the Interior designer on the basic furniture and equipment. The main furniture list has been sent to the Project Manager for a second price. We are also working on gym equipment, pool tables and next we will work on the beauty salon FF & E next.
- 4) There are delays in getting the lighting, bollards and foot care chair for the salon.
- 5) We will be offering a self- defense program for seniors on Wednesday, October 27<sup>th</sup>, at 1:00 pm.
- 6) We have a program on Coastal Habitats with Mass Audubon on Thursday, October 21<sup>st</sup> at 1:00.
- 7) We will be offering a sing explore create music wellness workshop on October 25<sup>th</sup> at 1:00.
- 8) Thank you to DPW for helping us with making and installing outdoor signs which is still in progress. They look great thus far.
- 9) We had a very successful Booster Shot Clinic with about 178 people participating. Thank you to the Fire Department.
- 10) We will be introducing a new Reiki service this month and we are also starting a new hearing screening for seniors.
- 11) Open enrollment for Medicare part D started this month which keeps the social service department busy through December 7<sup>th</sup> with back to back appointments.
- 12) Our lifelong learning series kicked off in October with 7 special courses being offered which will continue into November.
- 13) We are busy planning our November newsletter which will be introducing new programs and services.
- 14) The BOS took up the increase in tax relief hourly wage, the decrease in the Board size and the acceptance of the gift from the Boosters for the paint and the rugs.
- 15) Capital Campaign will pause and revisit in 6 months, Boosters will handle the giving tree

- 16) Still working with the town on the Food Service Manager position
- 17) We had a second budget meeting scheduled with MM and I was not aware of it. It will be rescheduled. I hope to get a listing of positions and line items.
- 18) The town is close to hiring a new town accountant. The Town Treasurer has resigned and an interim Treasurer Collector has been hired.
- 19) The food service manager position has been advertised as of this past Monday for a part time position.
- 20) The BOS accepted the gift from the Boosters, for painting and carpet in the existing building.
- 21) The BOS approved the request to downsize the # of members of the COA Board from 9 to 7.
- 22) The BOS approved the raise in hourly rate for tax relief workers from \$13.50 to \$14.25 for next year.

**VOTES TAKEN:**

- 1) Bill moved to approve the minutes of September 15, 2021. Maureen seconds the motion. Motion passes unanimously.
- 2) There were no other nominations from the floor. Bill voted to accept the slate and close the nominations as presented. Fred seconded the motion. Vote was unanimous.

**SLATE:**

Barbara Van Houten for Chairman

Sheila Gagnon for Vice Chairman

Janice Fletcher for Secretary

**NEXT MEETING:** The next meeting will be held on November 17, 2021

**ADJOURNMENT:** The meeting was adjourned at 4:54 pm. Maureen makes the motion and Maria seconds the motion. Motion passes unanimously.

Respectfully submitted,

*Carol Hamilton, Director COA*