

**MINUTES**  
**COUNCIL ON AGING BOARD OF DIRECTORS MEETING**  
**Wednesday, November 17, 2021**

**PRESENT:**

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

**GUESTS:** Liza Corbett, Booster Liaison

**ABSENT:** Fred Monaco excused.

**QUORUM:**

A quorum was present.

**CALL TO ORDER:**

Meeting was called to order at 3:35 PM.

**APPROVAL OF MINUTES:**

Bill moved to approve the minutes of October 20, 2021 Maria seconds the motion. Six members vote in favor. Nancy abstains. Motion passes.

**LIAISON REPORTS:**

COA Boosters – Liza Corbett said that the Boosters met today. Maria explained that 90 % of website has been developed. You can sign up for membership, sign up for leaves on the tree and this website is linked on town of Marshfield website. The Boosters are working on membership for next year. Emmanuel Ofuokwu is now a new member of the Boosters Board. The capital campaign is on hold. The Boosters have 3 people that have donated to giving tree already which amounts to \$8000. The Boosters sent out letters to Angels, then benefactors to explain the leaf program. You can sign up on the website MarshfieldCOABoosters.org or you can write a check to the Marshfield COA Boosters Inc. This will be published in paper next week. The room donation program is being considered and representatives from the COA will meet with representatives from the Boosters to review this potential program. Barbara will coordinate a meeting date and time for those groups. Decisions on required donations for signs, placement of signs, who will administer the program and receive the funds will all have to be decided on.

Old Colony Elder Services – Maureen reports meeting 10/26 board of directors, shortage of employees 11/30/21 Giving Tuesday. Amazon smile reminder for OCES

Old Colony Planning Council – No Report and no meeting

**COMMITTEES:**

Barbara distributes the new list of sub-committees to the COA Board members. Barbara based this on the form that Board members filled out with their top choices of sub-committees.

AGE FRIENDLY/DEMENTIA FRIENDLY – No Report

EVALUATION – Maureen, a member of the evaluation committee met informally with Carol, Dave and Marilee to discuss the past activities of the Evaluation Committee and how it ties into the current Strategic

Plan. The Strategic Planning Group talked about how to attract more gentlemen and setting up a focus group at some later date.

GOVERNANCE – The Governance Committee met recently to discuss whether the pickle ball court should stay open during the winter. There were many concerns discussed such as maintenance during winter for snow, ice, trash, condition of nets and when to take down, lack of daylight, availability of temporary nets, safety issues for walking or playing on ice or snow and impact on the staff. DPW was concerned about keeping the courts open. The committee's consensus was to air on the side of caution in this first year of operation. The COA also plans to discuss this with the Town Administrator.

The recreation department has reported that they will keep Peter Igo Park and the Boys and Girls Club Courts open. There is also indoor play available at the Boys and Girls Club during the winter.

Marie stored all of the COA policies in a google shared drive. She is happy to provide instructions to the Board members so that they can access drive if they wish. One way to access it, is by setting up a gmail account or creating a google account.

MARKETING, OUTREACH AND TECHNOLOGY - There was no meeting.

#### PROJECTS:

SENIOR CENTER BUILDING: Sheila reported that the Senior Center Building Committee has not met very regularly and their last meeting was the 23<sup>rd</sup> of September. The Construction team has continued meet about every two weeks. There are several punch list items such as the two-toned stain on the doors, the reception desk was left unstained and did not match the other wood, some of lighting is still on back order, furniture, equipment and pool tables will not be in for two to three months. It was also decided to leave the broadloom rug off the stairway for now. The rug will be bound and stored in case we change our mind. The stainless steel stair railings still have to be installed. The new Café is named after an old restaurant in Marshfield that was called the "Seaflower Café". Silvia Gentile was the owner and was very happy to learn that the Café at the COA was using the name of her former restaurant.

#### OUTDOOR RECREATION AREA:

Maureen commented that we should have a name for the new outdoor recreation area. We did try to name it the "Old Pilgrim Trail Park" but the historic commission did not feel it was appropriate and the COA did not pursue it any further. If you want to name a park you have to go through a tedious process of getting signature and then presenting it to the town. You need 50 signatures Sheila mentioned.

STRATEGIC PLANNING – The strategic planning meets every 2 weeks. The SWOT analysis is continuing and we are developing action items for opportunities and threats. Dave, Maureen and the COA Staff members met with the evaluation committee review how evaluations were being conducted. The Strategic planning committee should have some solid action items from the SWOT work which will be incorporated into the existing Strategic Plan Grid. This grid gets reviewed quarterly by the Strategic Planning Committee and categories will be removed once they are accomplished and new ones may be added. We are looking forward to being able to focus on categories like Marketing and Age Friendly initiatives. The Strategic Planning Committee will continue to use this grid tool which is similar to other grids that we use for Evaluation and Marketing. The next meeting is on December 20, 2021.

AD HOC OPEN HOUSE PLANNING – Town Administrator Michael Maresco has expressed an interest in having a ribbon cutting ceremony in the near future. The question remains as to when the COA will officially

take occupancy of the building. We cannot advertise this event until we are sure of the date. Carol will contact the T. A. and set up a planning meeting for the ribbon cutting so that we will be prepared once we know we can open the new wing. We will also want to insure that the building plaque is ready and installed which has not been completed. Barbara, Bill, Sheila and Carol will meet with Michael Maresco in the next couple of weeks to review a list items for the ceremony. The Ribbon Cutting Ceremony will be a smaller event and eventually we will hold a grand opening once the furniture and equipment are delivered.

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

- 1) We have completed the tax relief program for 2021 with a total of 41 people on the program.
- 2) Departments will receive site request forms for the new 2022 Tax Relief Program in December.
- 3) The COA is working with the Fire Department on the EMS program to educate and recruit senior citizens that might be interested. We are also working with the Fire Department on setting up Boosters shots for the Housebound for 25 – 30 people which will run through December.
- 4) The student intern and staff are working on a new Brochure for our Social Day Program to get the word out.
- 5) We are working with Human Resources to hire a Food Service Manager for our new café. So far we have received one resume and plan to interview soon. We will also be hiring 2 new bus drivers /custodians.
- 6) We will be offering special programs until the end of the month – this week there will be a fall flower arranging class with the Seaside Gardeners and a program with SSCAC that will talk about consumer protection programs fuel assistance programs, help with fuel and utility bills, burner repair and weatherization.
- 7) Next week we will offer a program with Dave the Gardener on the benefits of Bone and Vegetable broths and Mass Audubon who will do a program on the Owls of Massachusetts.
- 8) We would like to thank the high school hockey team for coming to the SC last Saturday and doing an outside grounds clean up. Thank you to all the Board members that came by to help, along with Martine Anderson, a former Board member.
- 9) The staff has recently put together a Lifelong Learning Program that will be advertised in the December newsletter and will kick off in January.
- 10) The December newsletter has just been sent out. Added 200 people to newsletter list.
- 11) The Senior Center Expansion is wrapping up and we will work on a final punch list next week. The staff is working on ordering, purchasing and installing various furniture and equipment which will be in progress over the next couple months. It was decided that there will be no carpet on stairs. The bollards have arrived and we are still waiting on café lights, flag pole and new sign out front.
- 12) Main furniture order approved and order has been put in. Exercise equipment order approved and has been put through. Pool tables order is up with the town administrator and is pending approval. I am waiting for a third quote on TV's and will have that shortly to bring to Michael Maresco. Beauty Equipment and smaller accessories will be worked on next. Then we will work on the original building and reupholstering the original furniture where needed.
- 13) New town accountant has started her work this week. Her name is Ann Bastille
- 14) There was a meeting today with facilities, a private contractor and Page about installing the propane tanks.
- 15) Meanwhile the staff is planning a soft opening and the relocation of various classes once we receive the occupancy permit. We plan to start several new fitness classes in December
- 16) Michael Maresco has asked us to plan a ribbon cutting ceremony soon.
- 17) The Kiwanis are putting together some care packages for December in place of the annual Christmas Party.
- 18) We have initiated our volunteer driver program once again and will expand out bus service to include more medical appointments.
- 19) The DPW removed fallen tree in the parking lot which damaged the fence. We are waiting for the fence company to give us a price on replacement of damaged fence in rear of parking lot.

- 20) Santa is coming to town Pier on December 4<sup>th</sup> per Harbormaster
- 21) The planning board held their meeting at the Senior Center on Coastal Resiliency with about 60 or so people in attendance on November 10, 2021.
- 22) We had a nuclear table top training and discussion last night at the EOC that I attended. Many good suggestions came out of that session for both nuclear emergencies and for storm emergencies. More training and volunteer recruitment were two suggestions.
- 23) Lynn Gaughan, Assistant Director attended a meeting this morning on a wrap-up on the last storm with other town departments. This was conducted by the town's emergency manager Art Shaw.
- 24) The clinic is ongoing at the Fair Grounds on Thursday, Friday and Saturday. They are doing 1<sup>st</sup>, 2<sup>nd</sup> and Boosters of both Pfizer and Moderna
- 25) There will be a holiday party for Boards, Committees and Commissions and staff given by the BOS on either December 8<sup>th</sup> or the 15<sup>th</sup> at station 8. I will send out a notice once it is confirmed.
- 26) The Senior Center will be closed on Thursday November 25<sup>th</sup> for Thanksgiving and Friday the 26<sup>th</sup>.
- 27) I submitted the request for the Capital Committee for a new van in FY 2024.
- 28) There will be some budget presentations coming up with the Advisory Board and with the BOS on the FY 2023 budget. The BOS will be either the 6<sup>th</sup> or 20<sup>th</sup> of December. The Advisory portion will be held in January.

**VOTES TAKEN:** Bill moved to approve the minutes of October 20, 2021 Maria seconds the motion. Six members vote in favor. Nancy abstains. Motion passes.

**NEXT MEETING:** December 15, 2021 @ 3:30PM

**ADJOURNMENT:** The meeting was adjourned at 4:58 pm. Sheila makes the motion and Maureen seconds the motion. Motion passes unanimously.

Respectfully submitted,

*Janice Fletcher, Secretary and Carol Hamilton, Director*