

**MINUTES**  
**COUNCIL ON AGING BOARD OF DIRECTORS MEETING**  
**Wednesday, May 17, 2023**

**PRESENT:**

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

**ABSENT** - Bill Scott

**GUESTS:** Suzanne Almendinger, Ben Bembenek

**QUORUM:**

A quorum was present.

**CALL TO ORDER:**

Meeting was called to order at 3:05 PM

**APPROVAL OF MINUTES:**

Fred moved to approve the minutes. Maria seconded. Motion passes. Minutes approved.

**LIAISON REPORTS:**

**COA Boosters** – Sheila attended the meeting of the Boosters held today. Suzanne reported on the Boosters Meeting (May 17, 2023). The Boosters have been given an approved sum of \$1,000 as follows: The name of the grant is: Town of Marshfield, Non-Profit Request Form for fiscal year 2024. We requested \$1,000 to support the COA Marshfield Mates project, an endeavor of the COA Senior Center. The Boosters requested these funds under one of the required needs as defined by the grant: To provide a vital service that the Town does not provide. This grant request was submitted in the warrant at the Annual Town Meeting and was voted on and approved for the sum of \$1,000. It is the intent of the Boosters to channel these funds through the COA Senior Center to individuals who meet the needs as set by the COA Director for emergency assistance through the Marshfield Mates project.” Thank you Suzanne!

The Boosters approved \$176.00 to be used to purchase a Corn Hole Game for the Senior Center along with \$475.00 to purchase specialized books for the Veteran’s Bookcase in the Card Room. Thank you, Boosters! As talked about in our meeting of April 17, the Boosters are considering a fundraiser to be held at the Senior Center and the possibility of a one-day liquor license. The COA Board expressed they would have no objection to the Boosters seeking a liquor license. Suzanne reported today that the Boosters are thankful for our support. The Welcome Mats for the Senior Center’s front and back entrance are arriving today and we thank the Boosters for their donation to purchase the front entrance mat.

Suzanne reported that the Boosters are considering a new membership category highlighting Marshfield business. The Boosters now have between 800 and 900 members and are looking to expand their membership. They are considering a new membership category for Marshfield businesses. More to come on this.

**Old Colony Elder Services** – Maureen attended the OCES Board Meeting on April 25, 2023.

1. SNAP BENEFITS – Governor Healey has signed a supplemental budget that includes 230 million for extra SNAP Benefits. Maureen agreed to be on the OCES Board as Marshfield’s representative and with the COA Board’s recommendation the Selectboard will put on their agenda to approve it.
2. Mass Health Redetermination continues

3. A COA Satisfaction Survey with OCES Services has been completed and will be shared with COA Directors and Outreach Workers.
4. World Elder Abuse Awareness March will be held in Plymouth on June 21, 2023. .

**Old Colony Planning Council** – Carol reported that a Pre Grant-Application was approved for \$7500 to support Social Day. As the result of the approval a grant application will now be submitted for the \$7500.00.

#### **COMMITTEES:**

**AGE FRIENDLY/DEMENTIA FRIENDLY** – **Maria** reported that a meeting was held on May 5<sup>th</sup>. Guest Ned Bangs, Board member on the Recreation Trails Committee attended the meeting. Ned spoke on all the Marshfield Trails and the work that is being done to make them easily accessible and safe for all and especially seniors. Trails are being marked along the way so no one gets lost. The Marshfield High Woodworking Shop is making some benches for the trails and; there are also some covered bridges on some of the trails. As part of Age Friendly, the town is providing beach mats or mobi mats for easy access to the beaches. The public library provides large print books and has donated several hundred to the Senior Center Library. There are speed bumps that are being put in place with more that might be considered. The town is also open to the possibility of additional Senior Housing. Lots more work to be done but seeing great progress

**BUDGET-** No Meeting

**EVALUATION** – Nest meeting is on June 5, 2023.

#### **GOVERNANCE –**

1. At the April 17, 2023, meeting a vote was taken to create an ASSOCIATE MEMBER position to the COA Board. Carol and Sheila met with Mike Maresco for approval, however, per the Town Council this position can only be adopted at Town Meeting. An article will be written for the next Town Meeting and will be put on the warrant.
2. Carol and Sheila also met with Mike to clarify the Town Cash Policy – It has been noted that the town policy states that any gift account money donated to a town department (such as our Senior Center) that is being spent be preapproved for payment by the Select Board. Mike informed Carol and Sheila that he is the person that approves all payments. Carol presented all her account records from the SC and it was agreed that the SC is allowed to spend from the Gift Account, record all expenditures and report by SC Ledger to Mike twice a month.
3. A town policy now requires that departments report and send requests for vacation time, sick time to a specific email that is provided to them for approval and town record keeping. Carol can approve all times, but then all paperwork must be sent to the email provided to her for the town records.

**MARKETING, OUTREACH AND TECHNOLOGY** – No meeting.

**SELF ASSESSMENT** – No meeting

#### **STRATEGIC PLANNING**

1. The Strategic Planning Committee met on May 2, 2023
2. We closed out our 2022 calendar.
3. Budget- Now working on 2025

4. Focus Group-completed and handed off to COA Activities Staff.
5. Promotional Video- Marketing is handling this initiative.
6. We reviewed our 2023 calendar of activities and will focus on Age Friendly activities going forward.
7. Create a 2023 5 year Strategic Plan

Review of Categories:

1. Funding-remains in the plan
2. Marketing remains in plan. Mission Statement will be a focus
3. Nutrition-Survey is complete and this will be removed from plan
4. Evaluation-keep as a place holder
5. Financial Assistance-remains in the plan
6. Age Friendly- will be our 2023 focus
7. Reaccreditation-No longer available- Change to self-assessment. This will remain in the plan
8. Increase Space-Category is complete. Remove this from the plan. With the Board's approval we will move forward on May 22 to review and update our detailed plans

## **DIRECTOR'S REPORT:**

- 1) The glass partition has been installed in the Salon and next step is for the graphic artist to come and put a design on the glass.
- 2) The new outdoor rugs with Logo will arrived today or tomorrow.
- 3) The TV's and HDMI cords will arrive and be installed this Thursday and Friday May 18<sup>th</sup> and 19<sup>th</sup>.
- 4) Gaskets and miscellaneous is being done on the freezer and refrigerator doors today.
- 5) Our bus driver Peter, built a ramp to the new shed in the park.
- 6) Shannon Jameson is leaving her position as Site Manager for Old Colony Elder Services this Friday.
- 7) Jim Lowell, Food Service Manager is out on leave. Peter Crest is covering the café with volunteers.
- 8) We had two very good finalists for the Assistant Director's position and will make a decision shortly.
- 9) Lynn will come back to train the person once in place.
- 10) We met with Michael Maresco on the donation policy.
- 11) The café dishwasher is broken and we are waiting for it to be fixed this week.
- 12) Applied for a grant - South Shore Prevention Center to fund a consultant to develop an Age Friendly Plan.
- 13) I am working on the state reimbursement for the countertops and tile work as the initial paper work has arrived from EOEA on the state earmark for \$25,000.
- 14) The Council on Aging's Health Fair is coming on the 23<sup>rd</sup> of May 9:30 – 1:00 and we have 40 vendors, 3 workshops, several screening clinics, free boxed lunches, prizes and give away items..
- 15) Our Lifelong Learning programs are in full swing and will continue through June.
- 16) We have a Safe Driving Course this Friday through AARP from 10:00 – 3:00.
- 17) We have a live historical performance on the 25<sup>th</sup> of May @ 1:00 on the WWII London Blitz.
- 18) Men's Breakfast will hold their 2<sup>nd</sup> meeting on May 26 with local historian Paul McCarthy. He will speak on the quest to identify a 19<sup>th</sup> Century Wooden Sailing Ship Wrecked in the North River.
- 19) On May 22<sup>nd</sup> at 1:00 we will be having a historical talk on period style clothing and equipment of soldier's of three regiments.
- 20) Mass Audubon will visit us on May 30<sup>th</sup> and present Birds on the Beach.
- 21) May is Elder Law month and Mass Bar will present a program on Taking Control of your Future with attorney Ashley Evirs. The newest resource guide will be given out to participants.
- 22) A Caregiver's Guide to Managing Money will be held on Wednesday May 31<sup>st</sup>. at 3.
- 23) We have completed the Nutrition Survey and are now working on a caregiver survey which is in the May Link. We will publish the results of these studies in an upcoming issue of the Link.

- 24) May is also Older American's month which was established in 1963 so it will celebrate 60 years of this commemoration. It is a time to pay tribute to older citizens and to recognize their contributions in the community.
- 25) We have purchased new books for the Veterans bookcase chosen by the Veterans at the Senior Center. Books are now available for borrowing. The Boosters will fund the books. I am also working on a special sign that the veterans requested for the room.
- 26) I will be working on 2 larger grants, one is due next Monday for technology to EOEA and the other is the OCPC federal money that we apply for, on behalf of the Social Day program.
- 27) We will be hosting a student intern this fall from Bridgewater University. Amy is an undergraduate student.
- 28) The pickle ball court may be fixed this week. I did have another complaint recently about rock throwing and I notified youth baseball and the police.

**VOTES: NONE**

**ADJOURNMENT:** Motion to adjourn made by Maureen and seconded by Janice. Meeting adjourned at 4:06.

**NEXT MEETING:** June 21, 2023

Respectfully submitted,  
*Barbara Van Houten, Secretary and Carol Hamilton, Director*