

MINUTES
COUNCIL ON AGING BOARD OF DIRECTORS MEETING
Wednesday, January 18, 2023

PRESENT:

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

ABSENT: Nancy Currie (excused)

GUESTS: Suzanne Almendinger, President Boosters

QUORUM:

A quorum was present.

CALL TO ORDER:

Meeting was called to order at 3:07 PM

APPROVAL OF MINUTES:

Bill made motion to approve the minutes of November 16, 2022. Maureen moved to approve the minutes. Sheila seconded. Motion passes. Minutes approved.

DISCUSSION: NCOA AND CAR PORT PROJECT:

NCOA:

Discussed NCOA correspondence regarding the status of Accreditation and the Self-Assessment Process. After much consideration and consultation, the NCOA will no longer offer Accreditation but will be transitioning to a new program of Building Excellence. This will be a self-assessment process by the Center with NCOA support thru their online portal. There will no longer be a formal peer review process. Those that choose to share their renewal self-assessment results with NCOA will receive a Self-Assessment Certificate of Completion.

Although we are very disappointed by NCOA's decision to no longer offer Accreditation or Emeritus Status, the SC will continue to explore ways to continue our standard of excellence. Carol will set up a meeting with the Accreditation Committee to discuss next steps on this issue.

STATUS OF MARSHFIELD CAR PORT PROJECT:

The Town of Marshfield will be putting up Solar Car Port structures throughout the town. The SC is listed to have these car ports installed in various places in the parking lot and property. It was decided by the Board to invite Mike Maresco, Town Administrator to our Board Meeting to discuss the project and any concerns that the SC may have regarding the project. The Board voted to have Carol send Michael a written invitation to meet on the subject of Solar Car Port Structures. Maria made the motion and Maureen seconded the motion. Motions was unanimous. Date to be determined.

LIAISON REPORTS:

COA Boosters – Suzanne thanked the board for attending the reception on January 11 to celebrate the installation of an art display system in the Art Studio. The Boosters were the recipient of a \$950 award from the Marshfield Cultural Council. The purpose of installing the system is to showcase the art work of those participating in the art classes. A plaque is mounted on the wall of the art room acknowledging the Marshfield Cultural Council's donation.

Suzanne reported that she was approached by the Pickleball players who play at the Senior Center regarding the possibility of doing a fund raiser which would raise money for accessories for the court. Suzanne explained to the Pickleball group that the Boosters are fund raisers for the Senior Center and any needs/purchases would be from the request of the Senior Center. More to possibly come from this.

Suzanne reminded the board of the invitations to attend the breakfast meeting for the Chamber of Commerce, Thursday, January 19th and the Boosters Annual Meeting, January 20th.

Old Colony Elder Services – No Meeting

Old Colony Planning Council – No Meeting

COMMITTEES:

AGE FRIENDLY/DEMENTIA FRIENDLY –

Carol talked to Mass Healthy Aging for guidance on the Age Friend/Dementia Friendly program. . She will get step by step guidance from AARP on how to proceed with Age Friendly. The meeting was also spent reviewing potential partners/stakeholders for the eight domains. Carol shared the Sterling, MA action plan and will speak to Greg Guimond, Town Planner about attending a future meeting. Next meeting will be held on January 24, 2023.

EVALUATION –

Marilee presented suggestions collected from the suggestion box. Fall Lifelong Learning survey results are also in and will be presented at the next meeting. Kristen surveyed volunteers with a 35% response rate. Carol, Shannon and Judy will look into providing MOW drivers with information regarding possible service needs. A nutrition survey draft was shared. This will be sent out on Survey Monkey with a weekly blast. Participation and registration metrics were shared from the first half of 2022. Lynn to send Q3 and Q4 to Maria to be incorporated and shared at the next Evaluation Meeting. There was no update on the Tracker. The next meeting will be held February 8, 2023.

GOVERNANCE –

Governance Committee met January 10 to review the following policies: Library Policy, Gift Account Policy (no changes to this policy), Board Member Application Procedure and Board Member Application form. A thirty-day review will be made by the board members and will be brought to the table at the next board meeting, February 15 for discussion and voting to approve the changes.

MARKETING, OUTREACH AND TECHNOLOGY –

The Marketing Committee met on Tuesday, January 10, 2023. Our agenda was to review and update our detailed action plan for our Marketing Plan. Carol and Lynn surprised us with a new updated COA Brochure for our review. The Brochure consists of various sections such as; About Us, What We Do What We Offer, The Café, Social Services, Transportation and Volunteers. A copy of the new brochure was shared with the Board. A copy of the updated Marketing Plan was also passed out. Maria has put together a list of businesses that we could partner with such as doctor's offices, churches, pharmacies etc. We are looking at a trial run with our new brochure and select some potential partners and mail out our new brochure with an accompanying letter of introduction. The next meeting is April 18th.

STRATEGIC PLANNING – No Meeting.

DIRECTOR'S REPORT:

- 1) We have extended the hours our Fitness Room to 4:00 PM as of January 3rd. This is in hopes of giving better access to our patrons.
- 2) Thank you to Facilities for the help from student intern Dan for helping us to reorganize our construction materials room in the attic
- 3) We have received 36 applications thus far for the Tax Work-Off Program. We have also received a few site request forms from departments. Applicants this year will earn \$15 per hour (approved by Select Board and can work 100 hours. The length of time applicants can work during the year has also been extended to mid-November.
- 4) We have just finished updating our main brochure with new Logo, pictures and new programs not included in the previous version. (Hand Out)
- 5) Income Tax Return Assistance Intake Forms are now available at the Senior Center. Once forms are completed appointments can be made through the special tax line and will start on February 10th and will run through April 14th. An outside receptacle is being put up this week.
- 6) The Café participation has gotten busier and we are working with Danielle Kerrigan on creating a part time Assistant Food Manager's position. The position will be paid for under the Formula Grant and I met with Michael Maresco today to go over the details.
- 7) The Marshfield COA Booster's annual meeting is this Friday January 20th. They are working on their annual membership drive and have received over 500 applications thus far.
- 8) The Winter Lifelong Learning Program Registration kicks off on January 24, from 9:30 to 11:00. Registration will be ongoing with 9 different courses being offered which are listed in the newsletter.
- 9) Erica Ruscio head of the adult services at the Ventress Library will be coming to the Senior Center on January 31st from 10-2 to assist seniors with technology and other tips and topics. The need for technology help has increased and our volunteers have been busier. Kristen will be adding one more volunteer in the lab in the coming weeks.
- 10) Therapy Gardens will be offering a program on January 30th on Copy Cat recipes and how to make your favorite brands at home that are healthier.
- 11) The Boosters and COA hosted the MCC reception this past week to thank them for their support of new hanging art systems and the many other programs that they are provided us with. Art Classes participated and submitted various art pieces for the event. We had about 30 people in attendance.
- 12) This Thursday, January 19, the Delvena Theatre will present a live performance called "13 Things about Ed Carpolotti – this is a substitute for Cup of Tea - which was supported by the MCC.
- 13) The COA and COA Boosters will be hosting a Chamber of Commerce Meeting for the first time on Thursday January 19th at the Senior Center at 8:30. It will give the COA an opportunity to showcase the Center and educate the members about the various programs and services provided.
- 14) We received a proposal for the outside light for the upper parking lot and park. The cost is about \$3400 and now we are getting a price for the electrical work.
- 15) New lighting is being sourced for the hallway in the gift shop area. The materials are expected to come in in February.
- 16) We are working on getting our remote shades fixed in our dining room. Progress has been slow and the electrical cost has been expensive. We are still waiting for parts from the window treatment company.
- 17) I put a call into the Sheriff's Department this week to check on the status of the painting. It started off well and they had to go to other jobs. They said they will be back by the end of this week or beginning of next.
- 18) The health room floor has been replaced but we are now waiting on a new countertop. We had the vendor come out to measure the counter both in the health room and main ladies room. But the vendor has been slow to get back to us. Calls and emails were put in to the vendor this week once again. This is holding up the paint job both in the health room and the ladies rooms.

- 19) Heat is being fixed in newly renovated area of the original building and it was discovered that a major part was not working and needs to be replaced.
- 20) Our WIFI system needs to be replaced and will cost about \$2000, IT will get a quote ready.
- 21) The final upholstery order was quoted in excess of \$9000 which the Boosters fortunately approved. This will round out all the rest of the window treatments in the existing building and the old kiosk which will be totally reworked. The material has been ordered.
- 22) The town treasurer, Lisa Clark has just arranged a meeting with Leader Bank to consider installing a cash Machine at the Senior Center. The Bank and Town Treasurer will visit the Senior Center on January 30th to take a tour and determine a location.
- 23) The Economic Development Meeting being conducted by the planning Board will take place tonight starting at 6:30.
- 24) There will also be a master plan workshop here on February 8th at 6:30.
- 25) The ATM Warrant opened on January 3, 2023 and closes on January 24, 2023.
- 26) The STM Warrant opens on February 13, and closes on February 28 2023.
- 27) Mike Maresco will conduct a presentation at the Senior Center in February on the new Electrical Aggregate Program.
- 28) New Program Marshfield Mates is being worked on by the COA Staff. There is a description that will go into the Link to recruit volunteers. Do you have a skill or talent that you are willing to share with others? Are you looking for a volunteer opportunity without a fixed time commitment? Then please consider joining the Marshfield Mates, a group of volunteers helping other seniors with simple household tasks such as installing/removing window air conditioning units, hanging curtains and rods, changing lightbulbs, etc. Or perhaps helping seniors set up/operate their televisions, cell phones, tablets, etc. Simple tasks that older Marshfield residents may be unable to do alone.

VOTES TAKEN: The COA Board voted to have Carol Hamilton, Director of COA, extend a written invitation to Michael Maresco, Town Administrator, to attend a meeting with the COA Board on the subject of Solar Car Port Structures to be installed in various places in the SC parking lot and property. Maria made the motion and Maureen seconded the motion. Motion was unanimous

ADJOURNMENT: Motion to adjourn made by Sheila and seconded by Fred. Meeting adjourned at 5:05

NEXT MEETING: February 15, 2023

Respectfully submitted,

Barbara Van Houten, Secretary