

MINUTES

DATE: September 20, 2017

Council on Aging Board

Senior Center

230 Webster Street, Marshfield, Ma 02050

ATTENDANCE: Martine Anderson, Marcy Amore, Sheila Gagnon, Maureen Rosenberg, Carol Hamilton, Bill Scott, Barbara Van Houten, Paul Winget, Maureen Saunders, Fred Monaco

ABSENCE EXCUSED: NONE

QUORUM: A quorum was present

CALL TO ORDER: Meeting was called to order at 3:30 PM

APPROVAL OF MINUTES: Sheila Gagnon moved to approve the minutes of the August 16, 2017 meeting. Seconded by Marcy Amore. Bill Scott and Fred Monaco abstained. **Motion passed.**

LIAISON REPORTS:

COA BOOSTERS:

Carol attended the last portion of the Boosters Meeting and reported that they discussed their upcoming events as follows:

Taken from the minutes of August 16, 2017:

- **October 21, 2017** the Boosters are presenting a show at the COA with "Gary the Silent Clown". In addition to the show, there will be ice cream in the COA parking lot from the 'famous' Lil Duke's -Ice Cream Shoppe in Pembroke.
- **November 4, 2017** is the Booster's Craft Show.
- **2018** - Upcoming is the possibility of a music concert sometime next year. The Infractions and The Loving Cup are two of the bands that are being looked at to perform.
- **2018** – The Booster Fest is being considered to be moved to either January or February 2018.

The Boosters are working on the possibility of a Fashion Show which would be held sometime the beginning of 2018. Bill reported that the new pool table cover purchased by the Boosters has arrived. Thank you to the Boosters!

OCES:

No Meeting – No Report.

OCPC: Martine attended the OCPC meeting and reported that the guest speaker was from AARP. One of the topics presented to the group was on "A Life Reimagined – How to Manage One's Life." Martine brought a pamphlet to the Board, on A Life Reimagined and suggested that we might consider inviting AARP to our center to present on this topic. More to come on this.

COMMITTEE ASSIGNMENTS AND REPORTS:

ACCREDITATION:

Marcy reported that the evaluation documentation has been completed and is ready for the CIC Meeting on Wednesday, September 27, 2017. Materials for the meeting were mailed to the CIC members today. The packet contained a letter explaining the meeting process, Suggestion Box Question and Answers, studies that were performed, and various other documents. We are coming up to the finish line with three remaining standards to be completed. Facilities, Records and Reports and Budget remain.

BUDGET/STAFFING/FISCAL MANAGEMENT:

A preliminary budget spread sheet and cover letter were distributed by the Director to the Board members for the fiscal 2019 budget submission. A discussion was held on budget needs and staffing.

Sheila made a motion that the Board supports the overall budget and all increases in its entirety as written and presented. This includes: Marcy seconded the motion. Motion passed unanimously.

- Upgrade to the Social Services Coordinator professional position
- Position of Assistant Director
- Social Services Salary Grade Level Increase
- Half Time Custodian position
- Capital Outlay of \$14,875 for new phone system
- Equipment maintenance - \$1,000.00
- \$10,000 to the cleaning budget as the building has aged and sustains increased usage.
- Tax Work Off through a separate warrant article for \$45,000.00
- Funds for expansion to the Senior Center – proposal completed for 2018 town meeting

GOVERNANCE:

Sheila reported that there are four policies due for review by the Board. They are as follows:

- The Library Policy
- Emergency Displacement Policy
- Check and Cash Handling
- Evaluation Policy

Copies of the policies were distributed to the Board members for a **30-day review**. Sheila instructed that if there are questions or changes on any of the policies, the Board member should email either Sheila and/or Barbara with their questions or suggested changes for approval at the October 18, 2017 meeting.

GROUNDS:

No meeting. No report. Martini gave a brief update on her work this summer with the new intern, Jack. Martine stated they worked well together, Jack is a hard worker and happy to be a part of the grounds crew.

EVALUATION:

No meeting. No report. Carol passed out to the Board, the Marshfield COA's Evaluation Plan & Tracker. This is a document which lists by Category (Operations or a Program), The **Plan**: Evaluation, Purpose, Survey/outcome Audiences, Individual(s) Responsible, Collection Method(s), Completion Date and the **Action**: Recommended Action Plan and Individual(s) Responsible, Target Completion Date, and Status.

EVENTS—VOLUNTEER RECOGNITION:

Volunteer Luncheon October 14, 2017.

MARKETING/ OUTREACH:

The Committee met on August 29th to review and discuss the marketing video. Maureen Rosenberg reported the premier showing of the marketing video which was to be presented on September 21, 2017 has been postponed. Maureen, Paul, Martine and Marilee met with the Marshfield Community TV last Friday and it was decided to postpone the showing for editing purposes. The group will meet with the Marshfield Community TV on Tuesday, September 26th to review the edits. In the meantime, the premier of the video from the recent COA Health Fair will be shown at the COA Rocks function tomorrow, September 21st.

PROJECT DEVELOPMENT:

Outdoor Recreation:

Sheila reported that phase II of the outdoor recreation project for the upper parking lot and stairs has been sent out for bid. We anticipate that we will complete this phase no later than the spring of 2018. We are still waiting for in-kind tree cutting to take place. A CPC application will need to be submitted for Phase III of the outdoor recreation project. The project development committee plan to meet with a representative from CPC to discuss the next phase prior to the submittal.

UMass Survey:

Carol, Bill and Sheila met with UMass to discuss starting the program and services survey. UMass is working with the committee to gather information prior to distributing the surveys. The surveys will be available after the holidays and the entire process is expected to be completed in the spring. There will be a final presentation on the results from UMass Boston.

STRATEGIC PLANNING:

No meeting. No Report

TECHNOLOGY:

No Meeting. No Report.

NOMINATING COMMITTEE:

Bill, Paul and Marcy were appointed to the nominating committee for this year's elections. The nominating committee will convene at a posted meeting later today. They will discuss nominations for upcoming election of next Chairman and Vice Chairman after today's board meeting.

TRANSPORTATION:

There was no committee meeting. Carol gave an update on some of the various discussions with regard to Gatra /A&E Metro and meeting the needs of transporting those who use the bus, the needs of transporting disabled passengers the costs per ride, budget concerns, and the need for more vehicles due to the need for more transportation. The Board will discuss this in more detail at a later date.

DIRECTOR'S REPORT:

- 1) The Sheriff's Department has done a wonderful job with exterior painting job of the Senior Center which was completed last week.
- 2) Sometime this month we will be getting all new exterior and interior LED lighting which will *be more* energy efficient and long lasting. This was courtesy of a grant through the facilities manager. Brian Adams, Facilities Manager has resigned and will leave the end of September.
- 3) Several departments have gotten together to discuss putting together a budget request for building cameras for Fiscal 2019. This would involve an up-front capital expense and an ongoing equipment maintenance expense. The new equipment will piggy back off of the old camera system. Eric Johnson from Lan Tel did a walk-through of the Senior Center and will work up an estimate.
- 4) We will be applying for a new LCC grant in coordination with Davis Spates for a Celtic musical program in March 2018. Grants are due October 16, 2017.
- 5) We received a \$500 grant from the trust fund for Volunteer Recognition. The award was much less this year due to more requests.
- 6) The 50 Plus Job Seekers Networking Group is starting up again on September 21st from 9-11 am. We received a grant award in conjunction with the Halifax Council on Aging. The grant will fund the facilitator of the group and much of the administrative work. Marilee will be the co-facilitator of the group.
- 7) We had our Lifelong Learning Kick Off on September 12th. The registration procedure had been changed and was chaotic. We will have a meeting to see what we can improve for next spring. Despite this we had a good response to the many courses that we are offering and people are continuing to sign up. We have waiting list for some of our programs.
- 8) Suzanne and Marilee continue to work on a retiree informational seminar and will wait until spring to offer this program.
- 9) We met with Jan Mutchler of UMass and talked about moving forward with the project. It will take 8 months due to the Christmas Holiday break. Jan had begun work on the project and will be interviewing 3 key informants in the near future.
- 10) The Triad downsizing presentation was quite popular with 38 people in attendance.
- 11) Our technology fair will be held on October 16, 2017 from 9-3.
- 12) We are offering a bow making class as requested out of the suggestion box.
- 13) Marilee's cultural trip the play Lizzie has been a big success and we will add another bus.

- 14) Open enrollment for Medicare Part D will begin on October 15th which will keep the SC department very busy.
- 15) We will have a Medicare presentation on October 18th at 1:00 presented by the Regional Shine Coordinator Mary Bessey.
- 16) The student from Bridgewater University, Katy Dahlen began her semester September 11, 2107. She will be working on a variety of projects including the Friendly Visitor Program.
- 17) We have a new senior aide, Barbara Keohan that will assist us with activities and office tasks. Barbara started September 18, 2017 and will work 20 hours per week under Citizens for Citizens.
- 18) The new COA bus is due to arrive at National Van Builders by the end of October, which we should receive by the first week in November.
- 19) The CPC Phase II project went out to bid and bids are due in on September 28th. The DPW is assisting us with all technical aspects of the project. Several firms had requested plans for the project. They had an onsite pre construction meeting today. Brandon Riley, Weston and Sampson and Charlie Swanson, DPW were in attendance.
- 20) Brian Adams, Facilities Manager is providing guidance on going out to bid for a design development study to expand the Senior Center.
- 21) Representatives from the Charter Review Committee will be at the Senior Center on October 24th at 3:30. They will discuss the charter review process and encourage public input.
- 22) The town is actively trying to fill positions for the town administrator, the building commissioner, and the facilities manager positions.
- 23) The special town meeting will take place Monday October 16, 2017 at 7:00 pm. There are 20 articles and the final warrant will be available shortly.
- 24) The Director discussed the new marketing manual just released from MCOA and distributed a copy of the table of contents. There will be two copies made; one for the COA office and one for the Marketing Committee.

OLD BUSINESS: None

NEW BUSINESS:

COA BOARD VOTES:

Fiscal 2019 Budget. The Marshfield COA Board voted unanimously to support the Fiscal 2019 Budget in its entirety as written and presented. Sheila made a motion that the Board supports the overall budget and all increases in its entirety as written and presented. Marcy seconded the motion. Motion passed unanimously. (See Budget Committee Section)

NEXT MEETING: The annual meeting of the COA Board is scheduled for October 18, 2017 @ 3:30 P.M.

ADJOURNMENT: Meeting was adjourned at 5:16 PM. It was moved by Sheila and seconded by Maureen R. Motion passed.

Respectfully submitted,

Barbara Van Houten, COA Board Secretary