

MINUTES

DATE: October 18, 2017

Council on Aging Board Meeting

Senior Center, 230 Webster Street, Marshfield, MA 02050

ATTENDANCE: Marcy Amore, Fred Monaco, Maureen Rosenberg, Maureen Saunders, Bill Scott, Barbara Van Houten, Paul Winget, Carol Hamilton, Suzanne Allmendinger

ABSENCE EXCUSED: Martine Anderson, Sheila Gagnon

QUORUM: A quorum was present.

CALL TO ORDER: Meeting was called to order at 3:30 P.M.

APPROVAL OF MINUTES: Marcy moved to approve the minutes of the September 18, 2017 meeting. The motion was seconded by Fred. Motion passed.

NOMINATING COMMITTEE: The Committee reported on their meeting on September 18th, announcing the upcoming slate of officers: Sheila Gagnon - Board Chair, Barbara Van Houten - Assistant Chair and Maureen Rosenberg - Secretary. Fred moved that the Board accept all nominations. Marcy seconded. Motion passed.

OPEN SPACE REPORT:

Horsley and Witten are working with the town to produce an update of the 7 year old Open Space Inventory. Several representatives working on that project briefly attended the meeting to pass out draft reports of the Inventory and invite comments or corrections to be directed to kmoravet@horsleywitten.com. The final report will be reviewed by the Board of Selectman and posted on the town's website. The Board made a few suggestions and the COA will share information about the CPC outdoor recreation project and the survey via e-mail.

LIASON REPORTS:

COA BOOSTERS: The last meeting was October 16th. Members are busy doing publicity and making signage for the upcoming Gary the Clown Show on October 21st and the Craft Fair/Bake Sale on November 4th. The Boosters approved a purchase of \$1864.85 for a new portable Smart TV for the Senior Center. The Boosterfest (annual meeting) will be on December 18th from 2:00 to 3:30. Several ideas for next year's fundraisers are under consideration. The Boosters Board made three requests of Carol pertaining to 1) access to the building in off-hours, 2) permission to serve alcohol at certain Senior Center fundraising events and 3) Booster representation on any future building committee(s). Carol will schedule a meeting to resolve these issues.

OCES: A comprehensive list of all Programs and Services supported by OCES, updated on 9/13/17, was distributed.

OCPC: No report.

COMMITTEE ASSIGNMENTS AND REPORTS:

ACCREDITATION: The most recent Community Input Committee met on September 27th, completing the last piece of the Evaluation Standard which was a complicated chapter. CIC members complained about the

confusing workbook questionnaire. Marcy and Carol have just begun work on the Fiscal and Asset Responsibility standard, one of the three remaining.

BUDGET/STAFFING/FISCAL MANAGEMENT: Sheila, Bill and Carol, met with Patrick Dello Russo (Town Treasurer) to advocate for a full-time Assistant Director Position and received support for the request. The COA was also allowed to put an additional \$10,000 in the budget for cleaning and maintenance in lieu of an additional part-time position. There was also a discussion about a request for a new phone system to replace our present dysfunctional and inadequate system. There was a capital budget request for expansion of the Senior Center. A debt exclusion would be necessary to fund this project. Another budget meeting has been scheduled for November 8, 2017, with the new Town Administrator, Mike Maresco.

GOVERNANCE: The Emergency Displacement and Continuity of Operations Policy, Program and Service Evaluation Policy, Check and Cash Handling Policy and the Library Policy that were distributed at the last Board meeting for review. Marcy moved that the Board accept all four policies with minor grammatical changes that Carol will fix. Paul seconded. Motion passed. Carol will distribute the corrected policies next week.

GROUNDS: There are two new volunteers available for grounds work. A kitchen volunteer will use his downtime to work outside once weekly. A Youth Baseball leader wants to bring a group of Middle School kids to do general cleanup work. Carol is also working with Ground Effects to clean out all the garden beds for the fall.

EVALUATION: The next meeting is scheduled for November 14th at 10:30. A new Evaluation Form will be used for all programs was distributed for review.

EVENTS: The Volunteer Luncheon was a big success, thanks as always to Donna's hard work. We hope to work harder next year to make certain that there is adequate representation from the town officials.

MARKETING/OUTREACH: Editing of the MCTV video is progressing and will be completed in November. Hopefully it will be done and shown at the next Board Meeting. The Committee is working to increase the Senior Center's Facebook presence and to increase the volume and quality of information that is now posted several times a week targeting younger seniors. There was a 29% increase in followers in the last month.

PROJECT DEVELOPMENT: Bill reported on the Outdoor Recreation Project. There were 6 bids for Phase 2 (Upper level parking and new stairs) that were all disqualified for technical reasons. The DPW and Weston and Sampson have since advertised a 2nd RFP. The project will not begin until after Thanksgiving. A scaled down application will be resubmitted to the CPC for Phase 3 funding by October 31st as our former request for \$895,000 was denied.

STRATEGIC PLANNING: The Committee met on October 2nd and reviewed and updated the status of the actions and initiatives included in the Strategic Plan. They also decided that additional research concerning the Café Project will be put on hold until after Building Expansion. The October 2, 2017 Strategic Plan was distributed for review.

TRANSPORTATION: Committee is presently inactive.

DIRECTOR'S REPORT:

- 1) This past Saturday, we honored 297 volunteers that provided 39,380 hours for FY 2017. There were 150 in attendance. The day went very well.
- 2) We had a Technology Fair with 46 people attending 5 various sessions.
- 3) Seminar for Medicare Beneficiaries on Wednesday, October 18th @ 1:00 pm. The regional shine coordinator, Mary Bessey will review changes for Medicare part D, supplemental plans, Medicare Advantage, and Prescription Advantage.
- 4) The Charter Commission will be providing a presentation of proposed changes in the town Charter on October 24, 2017 @ 3:30. Open to the public.
- 5) The district attorney's office will be offering a Public Safety Luncheon for Senior on November 9th at Massasoit Conference Center on November 9, 2017. Ten tickets are available at the COA.
- 6) The COA Boosters will be presenting a fundraiser "Gary the Clown" at the Senior Center this Saturday, October 21, 2017 from 1-3. \$5 pp
- 7) Craft Fair is Saturday, November 4, 2017.
- 8) On November 8, 2017 our Triad Group will host speakers from the office of consumer affairs and business regulation and will talk about holiday shopping trips, consumer rights, credit card scams and protections and much more.
- 9) The Marshfield COA will host a Legislative Breakfast on November 17, 2017 with 4 other south shore towns. We are also fortunate to have the Executive Director, MCOA Dave Stevens as key note speaker. We will discuss legislative initiatives. Mark your calendar & spread the word.
- 10) On November 13, 2017 @ 1:00 we will have a presentation on living with grief around the holidays with bereavement coordinator Kathleen McAleer. She will discuss the challenges and coping tips for managing the holidays.
- 11) Our encore networking job seekers group will meet this Thursday, October 19th at 9:00.
- 12) Phase II of our outdoor recreation project has been publicized for bids, as our first group was rejected. Advertisement has gone out in the central registry.
- 13) New Yoga class in the later afternoons at 3:30 for working seniors or others that will start on Wednesday, November 1, 2017.
- 14) Openings for lifelong learning are still available - Just beginning a class in the Constitution, with Carol Neeley starting this Friday October 20th, Genealogy Forum November 1, at the library, Historic Lecture of daily life in Marshfield in the 1600's on November 16, Art History Genres with Tony Pilla starting November 8th for 3 sessions. (still life, portraits, & landscapes.
- 15) All Floors have been washed and waxed, all rugs shampooed.
- 16) We are working on having chairs re-covered and a few window treatments fixed or added which are part of this is homeland security recommendation.
- 17) Budget meeting with Patrick and new town administrator Mike Maresco November 8, 2017 @ 8:30.
- 18) See new general evaluation form developed and reviewed by COA staff. Marilee is currently distributing this to the various classes for feedback.
- 19) The Y'ise Gardener's needed space and we will be able to accommodate them 1X per week. They will work with us on some classes or beautification.
- 20) The Kiwanis Christmas Party is at the Daniel Webster School on Saturday, December 9th. Help for set up from Board members is needed at 9:00 am the day of the event. Lunch is served at noon.

- 21) A Variety Show is being organized by Joan Weinman, on December 21, and she would like to donate to the Hurricane Effort with the proceeds.

OLD BUSINESS: None

NEW BUSINESS: None

COA BOARD VOTES:

1. FY 2018 slate of officers: Sheila Gagnon - Board Chair, Barbara Van Houten - Assistant Chair and Maureen Rosenberg – Secretary, was approved. Fred moved and Marcy seconded. Motion passed unanimously.
2. The Emergency Displacement and Continuity of Operations Policy, Program and Service Evaluation Policy, Check and Cash Handling Policy and the Library Policy were approved. Marcy moved and Paul seconded. Motion passed.

NEXT MEETING:

The next COA Board Meeting is scheduled for November 15, 2017 at 3:30 PM

ADJOURMENT: The meeting was adjourned at 5:40PM. Fred moved and Paul seconded. Motion passed.

Respectfully submitted,
Marcy Amore for Barbara Van Houten, Board Secretary