

COA BOARD MINUTES

DATE: November 15, 2017

Council on Aging Board

Senior Center

230 Webster Street, Marshfield, Ma 02050

ATTENDANCE:

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

GUESTS: Professor Jan Mutchler - UMass Gerontology, Donna Weinberg - COA Project Coordinator, Lynn Gaughan - Office Manager.

ABSENCE EXCUSED:

QUORUM: A quorum was present.

CALL TO ORDER: Meeting was called to order at 3:35 PM.

APPROVAL OF MINUTES: Bill Scott moved to approve the minutes of the November 15, 2017 meeting. Seconded by Marcy. Martine abstained. **Motion passed.**

UNIVERSITY OF MASSACHUSETTS REPORT: Professor Jan Mutchler, Director for Center for Social & Demographic Research in Aging, met with the Board to discuss the upcoming "Programs and Services Survey". Professor Mutchler requested to record the discussion, there were no objections from the Board. Donna Weinberg and Lynn Gaughan were present for this discussion. The survey is scheduled to be conducted in January with results available in April 2018. Pam began the discussion by presenting data that demonstrates a continuing trend in growth in the senior population, noting that within 10 years, one third of the Marshfield population is expected to be 60 and older. The group next discussed the Center's Programming and Services and the changing demands of today's senior, for example more fitness and exercise classes. The group also discussed our need for additional space and the challenges we face in meeting current demands.

LIAISON REPORTS:

COA BOOSTERS: The Board discussed three requests presented by the Boosters at the October meeting of the Board: Access to the Senior Center for after-hours events and how that gets staffed; the option to serve alcohol at Booster Fundraiser Events and a request that there be a Booster representative appointed to the Building Committee. Following discussion a vote was passed to provide the Boosters a written response to these requests.

OCES: Maureen S provided the following report. Giving Tuesday is November 28, 2017. This is a major fundraiser for OCES. OCES along with others have volunteered to be resources for people who are relocating due to recent hurricanes. OCES has partnered with Honoring Choices and has been successful in engaging people in conversations regarding their health care wishes and assisting them in taking the next steps in planning.

OCPC: No meeting. The next meeting is scheduled for January 18, 2018.

COMMITTEE ASSIGNMENTS AND REPORTS:

ACCREDITATION: No report. The next meeting is scheduled for December 13, 2017 at 1:00 PM.

BUDGET/STAFFING/FISCAL MANAGEMENT: Sheila and Carol met with Patrick Dello Russo and Mike Maresco on the Fiscal 2019 budget. They reviewed salaries and expenses. No decisions were made but we will hear more as time goes on.

GOVERNANCE: Revisions to the following policies were distributed: Library; Program and Service Evaluation; Check and Cash Handling; and Emergency Displacement & Continuity of Operations. Board members were reminded to update their Policy Manuals. A replacement Table of Contents was also distributed.

GROUNDWORK: The Marshfield Youth Football League conducted an all Marshfield Community Service Project on Saturday, November 11. The Senior Center was chosen as one of the locations. Martine met one of the MYFL coaches two Saturdays before to scope out the work areas and identify what would be possible given the ages of the kids, for a fall cleanup of the grounds. By the time Saturday came, Ground Effects had cleaned up most of the beds around the building which freed up the football players to do the drudge work! And they did! Approximately twenty four 13-14 year olds came with chaperones. Armed with leaf blowers, rakes and wheel barrows they weeded and cleaned all the curb areas. They did a great job! Paul Winget and Maureen S. and Bob Saunders came to help supervise and work. Carol did her share also and set up snacks for the kids. The weather turned out fairly warm and windless so it was a beautiful day for community service. Martine asked Carol to write a letter, perhaps with a picture, to the local paper thanking the MYFL for choosing the Senior Center as one of the fall cleanup locations.

EVALUATION: The Evaluation Committee met on Tuesday November 14, and reviewed the revised feedback sheet which the staff will use to gather feedback from participants for regular on-going program activities. The form gives more opportunities to comment on the programs, the benefits derived from participating and space to provide personal stories about their class experience. The survey results will be tallied and reviewed at our next meeting February 13, 2018 at 10:30AM at the Senior Center.

EVENTS: No Report

MARKETING/ OUTREACH: No meeting since the last Board meeting. The video is still being worked on by the Community Television Team.

TECHNOLOGY: First meeting scheduled for November 28, 2017 at 11:00 AM.

PROJECT DEVELOPMENT: An application has been submitted to the Community Preservation Committee for funding for phase III of the Outdoor Recreation Project for the COA and MYBL. Sheila, Carol and Brian presented the information about the application and the request for funding on November 8, 2017. No decisions on funding have been made by the CPC.

STRATEGIC PLANNING: No report. The group will meet next on January 9-2018 @ 10:30 am.

TRANSPORTATION: No report.

DIRECTOR'S REPORT:

- 1) The trees have been taken down for the phase 2 and 3 areas of the outdoor recreation area. This labor was donated by a local company at no cost to the town. There needs to be further stumping and chipping work done.
- 2) The bid period for the RFP ended and the bids were read on November 2, 2017. A low bidder was identified, without deducts included. DPW will award it at their Board meeting. A contract will be worked on and then construction will begin on upper parking lot and on the stairs in December.

- 3) Sheila, Carol and Brian made a presentation to CPC on phase III. An application has been submitted. There are no decisions on funding as yet.
- 4) The Marshfield COA will host a Legislative Breakfast on November 17, 2017 with 5 other south shore towns. We are also fortunate to have the Executive Director of MCOA Dave Stevens as key note speaker. We will discuss legislative initiatives. Mark your calendar & spread the word.
- 5) The Kiwanis Christmas Party is at the Daniel Webster School on Saturday, December 9th. We will need help for set up from Board members at 9:00 am the day of the event. Lunch is served at noon.
- 6) A Variety Show in December is being put on by Joan Weinman, who wants to donate to the local food pantry.
- 7) All cloth chair seats have been recovered in vinyl due to prior stains. The vinyl should be more durable.
- 8) The new yoga class on Wednesdays at 3:30 is geared for Boomers and working people. The first class was filled.
- 9) Encore Career Job seekers Networking Program will be this Thursday, November 16, 2017 from 9-11 am.
- 10) Lifelong Learning is winding down. A few of the committee members got together to review evaluations from the spring semester. The staff has also reviewed the fall registration process and will make some adjustments for the spring. Tentative kick off will be April 10, 2018
- 11) Sheila and Carol met with Patrick Dello Russo and Mike Maresco on the Fiscal 2019 budget. We reviewed salaries and expenses. No decisions were made but we will hear more as time goes on.
- 12) The new bus is in and getting ready to put on the road. Old bus has been auctioned by the town treasurer.
- 13) The annual Christmas sale for the gift shop starts on December 4th.
- 14) The student is working on implementing the friendly visitor program and an article will go in the December Link.
- 15) The open enrollment for Medicare Part D is ending December 7th and the Social Service Coordinator and Shine Volunteer have filled all but a few appointments. Allan Rosenberg, Shine Volunteer has been a tremendous help to the Social Service Coordinator.
- 16) A cultural trip is being planned for December 7th to Plimouth Plantation. Other trips are being explored for the spring.
- 17) We are still working on the annual town report.
- 18) We finally got a formula grant figure at \$9.70 per elder. The grant has been submitted to Elder Affairs.
- 19) Ground Effects have been here to beautify the beds around the building.
- 20) The MYBL volunteer's cleanup day was last Saturday, Nov 11th. It was a big success.
- 21) The Hockey team has been lined up to do yard work for 9 seniors in Marshfield coordinated by Judy Sansone, Social Service Coordinator.
- 22) There will be a retirement party for Rocco Longo on November 29th, see flyer.

OLD BUSINESS: No report

NEW BUSINESS: No report

COA BOARD VOTES:

1. Bill Scott made a motion, which was unanimously passed, to empower the officers of the Board, based on research and discussion, to write a letter to the Boosters in response to their three requests:

The Director's need to be in the building for after-hours event; ability to serve alcohol at events; and representation on the upcoming Building Committee.

NEXT MEETING: The next COA Board meeting is scheduled for December 20, 2017 @ 3:30 PM.

ADJOURMENT: Meeting was adjourned at 5:24 PM. Moved by Maureen S and seconded by Fred. Motion passed.

Respectfully submitted,

Maureen Rosenberg, COA Board Secretary