

MINUTES

DATE: December 12, 2018

TIME: 3:30

PLACE: Senior Center, 230 Webster St., Marshfield, MA (Conference Room)

ATTENDANCE: Sheila Gagnon, Barbara Van Houten, Martine Anderson, Maureen Rosenberg, Paul Winget, Maureen Saunders, Fred Monaco, Marcy Amore, Carol Hamilton – Director COA.

ABSENT EXCUSED: William Scott

GUESTS: Barry Cornwall at large and Sandy Southerland from the COA Boosters

CALL TO ORDER: 3:35 pm

APPROVAL OF MINUTES: Motion to approve the minutes of October 17, 2018 by Fred, 2nd by Paul; approval was unanimous except for one abstention from Marcy. Motion passed.

LIAISON REPORTS:

COA Boosters: Sandy Southerland reported The Craft Fair was very successful, raising over \$3000, an increase over 2017.

Sheila complemented the Boosters on their latest letter inviting membership, which is up significantly. The next Booster's Board meeting will be 12-9.

Old Colony Elder Services Board of Directors meeting 11/18/2018: Maureen Saunders' report: Community Programs at OCES: Brenda Carrens, OCES Volunteer Programs Manager, presented an overview of Healthy Living, Family Caregiver Support, and the Volunteer Program. The programs are robust and offer many options for those using OCES. The RSVP (Retired and Senior Volunteer Program) of Plymouth Count enhances our communities.

OCES Board of Directors meeting 10/23/2018: Maureen also reported: Mass Home Care; many Age and Dementia initiatives are taking place across the state. Best practices on Disaster Planning were presented by Elder Services of the Merrimack Valley due to the recent gas explosion. Buried in Treasures – Hoarding workshops will start March 5th in Kingston. Protective Services will meet with area Outreach workers on 11/20 at the E. Bridgewater COA to discuss their Program. The Duxbury COA showed Gen Silent November 8; a film concerning the Aging and LGBT communities.

Old Colony Planning Council: No meeting was held.

COA SUB-COMMITTEES:**ACCREDITATION:**

Marcy Reported: After five years the book is done. We have now collected all the required documents and are putting together a list of everything needed in order to make sure each of them is still correct and updated. It is going to be a long list, as nearly everything needs some attention. Marcy is going through each standard and the Director, Carol Hamilton, or she will do the updating. Once this is done, Lynn, Barbara and she will start preparing the books for submission.

BUDGET/FISCAL MANAGEMENT: Carol provided each Board Member a copy of the latest Budget proposal and First Quarterly Report for Fiscal 2019 was distributed. .

GOVERNANCE: No Report.

GROUNDS: Carol requested a fall clean up from the DPW who stated they were extremely busy. She will check on the current status with Sean Patterson, Superintendent of the Highway Department. Sheila wondered if we should contact the Boosters for monetary support for this. It should be part of the COA Budget. Martine wondered what happened to the contact from Youth Football who helped clean up last fall. Carol had been contacted but there was no follow-up from the group.

EVALUATION: No report.

EVENTS: No report. (The 15th Anniversary Luncheon October 20 was very successful!)

MARKETING/OUTREACH/TECHNOLOGY: Barbara reported the Committee met Oct. 22. The COA Board was provided a copy of the Marketing Plan, updated October 18, 2018, and Marketing Plan part 2 dated November 9, 2018. Background: At the Aug. 20 meeting The Committee Reviewed the Quarterly Plan dated April 5, 2018; updates to the plan were made. Target Partners and their status were also updated with current information and dates. Carol presented the new updated current plan dated August 28, 2018 for approval. A review of the Target Partners, Objectives, Action Plan, and Status was made, and once again updated with current information. FYI: Some of the Target Partners on the Marketing Plan are Youth Groups, Small Businesses, State and Local Government, Medical and Health, Media, and Service Clubs.

PROJECT DEVELOPMENT: Design Development and CPC will be covered under the Director's Report.

SENIOR CENTER EXPANSION COMMITTEE: The first meeting of the Committee was held on October 25, 2018. Two subsequent meetings have been held since then. Community members are: Nancy Currie, Barry Cornwall, Matt Currie, Tom Halliday, Anne Marie Roth, and Sandy Sutherland. COA Board members are: Maureen Rosenberg and Barbara Van Houten. The charge for the Committee is to develop and execute a plan to secure community support for the Senior Center expansion. The development of the outreach plan and its' components is well under way. The expectation is that the expansion will become a Warrant Article in the April 2019 Town Meeting.

STRATEGIC PLANNING: A copy of the Strategic Plan updated November 9, 2018 was presented, as well as a summary of COA Activities planned for 2019, and a Review of 2018.

DIRECTOR'S REPORT:

- 1) Lynn Gaughan was hired for the new position of Assistant Director.
- 2) We are working with HR on hiring a full time Administrative Clerk to replace L.G. This includes revising the job description.
- 3) We will be advertising for another part time van driver. I have forwarded a job description and a sample job posting, as Joseph Hastry resigned in November.
- 4) I have spoken to the HR about hiring a part time Social Service Coordinator and we will pursue this once the clerk is in place.
- 5) The Bridgewater University Student is working closely with the staff and hopes to focus more on the FV program for next semester. She assisted staff with a transportation survey. Please see a copy of the survey and a synopsis of the response. Pat Sweeney, Lynn and Carol met to discuss the results and put together a new schedule that reflects the needs and interests of our riders for Tuesdays.
- 6) See the quarterly budget report for the 1st quarter (hand out)
- 7) See the proposed budget for the FY 2020 budget year per P. Dello Russo
- 8) Lynn has also revamped and streamlined all of the front desk transportation sheets to make it easier for the front desk dispatch and volunteers and drivers.
- 9) The staff met and put together a plan for the registration for the Winter Lifelong Learning Series which will take place on January 4, 2018 @ 9:30. We will offer 6 courses that will run in January and February. See insert in the Link for more details
- 10) The COA Boosters approved \$2500 for a variety of needs such as: new dollies, walkee talkies, a new Christmas tree, and some headphones for the lab.
- 11) We received a \$50,000 gift from Herb and Pauline Emilson for furnishings and equipment for the new building expansion. We received a \$1000 gift from the estate of Lucille Peterson unrestricted. .
- 12) See list of strategic planning for activities for 2019 along with some of the accomplishments of 2018 put together by Marilee.
- 13) We will release a winter addition of the suggestion box in the January or February issue of the newsletter.
- 14) Tax work off program had 34 participants this year. We will roll out another application which will be available January 2, 2019.

- 15) The Shine Open Enrollment Season concluded on December 7th. Judy Sansone and Alan Rosenberg have worked non-stop on appointments with seniors that have called. Judy has also booked into next year. We will have final #'s at a later date, once tabulated.
- 16) We had made notice of the plastic bag bylaw will take effect on January 24 2019. We wanted to make it easier on our seniors in this transition by designing a reusable bag with the Senior Center information. We can promote the Senior Center with these reusable bags. Any thoughts?
- 17) The Massachusetts Healthy Aging Report is out which outlines each community with various health care indicators and how it compares to the state estimates. This report will assist us with program planning and potential demonstration grants through MCOA.
- 18) The annual Kiwanis Christmas Party will take place this Saturday December 15th. We have about 150 signed up. There will be some Carolers from one of the local schools entertaining the crowd this year.
- 19) Due to its popularity in the Lifelong Learning Program, we have set up the Essentrics Fitness Class to run on a regular basis on Fridays from 10-11, taught by Barbara Leary.
- 20) We will also pilot a new fitness and strength training class on Friday mornings at 8:00 am starting in January.
- 21) Blue Cross Blue Shield will be coming to talk about health care options on Monday January 14th.
- 22) Triad will host a session on hearing lost and technology on January 9th at 1:00, by Hearing Health Care Professionals.
- 23) Carol met with the engineers from DPW to have a discussion around procurement of phase 3 of the outdoor recreation area. We plan to review the information and get together once again.
- 24) The COA and Town Administration and Facilities are working together on the senior center expansion design and related budget in preparation for a warrant article.
- 25) The hot water heater is leaking and needs to be replaced. The facilities manager and plumber are working on the issue.
- 26) I attended an MCOA meeting last week. One of the topics was the upcoming Legislative issues. The membership voted to ask for 17,000.000 million for FY 20. This would basically keep the Formula Grant at \$12 per elder but add back in the Sig Grant money for special projects. We plan to hold another legislative breakfast in the winter or early spring in conjunction with several other COA's.
- 27) Town Holiday Party tonight - see flyer
- 28) Hand Outs, New updated Strategic Plan, New updated Marketing Plan

VOTES TAKEN: None.

NEXT MEETING: January 16, 2019 @ 3:30 pm, @ the Senior Center

ADJOURNMENT: 4:30, Marcy moved, Maureen Saunders 2nd.