

MINUTES

DATE: January 16, 2019

TIME: 3:30

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

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

ABSENT EXCUSED: Paul Winget

CALL TO ORDER: 3:35 pm

APPROVAL OF MINUTES: Motion to approve the minutes of December 12, 2018 by Martine; 2nd by Fred; approval was unanimous. One abstention, Bill Scott.

LIAISON REPORTS:

COA Boosters: No Report but the Boosters did replenish the Director's discretionary account up to \$1000.

Old Colony Elder Services: No Report. No meeting in December, OCES board will meet the week of January 21st.

Old Colony Planning Council: No report given. The next meeting will take place on January 31, 2019 @ 1:30 pm, at the Pembroke Council on Aging.

COMMITTEES:

ACCREDITATION: A meeting was set up by Marcy, Sheila, and Barbara to meet February 6 at 10am.

BUDGET/FISCAL MANAGEMENT: A discussion of the Tax Work-Off Program explored the hours and hourly wage: Currently \$45,000 has been allocated to the program for calendar year 2019 which allows for a real estate tax reduction up to \$1,100. Should the hourly wage, \$11 an hour, be increased, or the hours changed? Thirty-four people enrolled in the program last year. Prospective volunteers are interviewed by various departments and paired with experience suitable to the departments. Carol asked the Board to consider where or not to make changes. She submitted a Warrant Article for Annual Town Meeting requesting \$25,000 for the Tax Relief Work-Off Program to the BOS for the Calendar Year Program of 2020. Patrick Dello Russo completed the regular operating budget for the COA and which will be under review with the BOS, Advisory Board and Capital Budget.

GOVERNANCE: No Report

GROUND: No report. The DPW was able to complete the fall clean-up this past December. The grounds are much improved, and we are very grateful for DPW's support.

EVALUATION: A meeting for February 13 at 9:30 was set up. Members are Maureen Saunders, Marcy, and Marilee Comerford (staff).

EVENTS: There are no events currently planned.

MARKETING/OUTREACH/TECHNOLOGY: No report. Carol will work with Barbara to set up a meeting in the near future.

PROJECT DEVELOPMENT, DESIGN DEVELOPMENT STUDY, CPC PROJECT UPDATES: No movement currently. The Project plan needs Town Council and the DPW Board's guidance. Once the procurement process is decided upon, an Engineer can be hired.

SENIOR CENTER EXPANSION OUTREACH COMMITTEE: The Committee met on January 8, 2019 and continued to work on documents for the outreach effort going forward. The COA has arranged for a representative from the state to come out on January 29th at 1:00, Jason Tait will conduct a training on Campaign Finance Law as it relates to getting out the vote.

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STRATEGIC PLANNING: The Strategic Planning Committee will meet to do a quarterly review of their plan on January 18 2019.

DIRECTOR'S REPORT:

- 1) A New Senior Aide was hired; Rita Walsh will work/job train for 20 hours per week provided by Citizens for Citizens.
- 2) The job description for Administrative Clerk was approved by the Union and Town Counsel, to allow us to move forward on hiring. The job has been posted internally for 10 days. If no one is interested then we move onto advertising externally.
- 3) The Bus Driver job was advertised and interviews were set up and conducted. We interviewed 2 very qualified drivers with CDL's for part time substitute drivers.
- 4) We met with North Community Church on LGBT and inclusiveness. This also ties into our Age Friendly initiative. The North Community Church has formally declared that they are an 'open and affirming church. The reason for the meeting was to share information and discuss potential areas for collaboration with the COA.
- 5) The Technology Survey will be distributed in the Link to better gauge new technology needs.
- 6) New Centralized Housing Regulations - Judy took a Webinar on how to fill out applications for State Funded Housing. People will have the option to apply on line.
- 7) We received a grant for \$400 from the Mass Cultural Council for a performance by the Delvena Theatre on Lizzie Borden. The performance will be on March 21, 2019.
- 8) Inspection for Building on Monday, January 14, 2019 by building department. Several battery replacements or light replacements on emergency lights needed.
- 9) The Lifelong Learning registration went very smoothly and all classes will run. We have waiting lists for two classes.
- 10) The suggestion Box will be posted in the February newsletter.
- 11) Board Members and Outreach Expansion members are invited to a training on January 29th at 1:00 with the office of Campaign Finance provided by their trainer Jason Tait.
- 12) The Senior Center needs a replacement for the current hot water heater. The boilers also need an inspection and some repairs. Tony Bullock, Assistant Facilities Manager is working on this with the COA.

- 13) There was a successful trip to the Peabody Essex Museum with 28 people in attendance.
- 14) Senior Tax Work off - some applications will be dispersed to departments with paperwork today. I have had 7 departments respond with site requests, we have had 17 people turn in applications, and 32 people have taken out applications.
- 15) We will offer a presentation with the Duxbury Rural and Historic Society on Charlotte Bradford a civil war nurse back an 1861. Carolyn Ravenscroft an archivist will do the presentation on Thursday, January 17, 2019.
- 16) There will be a presentation on the Art of Writing with Kevin Symmons on January 30th at 1:00. He will encourage people to tell their stories and submit their writings for possible publication.
- 17) The Women's Group with health Educator Barbara Leary will present: What's on your plate and lifestyle changes to help keep people active. January 29th @ 12:30
- 18) The Men's Breakfast will take place on 25th at 9:30; My Dad's B- 52's when it was shot down on April 22 1944, presented by Dick Sullivan, Men's Group Leader.
- 19) Art Shaw Emergency Management Director asked if I could come to a meeting about shelters this Thursday at 12:00. The Schools will also attend. They also asked us to store more materials at the Senior Center. But we do not have anywhere to store this. Art said he was not aware of all of the supplies we already have in our attic.
- 20) Legislative Breakfast scheduled on March 1st at 9:00 at the Duxbury COA for 5 towns.
- 21) Donna is working on a volunteer brochure.

VOTES TAKEN: None.

NEXT MEETING: The next meeting will be on February 20 @ 3:30 pm, @ the Senior Center.

ADJOURNMENT: 4:40, Maureen Saunders moved, 2nd by Bill. Unanimous approval.

Respectfully submitted:

Martine Anderson, Secretary.