

MINUTES

Council on Aging Executive Board
Wednesday January 16, 2019
Senior Center 230 Webster St.
Marshfield, Ma 02050

ATTENDANCE: Sheila Gagnon, Maureen Rosenberg, Bill Scott and Carol Hamilton.

CALL TO ORDER: The meeting was called to order at 2:35 PM

APPROVAL OF MINUTES: Sheila moved to approve the minutes of December 12, 2018. Maureen seconded the motion. Motion passes.

DISCUSSION: Status of the Design: We are waiting for John Catlin to finalize the design and budget for the Senior Center Expansion. He had 8 days to complete his work and he is beyond the deadline. Carol will call him to see if we can get the information finalized. Are there alternative design proposals or just the current one?

Warrant Article - A warrant article will have to be drafted for the opening of the warrant in January if there is an article planned for spring town meeting. This could either be for a submittal for the Annual Town Meeting or the Special Town Meeting depending on where the town decides to place it. The Warrant opens on January 7th and then closes on January 28th. It is uncertain about the other two capital projects and when they will be presented and what impact they will have on our marketing efforts. Mike Maresco, Town Administrator has tentatively suggested we present the expansion design on Monday, January 28th at the Board of Selectmen's meeting. The Capital Project Committee will be meeting on the 31st of January. They are in charge of reviewing and prioritizing capital projects. The regular capital budget committee will also be reviewing our project.

Outreach and Education for the Expansion: There are many considerations and tasks for the committee to organize in order to provide outreach and education to the community. Maureen discussed the progress of the Outreach Expansion Committee. Maureen explained the idea of a political action committee (PAC) being formed. The PAC would implement the plan that the Outreach Expansion Committee comes up with. The materials such as a power point, a hand out, mail outs etc. are still being worked on and would get a final approval from the COA Board. The organizational chart still needs work and there are several changes that were suggested. There are restrictions on Board Members and Staff in terms of carrying out a political campaign. We have set up a training with the Office of Campaign and Political Finance to help us understand the guidelines. The training will take place on January 29th at 1:00 pm. All COA Board members and Outreach Expansion members will be invited.

COA EXECUTIVE COMMITTEE VOTES: None

NEXT MEETING: The next meeting will be scheduled as deemed necessary.

ADJOURNMENT: Meeting was adjourned at 3:20 PM

Respectfully submitted,

Carol Hamilton, COA Director