

## **MINUTES**

PUBLIC BODY: Council on Aging Board

DATE: April 17, 2019

TIME: 3:34 pm

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

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

Absent: Maureen Saunders, Bill Scott

**CALL TO ORDER:** 3:34 pm

**APPROVAL OF MINUTES:** Motion to approve the minutes of March 20, 2019 made by Fred, 2<sup>nd</sup> by Maureen; approval was unanimous.

## **LIAISON REPORTS:**

### **COA Boosters:**

**Old Colony Elder Services:** Maureen Saunders, Liaison was not present but she forwarded a summary of the minutes from the OCES Board of Directors Meeting Minutes April 23, 2019. Executive Office of Elder Affairs (EOEA) Updates: The new Secretary is Elizabeth Chen, PhD, MBA, PH and is effective June 3rd. Robin Lipson will be in the position until that time. Mass Home Care Updates: FY20 Budget Update – OCES is happy with the Governor's budget and they are waiting to see what the House approves. There are 3 amendments that we are hoping for increases. They are being discussed this morning.

Amendment #735 – would add \$1.44M to Supportive Housing programs. Amendment #393 – would add \$750,000 for Elder Nutrition Program (MOW and Community Dining). Amendment #793 (Pay to Stay) – would add \$15M to provider workforce. OCES have staff that has SHINE certification that they can assist clients. A report was presented by Wendy Adams on the 5K: Moving Heels for Meals on Wheels - Sunday, April 28th in Kingston. There will be a March for Elder Abuse Brockton June 13th and Plymouth June 20th. There will be pizza and cake after both marches. Joanne Moore, Director of the Duxbury COA announced they are working on a regional level to do an LGBTQ Pride celebration. It will take place on June 19th at noon at the Duxbury Senior Center.

**Old Colony Planning Council:** Mr. James Fuccione, Senior Director, Mass Healthy Aging Collaborative - "Age-Friendly Communities: New Resources and data to join in the Movement" came to urge all COAs to actively seek activities which involve all ages; from school children, to youths, to young adults, and the population of adults not 'classified' as seniors. It is an exciting time in our State! The governor and AARP are challenging all communities to become involved. Marshfield has actively joined, as has Scituate, from the South Shore. Examples of Marshfield's COA participation are: The dementia program; the 'One Heart Many Hands' Spring clean-up scheduled for April 26 where Marshfield High School Seniors will once again work here and all over town; the Film Gen Silent shown April 10<sup>th</sup> with the North Community Church and our COA joining in the project. Our 'point' person is Marilee Commerford who has embraced the idea whole heartedly!

## **COMMITTEES:**

**Accreditation:** Marcy and Lynn Gaughan are working, finishing the final draft, to be submitted to the National Council on Aging for Accreditation, due May 29, 2019. An extension has been asked for August. Still no response from the National Council on Aging.

**Budget/Staffing/Fiscal Management:** Town Meeting will be an opportunity to inform the Meeting members of the Expansion plan and the progress to date. The plan is expected to be presented to Town Meeting in the fall along

with plans for a new Police Station and DPW Highway Garage, to be funded together. The Expansion Committee will prepare literature in the form of handouts at the Meeting.

Governance: The newest policy updates were handed to the Board. Moved to accept the policies was made by Marcy, 2<sup>nd</sup> by Paul; unanimous acceptance. The Governance committee met on February 25 and reviewed and revised the following Policies, which we recommend for approval to the COA Board today: the Passenger Transportation, Gift Shop Policy, Gift Shop Guidelines and Procedures for Volunteers, Cell Phone and Electronic Device Policy and Social Media Policy (new). These policies were distributed to COA Board Members in March 2019 by U S Mail. The Governance Committee met on April 1, 2019 and reviewed the following Policies; Main Governance Policy, Pet Policy and Smoking Policy. These Policies are distributed today for the Board to review and vote on in May. The Governance Committee will meet on May 13 to continue our review of policies under our three year review plan.

Grounds: No meeting. One Heart Many Hands will be held April 26.

Evaluation: No report.

Events: No events are currently planned.

Marketing/Outreach/Technology: No report

Project Development: Design Development Study, CPC Project Updates: The Expansion Plan is being displayed in the COA foyer. The CPC Project for the Phase III Outdoor Recreation and Parking area was approved by the DPW Board. There is now a wait for the contract to be signed by Pat Brennan of Armory Engineering and followed up by signatures from the town representatives. Once the project is started it is expected to be finished in six months.

Senior Center Expansion Outreach Committee: No report. The group will reconvene after town meeting. Sheila is planning to set up a meeting with the town administrator and all those involved in the Outreach Expansion group.

Strategic Planning: The Quarterly Plan was updated. MCOA has a NEW strategic planning book that will help us to redesign a new plan for the future.

Director's Report:

- 1) DPW has approved our engineering proposal which will allow us to begin final design and construction of Phase III of the outdoor recreation area at the Senior Center. Once underway the work will take 6 months to complete.
- 2) Donna's report of Volunteer Recognition plans for 2019 summary, see hand out.
- 3) One Heart many Hands event is on Friday the 26<sup>th</sup> at 8:00 am. Volunteer supervisors or help with coffee and donuts and lunch are needed.
- 4) Our Lifelong Learning registration kick-off went well and very smoothly. We had 120 people come into register. Registration has been ongoing. Most classes will run. Pickleball is filled up.
- 5) We will have absentee ballot voting at the Senior Center on Monday, April 22 from 10-12.
- 6) Our Charlie Card Event was held today on April 17<sup>th</sup> with 80 people pre-registering.
- 7) The Gen Silent Film event went well with 20 people in attendance. We are hoping to follow up with additional activities.
- 8) We will host a Board of Health event with the Norwell VNA presenting on Nutrition and pre diabetes, on April 18, at 1:00 pm.

- 9) We have a new poetry group starting tomorrow April 18<sup>th</sup> at 11:00 am with volunteer Richard Hansen. We hope that this group will continue as a regular group as the 18<sup>th</sup> is an introductory session.
- 10) The men's group will host the big Y's consulting dietician Kathy Jordan who will present the top 10 Nutrition and Lifestyle habits for men on Friday, April 26<sup>th</sup>.
- 11) The Annual Health Fair is scheduled for Tuesday, May 14<sup>th</sup> from 9:30 to 2:15 pm. There will be over 30 local agencies, providers, practitioners and vendors. We will also offer screening clinics and 4 educational workshops 1) keeping your pet healthy, cholesterol, pickleball readiness, and fall prevention exercises.
- 12) April is national volunteer month and Donna has put together a table with the new brochures and applications. Donna also worked with the Mariner on an article for Volunteer Drivers.
- 13) The property tax program ended on April 10<sup>th</sup>. It was a very busy and robust program and we should have some final figures on service at a future Board meeting.
- 14) Town meeting starts on April 22<sup>nd</sup> at 7:00 pm at the High School. The new town reports for Fiscal 2018 are available.
- 15) We will also be offering a spring hiking program starting on May 14<sup>th</sup>.
- 16) John Caitlin, our Architect for the preliminary design is working on a final report. It will have the programs and various options that we looked at as well as the final plans, elevations and renderings. A preliminary schematic construction estimate with associated soft costs would be included in the narrative. There will be several bound copies of the report along with a digital copy.
- 17) John Caitlin also stopped by the SC yesterday. We talked about the display and a program menu and the budget.
- 18) The keypad for the alarm in the front entry had to be replaced and could not be repaired for a cost of \$350.
- 19) I have put in a request for the Sheriff's department for interior touch up painting, some spackling to the walls, and a few stained tiles to be replaced. They will accommodate us as time permits and should only take a few days.
- 20) I have put in a request for state funding with Senator O'Connor for renovations on the building such as new flooring, new devices to automate the rest room doors, fix sliding windows, bring bathroom sinks up to handicapped codes, new paging system and some security cameras. We will find out more as the state budget process eventually gets approved.
- 21) I have also talked to Senator O'Connor's office about additional state funding for our Senior Center design and construction. There is the potential for this type of funding but there would be a great deal of advocacy needed to secure these funds.

#### **OLD BUSINESS:**

**NEW BUSINESS:** Mr. Paul Winget submitted his resignation. Praise for his dedication and work for the MCOA was noted. He will be missed. Fred moves to accept the resignation of Paul Winget with regrets. Marcy seconds the motion. Motion passes unanimously. Mr. David Cheney is interested in joining our Board and will apply to the BOS to fill the vacant seat on the COA. Martine moves that a letter be sent to the Board of Selectmen asking approval of Mr. Cheney to fill the unexpired term of Mr. Winget on the COA. Maureen Rosenberg seconds the motion. Motion passes unanimously by the Board.

#### **VOTES TAKEN:**

- 1) The Governance committee met on February 25 and reviewed and revised the following Policies, which we recommend for approval to the COA Board today: the Passenger Transportation, Gift Shop Policy, Gift Shop Guidelines and Procedures for Volunteers, Cell Phone and Electronic Device Policy and Social Media Policy (new). Moved to accept the policies was made by Marcy, 2<sup>nd</sup> by Paul; unanimous acceptance.

- 2) Fred moves to accept the resignation of Paul Winget with regrets. Marcy seconds the motion. Motion passes unanimously.
- 3) Martine moves that a letter be sent to the Board of Selectmen asking approval of Mr. Cheney to fill the unexpired term of Mr. Winget on the COA. Maureen Rosenberg seconds the motion. Motion passes unanimously by the Board

**NEXT MEETING:** May 15, 2019 @ 3:30 pm, @ the Senior Center.

**ADJOURNMENT:** 4:30. Marcy moved, Fred 2<sup>nd</sup>. Unanimous approval.

Respectfully submitted,

Martine Anderson, Secretary