

MINUTES

PUBLIC BODY: Council on Aging Board

DATE: September 18, 2019

TIME: 3:30 pm

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

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

Absent: Dave Cheney,

CALL TO ORDER: 3:35 pm

CHAIR: The Annual Meeting to appoint Officers of the Council on Aging Board will be the next scheduled COA Board meeting in October. Sheila thanked The Board for all their hard work and said: "I appreciate this Board and couldn't have asked for more from any group."

APPROVAL OF MINUTES: Motion to approve the minutes of August 21, 2019 made by Bill, 2nd Marcy. Motion passed; five affirmative, one abstention.

LIAISON REPORTS:

COA Boosters: No Meeting

Old Colony Elder Services: No Meeting

Old Colony Planning Council: No Report. No Meeting

COMMITTEES:

Accreditation: Nothing new to report.

Budget/Staffing/Fiscal Management: Carol, Dave and Sheila met with the Town Administrator and the Town Treasurer to discuss the budget on September 3, 2019. The group compared two versions of the COA budget. The one recommended by the Town Treasurer, and one with suggestions by the COA Budget Committee. Among the suggestions; there were some about the expansion and the need for more staff. Two part time positions and allowances for care of the new facility, as well as continuing the maintenance on the current one were discussed. An emphasis was made on the reality of the census reports that indicate a significant increase in the over 55 population in Marshfield. The TA gave a positive response to the suggestions made by the Budget Committee. The coming Census, in 2020 will be especially important to us.

Governance: Three Policy updates were reviewed by the Board and voted upon. A motion to accept the Volunteer Policy was made by Martine, 2nd by Bill, unanimous approval. A motion to accept the Gift Account Policy was made by Fred, 2nd by Maureen Saunders, unanimous approval. A motion to approve the Emergency Reception Policy was made by Maureen Rosenberg, 2nd by Barbara, the motion carried unanimously. That should complete the policy revisions to date.

Grounds: The DPW mowed the encroaching edges of the grassy areas. Much needed, we are grateful for the service.

Evaluation: The Committee met September 5 and reviewed the 'Evaluation Tracker' used for feed-back from activities at the COA. It will be reorganized; Merrilee will help with the task.

Marketing/Outreach/Technology: No report

Chairman announces the Nominating Committee: Sheila appointed the Nominating Committee. The new nominating committee will be Dave Cheney, Fred Monaco, and Barbara Van Houten. A new Nominating Committee must be made with none of the previous members eligible to be on two years in a row. Barbara Van Houten will coordinate the time and date for the meeting and will let Carol know so that it can be posted.

Senior Center Expansion Outreach Committee: The PAC committee continues to make progress. There will be a fund raiser October 3 at Haddad's. Tickets are \$20. We can contribute auction items and \$\$ toward a silent auction. The funds will go towards the three-project debt exclusion for the Police, DPW & the COA. It will be on the Special Town Meeting Warrant November 18.

Project Development: CPC Project update: The plans are in: The Contract for the Project, a recreation area adjacent to the COA, has been received by the DPW. The Board looked at the plans and the areas designated for parking, the hillside problem solved with riprap, and the suggested activity areas. It has been a long process but going out to bid and the construction portions will hopefully get underway soon.

Strategic Planning: Met September 9 to review the Plan. A few adjustments were made and will be passed out at the next Board meeting once revised.

Age Friendly Dementia Friendly Update: No meeting

Director's Report:

- 1) The Lifelong Learning Kick on September 16th had over 100 people registering for 17 different classes. Most classes had ample registration to run and will be offered through November. A second registration will be offered on Saturday, September 21, 2019 from 10-12 at the Library.
- 2) We had our "Family Fun Walk for Life" this past Saturday, with 44 people participating at Peter Igo Park to Harbor Park. Thank you to the police for traffic control, the Harbor Master, the volunteers and participants, the small grant through MCOA for tee shirts and the DAV and Korean War Vets for refreshments.
- 3) We will also begin planning for a 2nd annual "Wintermission" Program for Lifelong Learning that will be offered in January.
- 4) The Volunteer Recognition event honoring over 290 volunteers will take place on Saturday, October 5th @ noon at Haddad's restaurant. Donna is continuing to work on the guest list and with the Boosters for door prizes. See report from Donna.
- 5) The Flu Clinics are in full swing and 2 more clinics will be offered in September 24th and October 10th at the Senior Center.
- 6) September is "National Senior Center Month": the theme this month is "Senior Centers the Key to Aging well by growing, learning, connecting and giving". There is an article under nuts and bolts in the Link.
- 7) We completed our interactive art mural and it is hanging in the lobby by the fireplace. Many senior participants played a part in creating the mural. If we are able to find an art contest to enter we will do so.
- 8) The COA Booster will be running their annual craft fair on November 2nd. They will need volunteers to help out in several areas.
- 9) Our job seekers networking group started September 5th and the next meeting will be this Thursday, the 19th at 9:00 am. We received a grant from MCOA through the executive office of elder affairs for \$3800 to run this program. MM has signed the contract.
- 10) Update on the contract for the Clubhouse Express Program - town counsel edited and signed the agreement along with the town administrator. I have sent the changes off to Club Express.
- 11) Tim Cruz, District Attorney has put together the annual safety luncheon again on Thursday, October 24th at 12:00 noon. They have invited 9 seniors to go. Pat our bus driver is trying to spread the word about the event. Would any board members like to attend? The COA will provide a bus.
- 12) The Council on Aging will offer a brainstorming session on Monday September 30th from 1-2:30 pm. We hope to get new ideas and feedback on programs and services. The public is invited.
- 13) As for technology we will be offering a free smart phone course this Wednesday September 18th from 1-3. We are also offering a class on app's on your apple device on September 27th from 1-3.

- 14) We have received confirmation of a small \$500 grant for a social day care program and we are working with Gaya A., town grant writer on a larger Momentum grant through Tufts to supplement the social day respite program which we hope to offer monthly or bi monthly. We will be requesting \$10,000.
- 15) We will be offering a whale watch trip on September 24th cancelled only 4 signed up. A new trip has been planned for the John Adams on October 16th. Marilee met with her Cultural Trip Group this week and has tentatively lined up various trips through next January which will be in the next Link.
- 16) Author coming in this Thursday, the 19th at 1:00 Devi Graham Leard will talk about her mystery book, "The Uninvited Guest"
- 17) The building: new door closer had been installed on the freezer door. Jon Nash has begun to convert the office computers with new ones with windows 10. He has also installed a new web based software on our lobby monitor and will provide training to the staff. He is also assisting us with looking into installing a trial for a photo editing program called "Lightroom". Senator O'Connor's staff has been in touch with me and has asked the state to contact me regarding the \$75,000 that we were awarded for building renovations. They will guide me through the procurement process.
- 18) I have applied for a cultural council grant for a performance from the Delvena Theatre on Mae West and W.C. Fields for \$650. Grant awards will be announced in December.
- 19) Accreditation reviewer has been in contact with me a few times on various questions and documents that they need. I am working on a disaster and continuity plan, as the policy we put in the book was not adequate. Now the Momentum Grant is almost complete, I will focus on this document and put something together to send by early next week.
- 20) Spoke with National Van Builders on trying to get a ballpark figure on a bus for the FY 2021 budget.
- 21) Met with MM and PD. Discussed salaries and expenses. Gave them 2 scenarios one with the expansion and one without the expansion. There was a request for 2 part time employees if the expansion is approved.
- 22) Would the COA be interested in having an ecumenical Communion service at the Senior Center? This is something that Pastor Boyd, First Congregational Church would be willing to coordinate and facilitate through our church and would bring all materials needed. The idea would be for it to serve as an open Communion service for anyone in the senior community to attend (open to any denomination). He wants to offer it on a Friday, with the possibility of offering it on a monthly basis. How does the Board feel about this?

VOTES TAKEN: Volunteer Policy: Moved Martine, 2nd Bill, motion passed. Gift Account: Moved Fred, Maureen S. 2nd, motion passed. Emergency Reception Policy: Moved Maureen R., 2nd Barbara, motion passed

NEW BUSINESS: The Congregational Church Minister has asked if the Council on Aging could host a communion event. It was the Board's consensus that the request, though appreciated, cannot be accepted due to separation of Church and State issues.

NEXT MEETING: The COA's annual meeting will take place on October 16, 2019 @ 3:30 pm, @ the Senior Center.

ADJOURNMENT: 5:15 pm Maureen Saunders moved, Bill 2nd. Unanimous approval.

Respectfully submitted: Martine Anderson, Secretary