

COUNCIL ON AGING BOARD OF DIRECTORS MEETING
January 15, 2020

ATTENDANCE:

PRESENT:

Sheila Gagnon, Martine Anderson, Maureen Saunders, Marcy Amore, Fred Monaco, David Cheney, Carol Hamilton, Barbara Van Houten, Bill Scott

ABSENT: Maureen Rosenberg (excused)

GUEST(S): None

QUORUM: A quorum was present.

CALL TO ORDER: Meeting was called to order at 3:30PM

APPROVAL OF MINUTES: Sheila moved to approve the minutes of the 12/18/2019 meeting. Marcy seconded. Motion passed.

LIASON REPORTS:

BOOSTERS:

The annual Boosterfest was held on 1/6. The business meeting, including the election of officers and a vote on a bylaw change, was followed by a Trivia game, a door prize and refreshments. In 2019, the Boosters raised \$17,900 in large part from their successful membership drive. The financial goal for this calendar year is \$19,000. All money raised is used to benefit the Senior Center for items not funded by the town.

OCES: No meeting

OCPC: No meeting

COMMITTEE REPORTS:

ACCREDITATION:

Lynn, Carol and Marcy will schedule a meeting to develop a preparation plan for the next accreditation submission in 2024. Preliminary work is expected to begin 2 years before the submission date.

BUDGET/STAFFING/FISCAL MANAGEMENT:

Carol distributed the Fiscal 2020, 1st Quarter Financial Report for review. The FY 2021 Budget was presented to Michael and Patrick on 12/30/2019. Board members discussed requesting additional staff funding related to the expansion.

GOVERNANCE:

Barbara updated the Table of Contents for the Policy Manual which was distributed to individual Board member's mailboxes.

GROUNDS:

Martine's assumption is that One Hand/Many Hearts will help again with our spring cleanup.

EVALUATION:

The next meeting is scheduled for 3/4 at 9:00AM. A new tracker for review at that meeting was distributed. Maureen S. reported that in the future there will be less frequent routine surveys to avoid repetition. There will also be more studies including outcome based evaluations in compliance with NISC Standards.

MARKETING, OUTREACH, TECHNOLOGY:

The next meeting is scheduled for 1/22 at 1:00PM.

PROJECT DEVELOPMENT:

CPC Project Update

Carol reminded the Board that Phase 3 will provide additional parking. She is now working with the Greenfield Company on a proposal for outdoor exercise equipment. Unfortunately, our budget doesn't allow for the purchase the 15 pieces planned. We will step back and order approximately 5 pieces at this time.

Expansion Update

Bill reported that an RFP went out today for an architect. P3 has been chosen to be the Project Manager. Hopefully construction will begin by August.

STRATEGIC PLANNING:

Fred reported that the Committee met yesterday (1/14) and updated the tracker. The next meeting is scheduled for 4/7 at 10:00AM.

AD HOC COMMITTEE FOR PLANNING FOR ACCREDITATION CELEBRATION

Carol distributed the minutes containing the Committee's plans for the Accreditation Celebration on to be held on Thursday, May 14th. There was a brief discussion expressing universal approval for the plans.

AGE/ DEMENTIA- FRIENDLY UPDATES:

Maureen S reported that Age and Dementia-friendly issues will now be consolidated under one committee. The next meeting is scheduled for 1/30.

DIRECTOR'S REPORT:

- 1) Planning board will be holding a Municipal Vulnerability Preparedness workshop at the Senior Center on Saturday, February 1, 2019 from 8:30 to 4:30. (snow date is the 8th) There will be key community people invited that will attend these sessions. It is an effort to be proactive and the purpose is to provide a "Community Resilience Building Workshop" focused on preparing and protecting the town from natural and climate related hazards now and in the future. Snow date is February 8th.
- 2) The Lifelong Learning Wintermission on January 7th went very smoothly. 93 registrations thus far and registrations continue to trickle in. We have a wait list on the Ukulele class.
- 3) We will host a presentation on Mediterranean Eating with the Big Y on Thursday, January 23rd at 1:00.
- 4) We are looking to do a writer's workshop and trying to gain interest through the Link
- 5) We put in an advertisement for a Social Day/Respite Coordinator position at the beginning of January and are awaiting response.
- 6) Met with project management firm's finalists to determine a top firm. One firm chosen and the town has negotiated an agreement with P3.

- 7) Advertisement went out in Central Registry today, January 15th to hire an architect for the final design for the Expansion of the Senior Center.
- 8) Setting up food safety course for our hostesses with the Board of Health on February 4th
- 9) Meeting with Gaya, the town Grant Writer and the Boosters on potential Grant Funding with Eversource. We will also discuss the "to go bags" project.
- 10) The AARP income tax program will begin February 3, thru April 15th. It will be offered on Mondays and Wednesdays at the Senior Center and Saturdays at the library. Appointments are being scheduled through a dedicated phone line through the Coordinator Vern Chartrand.
- 11) The Census Bureau will be here on February 11th to recruit workers from 10-2.
- 12) We were granted a Senior Aide through Citizens for Citizens that started January 6th, her name is Maggie Cooper. She will be helping out in the kitchen, on events and in the gift shop.
- 13) On January 29th @ 1:00 the Marshfield Energy Committee will present information on high efficiency heating and cooling technologies and saving on energy bills.
- 14) Lynn has been working on a new room scheduler software program which should be ready to use this week or next. This will help us to identify room availability in a more concise way. Lynn is also working on the Club Express Website and Software for the Volunteer Driver Program. This project will hopefully be ready to unveil within the next month.
- 15) Marilee is starting a new bi monthly program in February called "Brainpower Workout" held on February 4th and 18th from 11:15 to 11:45. It will involve a variety of word games and puzzles to exercise the mind and imagination. We are trying to recruit volunteers that might be interested.
- 16) The property tax relief program is in progress, I have received 27 applications so far. We have not received many site requests but have sent out a reminder e-mail.
- 17) We have received the contract from the state earmark for renovations and it is in the process of being signed. I will also be developing a preliminary budget to submit with the contract once executed. We will be working on improvements for some carpentry, flooring, plumbing, doors and technology.
- 18) Working with the Greenfield Company on a proposal for exercise equipment for outdoor recreation area and will be talking with Armory Engineering further on how that fits into the budget with the rest of the plan. We hope to go out to bid in February. The original budget for exercise equipment was \$25,000. The cost of the current equipment is \$67,000 plus installation.

VOTES TAKEN:

None

NEXT MEETING:

The next Board Meeting is scheduled for 2/19 at 3:30 PM.

ADJOURNMENT:

Marcy moved to adjourn. Maureen S. seconded. The meeting was adjourned at 4:50 PM.

Respectfully submitted,

Marcy G. Amore COA Board Secretary