

COUNCIL ON AGING BOARD OF DIRECTORS MEETING (VIA ZOOM)

DATE: JULY 15, 2020

ATTENDANCE:

PRESENT: Shelia Gagnon, Martine Anderson, Maureen Saunders, Fred Monaco, Carol Hamilton, Maureen Rosenberg, Barbra Van Houten

ABSENT: Marcy Amore, Bill Scott, Dave Cheney

GUEST(S): Sandy Sutherland, Boosters

QUORUM: A Quorum was present.

CALL TO ORDER: Meeting was called to order at 3:35 PM.

ROLL CALL TAKEN: Yes. All Present.

APPROVAL OF MINUTES: Shelia moved to approve the minutes of June 2020. Barbara seconded. Motion passed.

LIAISON REPORTS:

BOOSTERS: Sandy Sutherland

Boosters held NO MEETING. Sandy reported that thru their efforts of fund raising, they are very close to their goal for the year.

OCES: Maureen Saunders

OCES held NO MEETING. Maureen reported that OCES will be presenting ten (10) Health Living Programs via Zoom. Start Date to be determined.

OCPC: Martine Anderson

OCPC held NO MEETING.

COMMITTEE REPORTS:

ACCREDITATION: Sheila Gagnon

NO MEETING. Accreditation Celebration has been postponed until further notice,

BUDGET/STAFFING/FISCAL MANAGEMENT: Carol Hamilton

We expect to get direction from the town as to preparations for the FY2022 budget sometime this summer.

GOVERNANCE – Carol Hamilton

Governance met June 24 to review the Library Policy, Electronic Equipment Policy, Evaluation Policy, and the Emergency Continuity & Displacement Policy. Review of policies and edits/additions were made by the committee. Carol will email the COA Board the Library Policy, Electronic Equipment Policy and the Emergency Continuity & Displacement Policy for their 30day review. These policies will be discussed for approval and vote at the COA Board Meeting of August 19, 2020. Another meeting needs to be scheduled for September in order to complete the Evaluation Policy.

GROUNDINGS: Martine Anderson

Grounds held NO MEETING. Martine gave an update on the grounds of the Center. Gwen Fraser is continuing her work keeping the front containers looking beautiful. The Community Garden is flourishing. Chuck and Martine have been keeping the property up with mulching and cleaning of beds.

EVALUTION: Maureen Saunders

Evaluation held NO MEETING.

MARKETING/OUTREACH TECHNOLOGY: Carol Hamilton

Marketing held NO MEETING. Carol reported that the new brochure is being finalized. There will be a limited amount made and will be updated once the new building expansion is completed.

PROJECT DEVELOPMENT: – Carol Hamilton – Sheila Gagnon

Outdoor project is underway – started July 13th and hoping for completion by mid-September.

SENIOR CENTER EXPANSION: Carol Hamilton

The Expansion Project is underway, working closely with the Architect to finalize plans for the new Center which includes the design and function of the Cafe. We have updates to the existing Senior Center to install hands free doors and hands free bathroom fixtures. Supplies are here and will be installed shortly.

STRATEGIC PLANNING: Carol Hamilton

Strategic Planning held NO MEETING. Next meeting will be held August 3rd and 10:00 AM

DIRECTOR'S REPORT:

- 1) We just received notification that we did not receive the AARP Community Challenge grant, there were 2700 applicants. The Winners will be announced by AARP in August. It was suggested by the Boosters to send a follow up e-mail requesting feedback.
- 2) Here is the quarterly report for the third quarter of the budget.
- 3) The Covid Task Force meets once per week. The town is very busy due to the re-opening of restaurants, beaches and businesses.
- 4) The town is assisting departments with signs, hands towels, soap and faucets in each of the bathrooms due to the pandemic.
- 5) The town hall officially re-opened for limited hours this week.
- 6) The COA staff is still staggered at 50% and working both in the office and remotely until further notice.
- 7) We have completed the August Newsletter that announces the virtual and outdoor activities. The staff that has worked hard on programming and write-ups in the newsletter.
- 8) Our bus service is going well and following all of the COVID 19 protocol. Our passengers requested a trip to WalMart in Plymouth so we added this as a bi monthly service on Tuesdays. The bus schedule is in the newsletter. We are working with the town on hiring an additional bus driver.
- 9) The new MySeniorCenter has been successfully downloaded, staff has been trained and we are utilizing some of the features such as the robot calls to notify patrons about classes and other information. We are just beginning to input data for the new fiscal year of 2021 and will be working on finishing up the 2020 fiscal year in preparation for the annual report to EOEA.
- 10) The Formula Grant funding is likely to be cut, which will have an impact on personnel hours, no word when we will find out.
- 11) MCOA was able to absorb our annual dues of \$1234.42 through special state funding. This will help our expense budget for 2021.
- 12) We have successfully completed all projects under the state earmark funding for \$75,000. All invoices have been submitted and we are waiting for reimbursement from EOEA. We repaired VCT flooring cracks, installed emergency pulls in stalls, installed automatic doors in two large restrooms, electrical work, a security camera system, and all new tiling of the walls and floors in the handicapped restrooms.
- 13) The two handicapped bathrooms were part of that project. Additional funding will cover some new fixtures being installed which we will be working on over the next few weeks with the plumber and the carpenter.
- 14) Renovations to the old building are limited under the expansion project to only things that are disturbed in the front of the building. We will be able to construct a few new offices in the front of the building.
- 15) Phase III construction started this Monday and the contractor the Marini Corporation is working on clearing all of the land in preparation for the park and seem to be making quick headway.
- 16) Matt Tanner is the new Director of the Board of Health.
- 17) Lynn and I have been going over a reopening plan. We are still reviewing it and identifying actionable items such as staffing, social distancing, hygiene protocols, and cleaning and disinfecting. Once completed we will present this to the town.
- 18) We received a draft brochure back from the graphic artist but felt many more changes were needed. We have spent more time on this and hope to have it finalized within a couple of weeks.
- 19) The OCES site manager will be out for 4-6 weeks in August and OCES is trying to find a substitute to cover the meals on wheels.

VOTES TAKEN:

None

UPCOMING MEETING:

The next Board Meeting is scheduled for August 19, 2020 at 3:30 PM

ADJOURNMENT: Maureen Saunders moved to adjourn. Fred seconded. The meeting adjourned at 4:30 PM

ROLL CALL TAKEN: YES-All Present

Respectfully submitted:

Barbara Van Houten for Marcy G. Amore COA Board Secretary