

## **MINUTES**

DATE: November 18, 2015  
Council on Aging Board Meeting  
Senior Center 230 Webster Street Marshfield, Ma 02050

**ATTENDANCE:** Marcy Amore, Martine Anderson, Sheila Gagnon, Nancy Goodwin, Carol Hamilton, Bill Lyons, Bill Scott, Barbara Van Houten

**ABSENCE EXCUSED:** Joan Butler, Tom Halliday

**QUORUM:** A quorum was present.

**CALL TO ORDER:** Meeting was called to order at 3:06 P.M.

**APPROVAL OF MINUTES:** Sheila moved to approve the minutes of the October 21, 2015 meeting. The motion was seconded by Nancy. Motion passed.

## **LIASON REPORTS:**

COA BOOSTERS: Carol reported on the 11/16 meeting. Discussion included consideration of additional fundraising methods and ways to increase connections and work with Marshfield's business community. The Boosters are also planning to work on increasing membership.

OCES: OCES now has three offices, one in Brockton and two in Plymouth. The MA Executive Office of Health and Human Services established a new link for finding appropriate services for elders called MA Options (MassOptions.org). There are three bills concerning elders presently before the MA legislature, S 356: "Equal Choice" regarding residential habilitation. S 361 "Home Care Income Eligibility" which allows elders with incomes < \$35,000 to qualify for home care programs, and S 372, "Spouse as Caregiver"

OCPC: No report.

## **COMMITTEE ASSIGNMENTS AND REPORTS:**

ACCREDITATION: No report

BUDGET / STAFFING: Carol reviewed the proposed FY17 Capital and Operational Budget. The total request for the operational budget for salaries and expenses are \$220,970, which includes capital outlay and the allowable 2% increase over the FY16 appropriation. Concerns were discussed. For the 4<sup>th</sup> year the clerical position is still undervalued at Grade 6 although the position functions as an Office Manager. Capital Outlay considerations include water bubbler repair and dishwasher replacement. Capital considerations include; design development for the second floor, as well as replacement of carpeting and much needed additional parking. Total capital request is \$155,000 for second floor and parking only. The facilities manager may address some of these concerns in his budget. The Tax Relief request is \$40,000. Marcy moved that the FY17 Operating and Capital Budget and Tax Relief be approved by the Board and submitted. Sheila seconded the motion, which passed unanimously. Related to additional funding sources, the CPC announced that all project funding for FY17 will be postponed for at least one year due to depletion of funds related to a decrease in state funding and lower tax revenue.

GOVERNANCE: The new "Building Usage" and "Cellphone and Electronic Device" policies were distributed

for 30-day review period by Board members. A discussion and vote regarding acceptance will be held at the next Board Meeting. The next Governance meeting will be on 12/14 at 1:30PM.

GROUNDS: At the 11/5 meeting, discussion centered on the need for continued upkeep and maintenance of grounds. Although regular chores and seasonal work are presently beyond the ability of the staff, Grounds Committee and volunteers, there is no funding to hire a landscape company. Carol will review this issue before next spring. Dog waste receptacles will also be revisited in the spring. A list of responsibilities related to the raised gardening beds will be created to educate users regarding their responsibilities. At the completion of the new walkway, responsibility for maintenance will be determined.

EVALUATION: The last meeting was postponed. The next meeting is scheduled for 12/8 at 11:00AM

EVENTS: None reported.

MARKETING / OUTREACH: No meeting.

PROJECT DEVELOPMENT: No meeting.

STRATEGIC PLANNING: The next meeting is scheduled for 1/13/16 at 10:00AM

TRANSPORTATION: Committee is presently inactive

#### **DIRECTOR'S REPORT:**

- 1) Hockey Team High School – yard clean ups on Veteran's day, rescheduled to November 15<sup>th</sup>. Ten clients were identified by Social Service to receive help.
- 2) Donna is seeking out volunteers to help with the snow shoveling program, as some of the volunteers have gone off to college. We have contacted several youth groups for help.
- 3) The DPW did a fall clean up on Monday, November 16, 2015 at the Senior Center.
- 4) Portions of the office rugs may have to be replaced at the Senior Center. The facilities manager is assisting with this project. He is also helping us with lighting, plumbing and screen repairs.
- 5) Tom Paine power washed the outside of the shed removing the mold from the siding.
- 6) The permit was approved by the school administration for the Christmas Party at the Daniel Webster School on December 12, 2015. We need volunteers for the morning of and someone to collect tickets.
- 7) The annual town report has been submitted to the Selectmen's Office for review.
- 8) The Formula Grant Contract has been signed by the town administrator and submitted to EOEa for final approval. We expect to receive \$46,188.
- 9) MCOA is now working on a campaign to advocate for \$10 per elder per year for fiscal 2017. They are suggesting some type of legislative activities come the first of the year. Our senate leadership will change in 2016 as Senator Hedlund is expected to vacate the position.
- 10) Open enrollment continues through December 7, 2015. All available appointments have been booked with the Social Service Coordinator. There are some appointments still available through the Shine Volunteer – Henry McDonald.
- 11) We are offering another AARP safe driving course on December 4, 2015.

- 12) Eileen Sears, gift shop manager has retired her volunteer position as of November. Joan Weinman will be taking Eileen's place as manager. They will set up for the Christmas sale the day after Thanksgiving.
- 13) The town budget is being worked on and due on November 25, 2016.
- 14) The event monitor has been upgraded with a new program box and improved operating capacity. The company came in and reloaded the software which added a tag line capacity.
- 15) We will offer trips to Maritime Museum in Scituate on Friday, November 20<sup>th</sup> and to the Native American Museum in Middleboro on Saturday December 5, 2015. The tour guide will be by Bob Jackman and buses will be available for both. There are still a few seats left on both trips.
- 16) We will also have a trip to the Nutcracker Ballet on December 6<sup>th</sup>.
- 17) We have a tour and lunch set up for the NVNA Hospice house in Hingham for December 3, 2015 with some space still available on the bus.
- 18) Thank you note from resident

**OLD BUSINESS:** Sheila reported on the status of the Walking Path project. Phase I is almost completed except for redoing a small portion of the pavement, drainage near the far left field, and the main sign. Work is scheduled for November 23 and 24<sup>th</sup>. In phase II, we have funds for a design plan, but CPC will not be funding any FY17 projects due to a depleted line item. In the meantime, design plans for Phase II will be completed and representatives of the COA and Youth Baseball will meet with Weston and Sampson on December 1, 2015. Representatives will consider the topography of the site, survey results, prior designs, and their clientele's needs. Some of the design elements being considered are; additional lighting, cameras, signage, speed bumps, a shade structure, bocce court, recreational space and exercise equipment, etc.

**NEW BUSINESS:** Marcy requested that Board members, who haven't already done so, submit a very brief description of what skills, hobbies, jobs, volunteer work etc. past and present, seems best related to the work of the Board of Directors. Sub-Committee chairs should also gather and submit the same information for members who are not on the Board.

**COA BOARD VOTES:**

Marcy moved the FY17 Operating Budget be approved by the Board and submitted. Sheila seconded the motion, which passed unanimously.

**NEXT MEETING:** The next COA Board meeting is scheduled for December 16th at 3:00 P.M.

**ADJOURNMENT:** Meeting was adjourned at 4:30 P.M. It was moved by Martine and seconded by Sheila. Motion passed.

Respectfully submitted,  
Marcy Amore for Joan Butler, COA Board Secretary