

## **MINUTES**

August 19, 2015

Council on Aging Board Meeting

Senior Center 230 Webster Street Marshfield, Ma 02050

**ATTENDANCE:** Martine Anderson, Marcy Amore, Joan Butler, Sheila Gagnon, Nancy Goodwin, Carol Hamilton, Bill Lyons, Bill Scott, Barbara VanHouten

**ABSENCE EXCUSED:** Tom Halliday

**QUORUM:** A quorum was present

**CALL TO ORDER:** Meeting was called to order at 3:10 P.M.

**APPROVAL OF MINUTES:** Bill S. moved to approve the minutes of the June 17, 2015 meeting. Nancy seconded. Joan abstained. Motion passed. (We did not meet in July)

### **LIASON REPORTS:**

COA BOOSTERS: Sheila attended the Boosters meeting. Members of the Plymouth COA shared fundraising ideas with the Boosters.

OCES: No report.

OCPC: At the July 30<sup>th</sup> meeting the Advisory Committee reviewed and discussed FY 16/17 Title 3 recommendations for distribution of its funds. Distribution of Title 3 funds is based on the federal Older Americans Act which supports a range of home and community based programs. Income level is considered. OCPC recommended agencies that assist seniors in many ways some of which are mental health outreach, linguistic and culturally appropriate services for minority elders, independent living services for wheel bound elders, support for deaf and hard of hearing elders, day care, nutrition and transportation services. The committee will meet again in September.

### **COMMITTEE ASSIGNMENTS AND REPORTS:**

ACCREDITATION: The next Community Input Committee meeting will take place on August 26<sup>th</sup>. There will be 10 participants. Confirmation letters were mailed today. This committee will review our work on the "Community Connections" standard. As soon as the responses are compiled the Accreditation Committee will meet to review them. After that, the Accreditation will work on the "Governance" standard.

BUDGET/STAFFING/FISCAL MANAGEMENT: There was no meeting. Once the town distributes a budget directive then the Budget Committee will meet to put a request together. Items under consideration are; the parking lot and 2<sup>nd</sup> floor design development study.

GOVERNANCE: At the July 14<sup>th</sup> meeting the committee reviewed and revised the Policy Manual Table of Contents. At the August 12<sup>th</sup> meeting the committee continued to review and revise the Table of Contents. It also reviewed and revised the Gift/Donation Policy, the Check and Cash Handling Policy and the Cell Phone and Electronic Device Policy. The next meeting is scheduled for September 10<sup>th</sup> at 11:30 A.M.

**GROUNDS:** The Grounds Committee has established several areas that need a concentrated effort toward improvement. 1. Assessment of the building landscaping including shrubs and overall appearance. 2. Improved signage from Webster Street indicating the entrance and directions to the COA. 3. Address the design, location and cost of dog waste posts. Obtaining professionals for advice and a plan regarding the overall effects of the plantings and touring the Webster Estate which does use professionals for their exterior plantings has all been discussed. Vaisey Irrigation arranged for the Kiwanis and the Key Club to clean up exterior gardens. On August 8<sup>th</sup> a crew worked from 9 to 11 A.M. and accomplished an amazing amount of weeding and trimming. A letter of thanks to the Key Club members and the Kiwanians will be sent to the Mariner. One objective of the Grounds Committee is to establish beds that do not require constant attention. Carol has contacted the sign department of the DPW regarding size and placement of signs indicating the entrance to the Senior Center and the ball fields. The Grounds Committee discussed the number and location of posts that will have dog waste disposal bags along with a receptacle in which to place the used bags. One post with bags will be purchased with hopes for more in the near future.

**EVALUATION:** At the July 27<sup>th</sup> meeting the committee reviewed and revised the draft program evaluation form by adding space for subjective outcomes and additional program offerings. It also reviewed a flow chart which graphically represents the evaluation feedback progress and discussed obtaining feedback from volunteers on their experiences. Carol will discuss this with Donna and ask her to draft a feedback form. The committee is seeking to add someone with experience in evaluating programs, possibly with a business or education background. The next meeting is scheduled for September 1<sup>st</sup> at 11 A.M.

**EVENTS—VOLUNTEER RECOGNITION:** Donna Weinberg updated the COA Board on progress with the 2015 Volunteer Recognition Luncheon. It is scheduled to take place at this Senior Center, on October 3<sup>rd</sup>, from 10:30 A.M. to 2:00 P.M. It will be catered by Mama Mia's with music by Mike Miano.

**MARKETING/ OUTREACH:** At the July 25<sup>th</sup> meeting the committee discussed getting the final draft of the Marketing Plan to the Accreditation Committee. It is a big project because it covers almost all facets of the COA's activities---from promotion of activities with youth groups, getting news to churches, promoting healthy life activities and financial guidance and all programs and services offered at the COA. A suggestion to have a monthly column about COA activities, events and life stories in the Mariner is possible. Can we find someone to assume this responsibility and let the town learn more about the Senior Center? At the August meeting Tom presented an outline of ideas gleaned from a meeting with John Grabowski, President of the Chamber of Commerce. Plans for a "Marketing Day" are underway. The idea is to invite up to 30 vendors who will come to the center to promote their businesses, much like our annual Health Fair. Tom has submitted an outline and dates for the event to the Chamber of Commerce.

**PROJECT DEVELOPMENT:** No report.

**STRATEGIC PLANNING:** At the July 15<sup>th</sup> meeting the committee reviewed and updated Strategic Plan 2012-2017. 1. Increase parking capacity---submit funding article for town meeting FY17 for 18 additional spaces and submit a new proposal to CPC for 2<sup>nd</sup> phase of outdoor recreation and parking agenda 2. Advocate for a meeting with town officials to discuss 2<sup>nd</sup> floor expansion---request \$25K for design development 3. Enhance and increase funding capacity---advocate and support Boosters efforts to develop a business advisory committee and add graphic designer to assist with marketing materials 4. Increase awareness and visibility---submit a monthly column to Mariner 5. Expand nutrition options and services---discuss possible opportunity to begin partnership with high school culinary program. The next meeting is scheduled for October.

TRANSPORTATION: No report.

**DIRECTOR'S REPORT:**

1. Status of Prudence Tiro, Senior Aide working as events and food coordinator
2. Formula Grant Due August 12
3. Annual Report Due August 28
4. We received a \$1000 donation from the Green Harbor Village Association
5. New Notary Services M-Th 9-1 by Kathleen Talarico
6. Art in Bloom very successful with over 70 people in attendance
7. IT news, Ron Menard resigned; Bart Riley was rehired after being laid off.
8. Ribbon Cutting for new walk path is set for September 24<sup>th</sup> at 9:30 am
9. Fuel Assistance Training for Staff on August 28<sup>th</sup> 2015
10. Tax Relief – Over 30 people have signed up for Tax Relief Work Off and 22 have been sent out to Departments for potential placement. We only have enough money for about 24 placements. Talk about warrant article
11. Events Monitor has been installed and we are working on getting it up and running.
12. Matter of Balance Starting Thursday September 10<sup>th</sup>
13. Driving Class successful with 15 attendees. Instructor Ed O'Connor would like to offer another course in the fall.
14. Life Long Learning Kick Off Tuesday September 22, 2015 at 9:30
15. New Discussion Group with Dick Sullivan on the 2<sup>nd</sup> and fourth Tuesdays of the Month on American politics
16. Technology Fair on September 14<sup>th</sup> 2015 9:30 to 2:30.
17. Town of Marshfield Drug Task Force Formed / and Vigil Scheduled for August 31, 2015 @ 7:00 pm
18. HVAC Leak today and yesterday, facilities manager has been called
19. Signs for street will be ready week after next per DPW
20. "Volunteer Manual" reviewed again in August, policies added. Donna, Suzanne and Carol met in August and will meet again in September.

**OLD BUSINESS:** Status of Phase 1----A Ribbon Cutting Ceremony for the walking trail is scheduled for September 24<sup>th</sup> at 9:30 A.M. Status of Phase 2----A survey to learn what activities residents will use at the outdoor recreation area is being conducted.

**NEW BUSINESS:** Chair announced that Barbara Van Houten will replace Marcy Amore on the Governance Committee. New applicants have requested to become Board members. At this time there are no open positions on the Board. Consensus of the Board is that Carol will ask the Board of Selectmen to put these requests on hold. The Nominating Committee will meet to form a ballot for new Board Officers.

**COA BOARD VOTES:**

1. The Board voted to submit a request to Town Administrator to place Warrant Article Senior Property Tax Relief Work-Off Program for FY 2016 on the Annual Fall Town Meeting agenda. This asks the town vote to raise and appropriate the sum of \$15,000 for the purpose of providing Senior Citizen Real Estate Tax

Vouchers for services rendered pursuant to an agreement to be formulated between the COA and the Board of Selectmen or take any other action relative thereto. Martine moved and Bill S. seconded. Motion passed.

2. The Board voted to appoint Judy Welch Emeritus status. Bill L moved and Bill S seconded. Motion passed. A brick for Judy and Audrey McKeever will be installed on the grounds stating their Emeritus status.

**NEXT MEETING:** The next COA Board meeting is scheduled for September 16, 2015 @ 3:00 P.M.

**ADJOURMENT:** Meeting was adjourned at 4:35 P.M. It was moved by Bill S and seconded by Bill L. Motion passed.

Respectfully submitted,  
Joan Butler, COA Board Secretary