

**MINUTES**  
**COUNCIL ON AGING BOARD OF DIRECTORS MEETING**  
**April 21, 2021**

**PRESENT:**

Barbara Van Houten, Sheila Gagnon, Bill Scott, Marcy Amore, Maureen Saunders, Martine Anderson, Fred Monaco, Janice Fletcher and Carol Hamilton

**ABSENT:**

David Cheney

**QUORUM:**

A quorum was present.

**CALL TO ORDER:**

Meeting was called to order at 3:32 PM.

**APPROVAL OF MINUTES:**

Bill moved to approve the minutes of the February 17, 2021 meeting. Marcy seconded. Motion passed with one abstention (Barbara).

**LIAISON REPORTS:**

COA BOOSTERS – Bill

The Boosters met in March and will be meeting again next Monday, April 26, at 4:00 pm. Except for following up by mail with people who haven't renewed their memberships, there have been no activities.

OLD COLONY ELDER SERVICES – Maureen

The organization is mainly in virtual mode. There was a BOD meeting on March 23<sup>rd</sup> where the focus was on getting homebound seniors vaccinated.

OLD COLONY PLANNING COUNCIL – Martine

No meeting.

**COMMITTEES:**

ACCREDITATION – Marcy

No report.

AGE FRIENDLY/DEMENTIA FRIENDLY - Maureen

No report but we hope to have a meeting or a meeting date by next month's COA meeting.

BUDGET, STAFFING AND FISCAL MANAGEMENT – Bill

No meeting.

GOVERNANCE – Bill

The 6 policies that were approved at February's meeting should be filed in our individual Policy and Procedure manuals along with the updated Table of Contents that Barbara will distribute shortly. Building Usage is the only remaining policy to review this year. Bill will schedule a meeting in late May or early June.

GROUNDS – Martine

One Heart Many Hands/We are Marshfield will be held on April 30<sup>th</sup> this year from 8:00 to 10:00AM. High School seniors will be cleaning up the Senior Walk Path and Senior Center grounds as time permits.

EVALUATION – Maureen  
No Report

MARKETING, OUTREACH AND TECHNOLOGY – Carol

Feedback was received on The Link. Carol will set up a meeting on May 4<sup>th</sup> to review the information. She will confirm the time.

PROJECT DEVELOPMENT:

Senior Center Expansion – Bill/Sheila

The roof should be completed in several weeks and shingling will begin. The bottom layer of blacktop is down. Overall the progress on construction has been excellent and completion is still scheduled for November. The Board very briefly discussed plans for a ribbon cutting and open house. In the interim Carol and the staff will be planning and scheduling activities adhering to state and town regulations as well as CDC guidelines. Masks will be required at all times. Bill pointed out the necessity of a different way to distinguish the new building from the old since “old” has a negative connotation. Planning has begun on opening the outdoor area on May 3<sup>rd</sup> with ample signage being installed stating rules for use.

STRATEGIC PLANNING – Maureen

The Committee met on March 10<sup>th</sup> to redo the tracker. David presented a planning checklist for scheduling activities on an annual basis. Carol suggested we do the SWOT analysis this summer and begin the others in the fall.

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

- 1) The COA received a Grant from the Department of Transportation for \$9,245 to purchase amenities for the park such as benches, receptacles and planters by working with a state bid list vendor in order to meet the grant deadline.
- 2) The COA is working with the Boosters on the park as they have committed money to supplement what the grant is not able to cover including the cost of installation, planters, plants and any residual cost.
- 3) The Pickleball group had 2 meetings regarding various courts in town. The COA and Recreation are working together to come up with a schedule and rules for the court. We plan to open the park May 1 and are getting names of vendors from the Recreation Department for bocce and Pickleball equipment. The courts are controlled by the COA while the Recreation Director will work with us to schedule events outside COA hours.
- 4) Vaccine calls have finally slowed down. The COA staff has made a concerted effort to develop spread sheets of those needing vaccines. A homebound list was also created and we worked closely with the town to schedule the homebound group along with appointments at the Fairgrounds. Staff also assisted many others with appointments through Osco, Health Centers, CVS's and Veteran's locations.
- 5) The AARP Income Tax Counseling Program was a huge success and concluded last week. We should have the numbers of individuals that participated in the program by the next board meeting. With the center not being opened it gave the counselors a lot of space to work with. Tax Relief Workers manned the reception table for the AARP program. .
- 6) The Better Together program is running virtually and Barbie Rugg, the coordinator of the program is calling people and dropping things off to those willing to participate in this program. We plan to transition this program to in-person.
- 7) We have developed a manual for new board members or those that may be potentially be interested in joining the Board. I have emailed the table of contents to the Board for review. The full manual is available at the Senior Center and we look forward to any comments, feedback or suggestions.
- 8) The town administrator mentioned that he is gearing up to open town buildings May 3<sup>rd</sup>. The Senior Center opening date may be a little different. We hope to discuss the latest CDC guidelines with the town administrator and Board of Health to make sure we are following the most up to date protocols.

- 9) We have requested an expenditure to put automatic door openers on the back door and we are exploring funding options with the town.
- 10) We have completed the May newsletter. We are working with LPI on developing a list of possible advertisement supports which happens annually.
- 11) One Heart Many hands will be held Friday, April 30 2021 @ 8:00 am. We plan to spruce up the Senior Center grounds and the Senior Walk path depending on what the time allows.
- 12) In April we offered a 4 part zoom drawing class with Marion Carlson, as well as a zoom class on First Lady Martha Washington on April 26<sup>th</sup> at 1:00 pm.
- 13) In April we will resume a few outdoor exercise classes such as; Zumba, exercise with Janet, and balance and strength with Neil. We have also filmed a Tai Chi Class to air on MTCV on April 30, 2021. Hairdressing by Chrissy also started this month.
- 14) Woodcarving will start on May 5<sup>th</sup> at 9:00 am and will be held outdoors.
- 15) The raised garden program will start May 1<sup>st</sup>. In honor of earth day, Judy Caldas has planted some seeds for vegetables which we are starting inside and will plant them outside and ultimately shared with our seniors.
- 16) All the dead trees in the front parking lot by Webster St, were cut down last month by the DPW. It has made the space more visible and usable.
- 17) We have received a couple of alerts from MCOA as to the Formula Grant Funding for Fiscal 2022 which begins on July 1. It is much more complicated this year due to potentially less money in the state coffers and the Federal Census count. The Federal Census count may not be known until fall. MCOA has advised us to plan our budget on our 2021 allocation. This year we received \$61,716. MCOA is concerned about the census being undercounted as the process was cut short. There are projections available for each community including Marshfield which is projected to have over 7000 seniors residing in town. The census numbers are not expected out until fall of 2021. MCOA had a couple of strategies planned as to how to advocate for increases. We will have to wait in see if we realize any additional funding beyond the fall time frame.
- 18) We have put in an ad for a part time activities coordinator to assist Marilee. The position will be for about 15 hours per week. We are just waiting for the TA's approval. This will be covered under the Formula Grant.
- 19) Town meeting starts the week of April 26<sup>th</sup>. The town election is May 1<sup>st</sup> 2021. There will be early voting at town hall. The only item for the COA in the warrant is the budget. Patrick Dello Russo did not put in for any funding for the Tax-Work-Off program, as he felt that we have adequate funding for this November's program.
- 20) We are working with the interior designer on finishes both on the exterior and interior, along with lighting and mill work colors in the café, which is moving the project forward. We have reviewed solar shades, where some rooms will have double shades for room darkening ability. We are looking into the possibility of motorized shades for efficiency. We are discussing enlarging the back dumpster with the project manager to accommodate greater use. The interior designer will be working on paint colors and furnishings next which is a time consuming task.
- 21) Covid Lessons Learned Document is getting its finishing touches and will be emailed to Board members.

**SPECIAL VOTES TAKEN:**

None.

**NEXT MEETING:**

May 19, 2021 @ 3:30PM

**ADJOURNMENT:**

Marcy moved to adjourn. Maureen seconded. Motion passed. The meeting was adjourned at 4:55PM.

Respectfully submitted,

*Marcy G. Amore, COA Board Secretary*