

**MINUTES**  
**COUNCIL ON AGING BOARD OF DIRECTORS MEETING**  
**Wednesday, August 18, 2021**

**PRESENT:**

Nancy Currie, Janice Fletcher, Sheila Gagnon, Maria Maggio, Fred Monaco, Bill Scott, Barbara Van Houten and Carol Hamilton-Director

**GUESTS:**

Toni Sacks Booster Liaison

**ABSENT:** Marcy Amore (excused) and Maureen Saunders (excused).

**QUORUM:**

A quorum was present.

**CALL TO ORDER:**

Meeting was called to order at 3:33 PM.

**APPROVAL OF MINUTES:**

Sheila moved to approve the minutes of July 12 and July 21 2021. Bill seconds the motion. Nancy abstains. Motion passes.

**BOARD TRAINING AND OPEN MEETING LAW:** It was previously brought to our attention that Board Members must sign an acknowledgment of the Open Meeting Law and be familiar with that law. According to the protocol a Board Committee or Commission must do this within 14 days of being appointed or re-appointed. We reached out to the town Clerk for clarification and the Town Clerk will provide the COA with a training of the open meeting law. The Board decided to have the training 1 hour before the next regular meeting in September if the Town Clerk is available. There is also a webinar available on September 9<sup>th</sup>.

**LIAISON REPORTS:**

COA Boosters – Peg Davis and Suzanne Allemendinger are setting up a separate capital campaign committee to raise funds for the new FF&E for the expansion for things not in the town budget. The fundraising goal is \$200,000. The Campaign will not be very lengthy and will last 4 to 6 months. Suzanne and Peg are co-chairs and they will use the 501 c 3 status that the Boosters have already established but it will be in a separate account. The Committee is in the process of trying to recruit members to help the cause. They are also working on establishing a website. Peg also explained that she and a group met with 2 gentlemen from Scituate, one was Gordon Price who spearheaded a similar fundraising effort in their community. They had a room naming program with different levels of donations.

The Marshfield Capital Campaign Committee has many ideas to raise funds. One idea is a giving tree and a second a room naming program. Peg has a list of businesses in Marshfield that will be refined and categorized by types of businesses and will also work with the Chamber of Commerce. Peg also referred to a hand out of the Capital Campaign Finance Law that talks about what the limits of fundraising are for Board Members. Peg is looking for support, ideas and leads from the Council on Aging Board.

Old Colony Elder Services – No Report

Old Colony Planning Council – No Report

**COMMITTEES:**

Barbara discussed committee assignments noting that there cannot be more than 4 BOD Members on a committee. She distributed the outdated committee list, for new Board Members to consider what committees they would like to serve on.

ACCREDITATION – No Report

AGE FRIENDLY/DEMENTIA FRIENDLY – No Report

BUDGET, STAFFING AND FISCAL MANAGEMENT – The budget Committee met on August 16, to discuss the salaries and expenses for fiscal year 2023. There is a meeting with the town on September 2, 2021 to go over the spread sheet from the town. The budget committee discussed new positions that will be needed related to the building expansion along with increases in the expense budget line items. The budget committee came up with a few strategies such as meeting with our BOS Liaison to educate him as to what our needs are. On August 17 spread sheets were distributed to the town departments with the recommendation from the Finance Team on the 2023 budget. This Information was passed out to the Board.

GOVERNANCE – Bill reports that the Governance has since had comments from the Board and revised the Building Usage Policy. We have distributed the added changes to the Board. Sheila makes a motion that the revised document be referred back to the Governance Committee for their review and recommendations. Bill seconds the motion. The Board voted unanimously to support this. The Governance Committee will meet on September 10<sup>th</sup> at 10:00 am.

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GROUNDS – No Report

EVALUATION – No Report

MARKETING, OUTREACH AND TECHNOLOGY – No report

PROJECT DEVELOPMENT:

Senior Center Expansion Committee – Bill/Sheila The project is on time and on budget. The construction team meets every two weeks and the next meeting is August 25<sup>th</sup> at 11:30 am. The Senior Center Building Committee will also meet the same day but at 1:00 pm. The rough inspections have been secured and insulation is being installed. The sheetrock and taping our taking place and by mid to late August the priming and painting will start taking place. The exterior is almost finished and the original Senior Center will be painted to match the new gray color. Furniture selections are being worked on.

STRATEGIC PLANNING – The strategic planning met on August 2, and began an analysis of the SWOT results. The committee will figure out how to condense and operationalize the various lists and categories. The next meeting will take place on August 30<sup>th</sup> at 9:30 am.

**DIRECTOR'S REPORT:**

- 1) We received confirmation of the \$7500 grant from OCPC Title III Federal Funds beginning in October. This will help subsidize the social day care program costs.
- 2) We are ending the Better Together Program at the end of August. We will instead schedule 2 days of social day care on Monday and Wednesday. We have 4 clients currently.
- 3) Please see statistics on the new 2020 census data of age 65 and over in Marshfield. We do not have figures for the 60 and over as yet but we expect to shortly.
- 4) See the budget sheet from the town – meeting with Financial Team to discuss 2023 budget on September 2<sup>nd</sup>. The expense budget was cut. Many ideas have come about in order to explain to the town what are needs are; meet with BOS Liaison, educate him as to our programs and our future needs and plans to expand programs.

- 5) The Covid Team Continues to meet every couple of weeks, no mask mandates thus far. The town will offer vaccine clinics at town hall two days per week.
- 6) Warrant open until August 19, the COA has submitted a request for funding for the tax work of program and requested the establishment of 3 positions for the fall town meeting.
- 7) We are continuing to work on the new website for the Senior Center and it is slowly coming along.
- 8) We have hired a new activities coordinator, Kathleen Monahan, who started this week and will be working with Marilee.
- 9) We are in the process of reviewing, interviewing and potentially hiring a Volunteer Coordinator. Donna's last day is September 3<sup>rd</sup>. It had been extended from August 15<sup>th</sup>.
- 10) The annual town report is due August 31, 2021. We are trying to complete a draft of our state report first, the actual EOE report forms have not been issued.
- 11) Fall town meeting is October 18 2021.
- 12) Many new course and activities added to the Senior Center Schedule in August drawing, self-defense, low impact line dancing and computer training.
- 13) We will also be offering about 4 flu clinics and will add the "ask the nurse program" back into the schedule staffed by the Board of Health Nurses who will provide a variety of screening services.
- 14) We have 4 more lap tops to be refurbished. We are looking for additional donated lap tops, as we have a good sized waiting list.
- 15) All the benches and receptacles have been installed in the park.
- 16) A vendor has been chosen for the installation for the trail benches and will be installed in two weeks or so. The Boosters have pledged \$3700 towards the overall cost.
- 17) We have put together a Lifelong Learning Program with 6 courses for the fall. The kickoff is the 20<sup>th</sup> of September.
- 18) As far as the building expansion many other things have been going on between C & B and the COA. Interior colors have been chosen, furniture is in the works and next will be the pricing. We have also gone through the room names and renumbered and renamed some. It has also been suggested that we put a second name on the rooms that are named after special areas in Marshfield. I.e. the Brant Rock Room. I have put in a request for new carpet and paint for the original hallway of the building so that it blends with the new area. We have also had DPW take down trees in the front of the building and also trim trees along the back so that it does not interfere with the generator.

#### **VOTES TAKEN:**

- 1) Sheila makes a motion that the revised document be referred back to the Governance Committee for their review and recommendations. Bill seconds the motion. The Board voted unanimously to support this. The Governance Committee will meet on September 10<sup>th</sup> at 10:00 am
- 2) Sheila moved to approve the minutes of July 12 and July 21 2021. Bill seconds the motion. Nancy abstains. Motion passes.

**NEXT MEETING:** September 15, 2021 @ 3:30PM

**ADJOURNMENT:** The meeting was adjourned at 5:21 Sheila makes the motion and Bill seconds the motion. Motion passes unanimously.

Respectfully submitted,

*Carol Hamilton, Director COA*