

**MINUTES**  
**COUNCIL ON AGING BOARD OF DIRECTORS MEETING**  
**Wednesday, March 16 2022**

**PRESENT:**

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

**GUESTS:**

Barry Cornwall, guest

**ABSENT:**

**QUORUM:**

A quorum was present.

**CALL TO ORDER:**

Meeting was called to order at 3:30 PM.

**APPROVAL OF MINUTES:**

Bill moved to approve the minutes of February 16, 2022. Maureen seconds the motion. 8 members vote in favor. Motion passes.

**LIAISON REPORTS:**

COA Boosters – According to Bill the Boosters will meet next week. The “Giving Tree” now hangs and will inspire further donations. St. Patrick's Day raffle successfully sold many tickets which will be drawn tomorrow. BoosterFest is schedule for March 25 at 2 PM for celebrating membership with an ice cream social and business meeting.

Old Colony Elder Services – Maureen reported there was no meeting In February.

Old Colony Planning Council – No meeting

**COMMITTEES:**

AGE FRIENDLY/DEMENTIA FRIENDLY – No meeting

EVALUATION – Maria worked with the tracker and calendar used by the Strategic Planning Committee and synchronizing this will better enable the committee to prepare for the upcoming accreditation process.

GOVERNANCE – Bill and the committee will meet tomorrow to review policies that are scheduled for this year. There is a three year review required for each policy. Changes are made by the Governance Committee and is then distributed to the COA Board, followed by a 30 day review. The Board can accept the revisions or can make recommendations or changes. The Board will then vote on the final changes after the 30 days. Maria Maggio has created a repository to store procedures, policies and other Board documents. She will give a tutorial about its workings at the April COA Board meeting.

MARKETING, OUTREACH AND TECHNOLOGY – Barbara will meet with Nancy, Maria, and Lynn on April 6 at 10AM.

SENIOR CENTER BUILDING COMMITTEE - Sheila reported the building is nearly completed with only a few issues to be addressed. Currently both floors have occupancy permits which may be renewed if necessary. The furniture is scheduled to be delivered on March 29 furniture. The project plaques still need to hung and we are seeking out help to do this. New carpeting and paint have successfully blended the old building with the new. A new plan is being worked on by the COA staff for the new fitness center that encompasses safety and liability issues. Barry suggested that as new members sign up they are advised about all that membership entails, such as benefits and obligations. Barry suggested the COA field test the online membership application from the perspective of the potential users. Michael Maresco has agreed to reserve \$66,000 in the Senior Center Capital Account. He plans to transfer the remaining funds of approximately \$900,000 towards another capital project in a warrant article for spring town meeting. This is contingent upon town meeting's approval. Bill believes we will have enough money remaining.

STRATEGIC PLANNING – Maureen reported they met this week and reviewed the calendar of activities. A meeting to discuss the budget and any future needs will provide information on future fiscal planning and then the Boosters can be informed about any future needs. A focus group to be formed in concert with the Marketing committee will discuss how to draw more men to the Center. This strategic plan will track the highlights of the marketing research. A video may be produced later in the year.

AD HOC OPEN HOUSE PLANNING COMMITTEE - Sheila will meet with Bill tomorrow after the Governance meeting to figure out date.

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

- 1) We received a 30 day occupancy for the 2<sup>nd</sup> floor of the Senior Center due to the elevator being approved. The town building commissioner is waiting for a new site plan approval to be issued by the Civil Engineers.
- 2) We met with the Town Administrator, Project Manager, Facilities Manager, Bill and Sheila about The COA's capital budget project and expenses remaining. All issues were approved or resolved except for the bridge. Landscape office items and cleaning equipment budget items are all approved. The Project Manager presented a figure on what he felt was remaining after all obligations were met.
- 3) We are working on improvements to new entry door. A part is missing and the new sensor is going to be relocated to make it easier for patrons.
- 4) The interior designer and I are still working on the beauty salon due to procurement restrictions Upholstery, art work and other small items still needed.
- 5) Punch list is still being worked on like rugs in vestibule, cracked window and changing the swing on a door.
- 6) The main furniture order is due on March 29<sup>th</sup>. Some equipment has arrived and some is continuing to be delivered and installed such as the work out room. That should be finalized this week. The staff is finalizing plans to open the fitness room and to provide an orientation to those who would like to use the equipment – along with proper forms.
- 7) We have lined up a series of topics for staff meetings to address things like our fitness plan, activities - programs and schedules and building systems.
- 8) Once furniture arrives we will have to relocate several staff members to new office areas, including phones, computers, etc.
- 9) The TV's have been delivered and most installed. The cabling and TV wiring is all done except for a couple of tweaks. We are looking into HDMI capability.
- 10) The café is opened today on the 16<sup>th</sup> of March from 9-1. Breakfast and lunch items will be offered. We have been busy ordering many supplies and some of our main equipment and supplies are still on order but should be here soon. Ice Machine still not hooked up. Menus are posted in the café and temporary furniture put up. (15 to 20 customers)
- 11) Judy is working with the Veterans and a volunteer church group to help move books into the Card Room.

- 12) Plaques still not installed but I have reached out to project manager, supervisor and facilities manager.
- 13) Fence in new lot split in two, as somebody drove into it with a vehicle or plow. I sent repair estimate to facilities manager.
- 14) Called contractor from outdoor recreation project about broken fence that abuts neighbor's yard. Contractor will take a look at it.
- 15) The spring lifelong learning registration will be held on April 25<sup>th</sup> and classes will start thereafter and go through June. We are offering 3 different trips to museums in this session.
- 16) Income Tax Assistance going smoothly and will be continuing through mid-April.
- 17) We have two more special programs coming up this month one is a historic performance on an 18<sup>th</sup> century clairvoyant (moll Pitcher) on March 28, at 1:00 and on March 31<sup>st</sup> at 1:00 a presentation on the natural history of the tropics and paddling through the islands of Exumas, Yucatan Peninsula and Baja California with Mass Audubon.
- 18) The Tax Relief Program is on-going and we are always looking for more placements, but several placements have been made.
- 19) We are working with Danielle on filling a part time activities coordinator position. There will be more interviews next Monday.
- 20) We have 2 new support groups, once for caregivers on the 4<sup>th</sup> Tuesday of the month in the evening from 6-7 and a bereavement support group with 6 sessions starting on April 7 and going through May 12<sup>th</sup>.
- 21) The classes all seem to be growing with more and more people taking advantage of the programs. Membership applications are coming in strong.
- 22) We plan to initiate weekly email blasts notifying any active patrons of the availability of special programs for each week.
- 23) Quarterly report
- 24) New status Report from SERV Tracker.
- 25) Evaluation – Shine on survey monkey – 34 surveys
- 26) Contract signed by town for EOEA – amount was level funded.
- 27) Social day #'s are slowly rising and we expect to have 6 participants this week.
- 28) Public hearing with the advisory board on March 29<sup>th</sup> at Library at 7:00 at the Library
- 29) Town meeting on April 25 at 7:00 in the gym at the High School – there's around 30 articles – the COA has a request for start-up money for the café in the special warrant for \$10,000. It is contained in the free cash section.

#### **VOTES TAKEN:**

Bill makes the motion to approve the minutes of February 19, 2022. Maureen seconds the motion. 8 members vote in favor. Motion passes.

**NEXT MEETING:** April 20, 2022 @ 3:30PM

**ADJOURNMENT:** The meeting was adjourned at 5:05 PM. Maria makes the motion and Barbara seconds the motion. Motion passes unanimously.

Respectfully submitted,

Janice Fletcher Secretary