

MINUTES

DATE: January 17, 2018

Council on Aging Board Meeting

Senior Center, 230 Webster Street, Marshfield, MA 02050

ATTENDANCE: Marcy Amore, Fred Monaco, Maureen Saunders, Bill Scott, Paul Winget, Carol Hamilton, Liza Corbett (Boosters Liaison)

ABSENCE EXCUSED: Maureen Rosenberg and Barbara Van Houten

QUORUM: A quorum was present.

CALL TO ORDER: Meeting was called to order at 3:31 P.M.

APPROVAL OF MINUTES: Bill moved to approve the minutes of the December 20, 2017 meeting and the motion was seconded by Fred. Motion passed.

LIASON REPORTS

COA BOOSTERS: Neither Bill nor Carol was able to attend the last Boosters meeting. Liza reported that new bylaws have been drafted and accepted by the Boosters Board. The board is planning to hold a meeting in the near future for all COA participants to entertain suggestions, ideas and comments related to Boosters activities. Their next board meeting will be held on January 22nd. Carol added that they also have approved \$1500 to fund an additional coffee cart for the COA necessitated by an increase in activities for which coffee is provided.

OCES: There was no meeting in December. Old Colony is planning a training on "Hoarding" in Brockton. Carol will look into the possibility of another one for COA's on the South Shore.

OCPC: No report. Next meeting is on 1/25.

COMMITTEE ASSIGNMENTS AND REPORTS

ACCREDITATION: The most recent Community Input Committee met on January 17th completing the Fiscal Management and Asset Responsibility Standard, leaving only two more to go. It was an excellent meeting with Mike Maresco contributing information on the Town's budgeting process and Bill Scott contributing information on the work on the COA's Budget, Staffing and Fiscal Management Committee. It was a diverse committee of people interested in the topic adding additional information and asking pertinent questions.

BUDGET/STAFFING/FISCAL MANAGEMENT: No Meeting.

GOVERNANCE: Several meetings will be set up to review and update 3 policies that are due to expire. They will be presented to the Board for approval upon completion. Barbara will be making additional copies of our Policy and Procedures Manual to be available in our library, the Ventress Library, and the Town Clerk's Office.

GROUNDS: No meeting.

EVALUATION: No meeting in January. Next meeting is scheduled for February 13. Marilee has completed all 2017 evaluations for regular activities and programs. A Tax Relief worker will be summarizing the results to be presented to the Committee and the Board upon completion.

EVENTS: None scheduled.

MARKETING and OUTREACH: The COA's first video is now airing on Public Access Cable. Maureen and several committee members will be meeting with Jonathan Grabowski on January 23rd to discuss doing another video to publicize the CI-CO program. Marilee drafted a brochure introducing the CI-CO. Program that was passed around. These activities follow up on the 2017 CI-CO study's recommendations for increased publicity.

PROJECT DEVELOPMENT: Phase 2 of the Outdoor Recreation Project has shut down due to winter conditions. Some of the prep work for additional parking was accomplished along with footings and some concrete for the new stairs. An extension for completion beyond April 1st may need to be issued due to the weather. Carol is requesting permission to hire a consultant to assist with Phase 3.

STRATEGIC PLANNING: The Committee met on January 9th to review the Strategic Plan. The updated plan will be available at the next Board meeting. The Committee also discussed the café project and possible dementia programming. The next meeting is scheduled for April 3rd at 11:00AM.

TRANSPORTATION: No meeting.

DIRECTOR'S REPORT:

- 1) All window treatments are installed or have been repaired.
- 2) We will be offering a fall prevention class with the NVNA for 8 weeks starting Monday March 12. We will need a minimum of 8 people and maximum of 15 people.
- 3) We have added an additional legal clinic each month as there are typically waiting lists for the 1 clinic that we offered.
- 4) The AARP Income Tax Assistance Program is now taking appointments which will start February 5th through April 11th. More details in the February Link. We will be using the computer lab on Mondays and Wednesdays to house the program.
- 5) We will be showing a Documentary Film on Monday, February 5th called "Bag It", which is about the use of plastic bags and the effect they have on the environment. There will be a representative on site for any questions that participants might have.
- 6) Tax Relief is off to a good start. We have received 14 applications and 4 site requests. I submitted the warrant article for Tax Relief Work Off for FY 2019 for \$45,000 as the warrant is only open until January 22.
- 7) We are going to be offering 2 new art classes; "collage and mixed media" starting on Monday, January 29th for six sessions and "fun with pastels" starting on Tuesdays, March 13 for 8 weeks.
- 8) We had a hot water heater leak that has not been fixed but I am working with the vendor to set up an appointment for the repair. The new facilities manager is expected to start the end of January.

- 9) Phase II of the Outdoor Recreation project has stopped for the winter. They were able to do some of the prep work for the parking and put the footings and some of the concrete for the stairs. An extension beyond the April 1st deadline may have to be issued due to winter conditions.
- 10) The Boosters have approved funding for a \$1500 coffee cart for the Council on Aging. This purchase will make things easier with having multiple activities and not enough carts to go around.
- 11) The Lifelong Learning Planning Committee will be meeting on Thursday, January 25, @ 2:00 pm. We have added 3 new members to the team which should be very helpful going forward with program planning.
- 12) The town is working on a new cash handling policy which will be implemented shortly. The new policy will put more demands on the staff time.
- 13) New Drug and Alcohol Policy per GATRA that has to be adopted by the local municipalities. I am working with the HR and BOS to amend the policy.
- 14) We have received 3 applications for the substitute driver position.
- 15) Final draft of the survey with Jan Mutchler will be presented to the project committee on January 24th at 1:00.
- 16) The technology committee has been rescheduled for from January 16th to February 6th.
- 17) Lynn Gaughan, Donna Weinberg and I attended a reasonable suspicious training course for supervision of drivers.
- 18) We have a new volunteer through a special needs organization that will be training to help us with maintenance, 2 days per week in the afternoon.
- 19) The student intern continues to work on the friendly visitor program and has reached out to all local senior housing complexes. One of our new volunteers has expressed an interest in assisting the student with organizing the program.
- 20) If Board members have not signed the ethics acknowledgment or have not taken the test within 2 years would they please do so and return the forms/certificates to Lynn Gaughan.

COA BOARD VOTES:

None.

NEXT MEETING:

The next COA Board Meeting is scheduled for February 21, 2018 at 3:30 PM.

ADJOURNMENT: The meeting was adjourned at 4:25PM. Bill moved and Paul seconded. Motion passed.

Respectfully submitted,

Marcy G. Amore

Marcy G. Amore for Maureen Rosenberg, COA Board Secretary