

MINUTES

PUBLIC BODY: Council on Aging Board

DATE: February 20, 2019

TIME: 3:40 pm

PLACE: Senior Center, 230 Webster St., Marshfield, MA (Conference Room)

ATTENDANCE: Sheila Gagnon, Barbara Van Houten, Martine Anderson, Maureen Rosenberg, Maureen Saunders, Fred Monaco, Marcy Amore, Bill Scott, Paul Winget, Carol Hamilton – Director COA.

Guests: Barry Cornwall and Peg Davis.

CALL TO ORDER: 3:35 pm

APPROVAL OF MINUTES: Motion to approve the minutes of January 23, 2019 made by Bill and 2nd by Marcy; approval was unanimous. One abstention, Paul Winget. Motion to approve the minutes of January 16, 2019 by Maureen S., 2nd by Fred. Secretary requested minor revision 'where' to 'whether', and replace 'She' with Carol.' Voted revised minutes for January 16 2019 unanimously, with one abstention: Paul Winget.

LIAISON REPORTS:

COA Boosters: Sheila, COA Board Chair attended. The Boosters created a spread sheet to better track membership. They will apply the same method, in the future, to the activities, i.e. Craft Fair and Bake sale. Suzanne Almendinger developed the plan, which tracks gross vs. net moneys coming in to the Boosters. The current fund raiser involves raffle sale of lottery tickets.

Old Colony Elder Services: No Report

Old Colony Planning Council: No Report

COMMITTEES:

Accreditation: Marcy reported the last Standard has been reviewed. Marcy and Lynn Gaughan are working on the final draft to be submitted to the National Council on Aging for Accreditation, due May 29, 2019. An extension has been requested for August 29th. No response as yet.

Budget/Staffing/Fiscal Management: Carol distributed the proposed budget for Fiscal 2020 at the January Board meeting. There had been a budget meeting with the Town Treasurer, the Town Administrator and the COA back in the fall. At that meeting a budget sheet was prepared by The Town Treasurer and then reviewed by the group. Carol and Bill Scott also met with the COA Liaison to the Advisory Board Yvonne Price in late January to discuss the FY 2020 budget. This budget along with other town budgets will be presented to the Advisory Board and at a public hearing. Typically, the Department Head prepares a spread sheet provided by the town; the Budget Committee meets and makes a recommendation to the COA Board for approval. The process has changed this year as the town budgets were prepared by the Town Treasurer.

Carol handed out the COA Fiscal 2019 Quarterly Report: 10-1-18 to 12-31-18.

Governance: Bill reported that there are some policies that need updating and a review. The Governance Committee will meet on February 25, 2019 to review the Cell Phone Policy, The Electronic Equipment Policy and the Gift Shop Policy.

Grounds: No report.

Evaluation: No report.

Events: There are no events currently planned.

Marketing/Outreach/Technology: No report

Project Development: Design Development Study, CPC Project Updates: The Expansion Project will not be presented until the Special Town Meeting in the fall. At that time there will be a debt exclusion warrant for three Town Projects: The COA Expansion, DPW Barn, and Police Station. Carol met with the DPW engineer about Phase III recreational and parking area, previously approved by CPC. Some CPC members still unsure of their support for this outdoor space, to be shared by Youth Baseball and the Town.

Senior Center Expansion Outreach Committee: The Committee has been developing plans to inform the citizens of the Town about the planned expansion. The Outreach Committee is planning to distribute information at every opportunity including the Mariner Newspaper, Town Meeting and any event where appropriate. Tables will be set up at the election and perhaps the Art Festival. Community support is essential to the success of the project.

Strategic Planning: An updated report was submitted to the Board.

DIRECTOR'S REPORT:

- 1) New phone system has been approved and ordered.
- 2) Quarterly Financial Report Completed - handout
- 3) Ethics forms, tests and the confidentiality policy must be signed and current for all Board members.
- 4) Interviews have begun for the Administrative Clerical Position
- 5) We received approval to hire new bus drivers and training is ongoing for existing drivers.
- 6) New Transportation Brochure completed (see handout)
- 7) The Director had annual review with the TA and HR as part of the Personnel Bylaw review process.
- 8) New Strategic Plan update completed from last meeting (handout)
- 9) Carol asked for extension for accreditation and awaiting an answer from NCOA
- 10) Legislative Breakfast March 1 2019 at 9:00 Duxbury COA we need people to attend
- 11) Carol is meeting with a tax work off candidate on Feb. 26, who has grant writing skills.
- 12) New Chair Dollies have arrived and will be paid for by the Boosters
- 13) Four new two way radios have been purchased, as recommended by the Fire Department. The Boosters will pay for half and the rest will be covered under the grant.
- 14) Enrollment for Lifelong Learning for Wintermission was robust, with 114 people participating thus far.
- 15) The Lifelong Learning Committee met for the spring session and is offering 22 different programs. The LLL Kick off will take place on April 8th.
- 16) We are working on final updates for the volunteer manual and will distribute shortly.
- 17) Cathy Dimassa had researched and collected all previous annual town reports starting with 1957. I will use some of this information for the accreditation and we will keep these reports in a loose leaf book for reference and add the new reports each year.
- 18) Income tax preparation is in full swing and seems to be going very smoothly.
- 19) There is a Governance meeting on Monday February 25th.
- 20) Training with Office of Campaign & Political Finance on January 22nd was well attended & informative.

- 21) Performance on H. Melville with Stephen Collins tomorrow, February 21 at 1:00.
- 22) Cyndee Marcoux Library Director will be here for men's breakfast on Friday, Feb 22nd.
- 23) Barbara Leary will give a talk on the "Agony of the feet" for the women's group on Feb. 26th @ 12:30.
- 24) We have been receiving responses from our technology survey and will tally them and report the results at a future Board meeting.
- 25) New reusable bags have arrived.
- 26) Flyer meeting Feb 20th to finalize doc's for the outreach expansion committee
- 27) The Capital Project Committee is meeting on Thursday Feb 21st at 7:00. It has been suggested that COA board members attend.
- 28) The Registry of Motor Vehicles will come on March 13th to discuss the real ID
- 29) Lizzie Borden 40 Whacks paid for through a grant by the LCC will take place on March 21, 2019.
- 30) There is a trip to the Duxbury Art Museum on March 23rd and the COA will provide a bus.
- 31) Marilee has arranged a trip to the flower show on March 15th
- 32) A Grant was received from the LCC to the COA Boosters for Dementia Friendly COA programs through Suzanne Allmendinger for \$375.
- 33) Cad File from W & S received of upper parking but not of master plan. The COA and MYBL met with DPW and Amory Engineering to begin the process of Phase III.
- 34) OCES Kim Bales, Development Manager called to ask Marshfield to participate in the national March for meals campaign which is an annual month long event sponsored by the MOW Association of America. It is designed to generate public awareness about senior hunger and to celebrate the invaluable services provided by Senior Nutrition Programs across the country. A date will be set up with press coverage to take pictures of our new State Rep delivering meals.
- 35) A program on Boosting Immunities with Nutrition will be held on February 27th 1-2 with Big Y's dietitian, Kathy Jordan see handout flyers. The program was not advertised in the link.

OLD BUSINESS:

The Board continued a discussion about the Tax Work-Off Program such as changing the hourly rate or the # of hours worked. Currently, workers earn \$11 per hour and can work up to 100 hours. Carol explained that the Board could choose to raise the hourly rate and change the # of hours up or down. The gross earned amount allowed by the state is \$1500. Carol submitted a separate Warrant Article to the BOS in the amount of \$25,000 to fund the Tax Work-Off Program for 2020. However, the Tax Work-Off Program funding will be part of an Omnibus Article instead of a separate article. Since the program for 2019 is underway the Board decided to table the discussion until their September meeting. Any changes voted at that time, would take effect in the 2020 Tax Work-Off Program.

VOTES TAKEN: None.

Barry Cornwall asked for time to present an AARP Foundation publication detailing with housing in a changing America. He urged the Board to read the report.

NEXT MEETING: April 17, 2019 @ 3:30 pm, @ the Senior Center.

ADJOURNMENT: 5:20, Martine moves, Bill 2nd. Unanimous approval.

Respectfully submitted: Martine Anderson, Secretary