

MINUTES

December 16, 2015

Council on Aging Board Meeting

Senior Center 230 Webster Street Marshfield, Ma 02050

ATTENDANCE: Marcy Amore, Martine Anderson, Joan Butler, Nancy Goodwin, Carol Hamilton, Bill Scott, Barbara Van Houten

ABSENCE EXCUSED: Sheila Gagnon, Tom Halliday, Bill Lyons

QUORUM: A quorum was present

CALL TO ORDER: Meeting was called to order at 3:08 P.M.

APPROVAL OF MINUTES: Marcy moved to approve the minutes of the November 18, 2015 meeting. It was seconded by Nancy. Motion passed.

LIASON REPORTS:

COA BOOSTERS: The Boosters met on December 15th to put membership letters together and set November 5, 2016 as the date for their annual Craft Fair. They made over \$700 with the holiday fundraiser gift prize. On December 16th they announced that Ann Roth was the winner. The next meeting is scheduled for January 11, 2016.

OCES: No report.

OCPC: No report.

COMMITTEE ASSIGNMENTS AND REPORTS:

ACCREDITATION: No report.

BUDGET / STAFFING: The operating and capital budgets were submitted to the town with a follow up appointment scheduled for December 21st with the Town Administrator and Accountant.

GOVERNANCE: At the December 14th meeting the committee reviewed and accepted the Evaluation Loop diagram. It will be brought before the COA Board for review at the next Board meeting. The group continued to review and revise Articles within the Governance Policy and discussed quorum requirements and remote participation during meetings. The COA follows the Town's Remote Participation Policy. The next meeting is scheduled for January 19, 2016.

At This Board meeting the Building Usage and Cell Phone and Electronic Device Policies were accepted. (see COA Board votes) The Board discussed incorporating general qualifications required for Board members and applicants. Suggestions will be reviewed at the next Board meeting.

GROUNDS: No report.

EVALUATION: At the December 8th meeting the committee reviewed and revised the Volunteer Feedback Form and the diagram of the Feedback Loop. The final copy will be shared with the COA Board at their next meeting. The next scheduled meeting for the Evaluation Committee is January 12, 2016.

EVENTS: No report.

MARKETING / OUTREACH: No report.

PROJECT DEVELOPMENT: No report.

STRATEGIC PLANNING: No report. The next meeting is scheduled for January 13, 2016.

TRANSPORTATION: No report.

DIRECTOR'S REPORT:

- 1) Brian Adams will take care of repairing the water bubbler through this year's repair budget.
- 2) New craft class starting in January.
- 3) The art lottery grant was approved by the local cultural council for the Irish performance with Stephen Collins. The amount will be determined in January.
- 4) We received a grant from MCOA for \$600 to conduct a one day workshop on health and wellness education.
- 5) There will be a legislative Breakfast held at the Duxbury COA on January 29, 2016 @ 9:00 am. We will have a bus for those that need or want transportation. We encourage board members to come. We will be looking to advocate for \$10 per elder.
- 6) Our Parkinson's support group for January will meet on a different day due to a special guest Dr. Veronique Vanderhorst who is an MD and assistant professor at Harvard Medical School. She will talk to the group about how to get around with walking and balance difficulties. The public is invited.
- 7) A group of 5th graders are coming to sing holiday songs tomorrow at 2:00 pm. Some of the afternoon classes will participate in this activity.
- 8) Students from the Furnace Brook Middle School will be coming to assist senior with installing apps on their lap tops and devices. This app will allow seniors to borrow electronic books from the public library.
- 9) We will be offering 2 one hour sessions of Relaxation Response classes. The instructor, Lee Anne Pellegrini will demonstrate various techniques such as visualization, breathing, medication and gentle motion. Due to the popularity of a similar program that was offered during Lifelong Learning, Lee Anne has agreed to conduct these two special sessions.
- 10) Ann Hayden tentatively has a couple of trips planned for the spring March 13th to the Fuller Craft Museum in Brockton and April 24 to the Adams National Park in Quincy.
- 11) Town Counsel had crafted a release form for all of our fitness classes. We will begin implementing the forms the end of this month and into January. I will develop a cover letter and Karen will distribute and retain.
- 12) Collected information on newest recommendations for Senior Centers from EOEa. Received an estimate from the Architect for a design development study per budget request. We had a constructive conversation about what are programmatic needs and options for expansion of space.

OLD BUSINESS: Phase 1: The contractor has will make modifications to the walk path to improve drainage and has agreed to install an 8 inch drainage pipe underneath one section. This pipe can used if we decide to install leeching fields in order to further contain puddling adjacent to the walk path. The contractor will reseed and fertilize in the spring. Brian Murphy discussed going forward with the upper parking project with the COA and DPW.

Phase 2: The COA and MYBL met with Weston and Sampson to finalize design ideas for Phase 2. Two options will be presented to CPC. Tim Russo, CPC Chair, and Carol Hamilton, COA Director, discussed progress with Phase 2. Tim explained current money limitations and feels that phasing in our project with different options could help to optimize acceptance of the plan.

NEW BUSINESS: No new business.

COA BOARD VOTES: Marcy moved to accept the Building Usage Policy. Joan seconded. Motion passed. Marcy moved to accept the Cell Phone and Electronic Device Policy. Barbara seconded. Motion passed.

NEXT MEETING: The next COA Board meeting is scheduled for January 20, 2016 @ 3:00 P.M.

ADJOURMENT: Meeting was adjourned at 4:30 P.M. It was moved by Nancy and seconded by Martine. Motion passed.

Respectfully submitted,
Joan Butler, COA Board Secretary