

Rochester Council on Aging
Board of Directors Meeting
67 Dexter Lane
Rochester, MA 02770

August 11, 2021

In Attendance: Pauline Munroe, President; Michael Cambra; Vice President, Treasurer; Sue Norton, Marge Barrows, Mary Bessey, Woody Hartley, Andrew Revell, Eric Poulin, Director; Lorraine Thompson, Outreach Coordinator; Carol Galante-Dias, Administrative Assistant; Ann Soares, Clerk

Absent: Pat Ryan; Marjorie O'Brien

Community Members Present: Cecelia Hall, Carol Hardy, Michael Daniel, Bob St. Onge, Larry Ferreira

I. Call to Order – With confirmation of a quorum, Pauline Munroe called the August 11, 2021 RCOA Board of Directors Meeting to order at 9:03 A.M.

II. Approval of the July 14, 2021 Board of Directors Meeting Minutes-

Sue Norton motioned to accept the minutes of the July 14, 2021 Rochester Council on Aging Board of Directors Meeting Minutes. It was Seconded by Mike Cambra. Discussion ensued regarding amending to the correct spelling of Pauline MUNROE. Motion passed with a majority vote, 1 abstention (from Marge Barrows who was not in attendance at said meeting).

III. Treasurer's Report

The total COA budget as of July 1, 2021 was \$294,699.00. Expenditures of \$19,015.30. Remaining balance of \$275,683.70. Motion made by Mike Cambra to accept Treasurer's report, Seconded by Sue Norton, unanimous vote.

IV. President's Report- (now known as Director's Report)

1. Breakfast Program- As of Monday August 2, 2021, the Friends of the Rochester Senior Center reported that the Breakfast program had a profit of \$1,368.25.
2. Facebook Account-The old Facebook account has been deleted. After advertising Tai Chi and Breakfast program, new attendees have made known that they saw advertising on FB.
3. Activities- There will be a new Coin/Stamp Collecting group, Beginner's Line Dancing class, a new fitness class and the Fitness Room will be open from 9:30 A.M.to 4:00 P.M. beginning August 23, 2021.
4. Attorney General's office representatives delivered an informative message about telephone and computer scams. There was good attendance and a person who attended was able to help a friend. Their friend was going through a situation and they were able to direct the friend easily to the proper information.
5. New Van/Trips-Carol Galante-Dias spoke of the new van, thanking Mike Cambra and Eric Poulin for getting van and securing registration, insurance etc. There is a need for 2

part time drivers and to ask anyone you might know. 4 vans are being used for public transport. Some of our drivers are now working a second job. Van 1 will need some maintenance but discussed the significance of using all 4 vans regularly and using the Town's electric car to Boston and Plymouth provided that the passenger sign the appropriate waiver. Eric Poulin asked if the center could retain van 4 for now, \$714 in yearly insurance and there was money left in the vehicle maintenance account as well as the special donation account. Discussion about minimum wage \$13.50 and difficulty in attracting drivers with example of Tremblay's paying \$18 per hour. Discussion of town pay rate with minimum pay rate increments at state levels and need to wait until next year's budget.

6. Annual Picnic – Update on establishing a sub-committee, led by Lorraine Thompson who stated that she has cleared this date with the Rochester Fire Department. Subcommittee-Pauline Munroe, Marge Barrows (will help after work), Sue Norton and grandson and Mary Bessey. Help is needed for August 23rd arrival at 9:30 A.M.
7. Building Sub-Committee update- The Committee had its first meeting. Building Plans were given by Woody Hartley to Eric Poulin. Will be scheduling a second meeting in the near future.
8. Tax Work-Off update- Currently there are 18 people in the program, 1 additional since last count with 20 being the limit of those who can be in the program.
9. Medical Equipment- There is a new form approved by town counsel which will be kept in a central location in the office. Motion made to accept new form for when medical equipment leaves RCOA by Woody Hartley, Seconded by Andrew Revell, Unanimous vote.
10. Red Cross Training- Scheduled for Saturday, August 21, 2021 from 8 A.M. to 2 P.M. CPR, First Aid & AED to be attended by Carol Galante-Dias and the van drivers.
11. Building Use Form- Discussion about people using the building for funerals etc. Someone in the party would need a food handler's license if applying to use the kitchen. Lorraine Thompson made note that past practice was that she remained in the kitchen until function was over in instances where no one in the party had a food handling license. Eric Poulin will sign off on approval of each function.
12. Fall Fair Update- Discussion by Mike Cambra and Cecilia Hall about the need for volunteers especially on day of sale to work at the tables. Help is also needed on September 9, 2021 @ 9 A.M. to help move items for sale into hall and separate. Help needed on Sept 10th for tent set-up. Volunteer from Woody Hartley with his grandchildren, and Marge Barrows. Cecilia also mentioned Gifts To Give being very generous with donations such as Beanie Babies with a book. Gifts to Give is currently in need of children's clothes. The day of the fair will begin with the Boy Scouts Flag Ceremony. A loan of tables from the Fire Department was welcomed. This event will be advertised on Facebook.

Mail/Correspondence – Lovely thank you from Phyllis Voit for recognition of her 10 year commitment as a volunteer on the Board of Directors as clerk.

Acceptance of Donations – There were no new donations on which to vote.

Staff and Volunteer update- Suzanne Szyndlar, Town Manager, sent correspondence to all town departments suggesting employees wear a mask when interacting with the public due to Covid 19 Delta strain and the number of local cases. We will strongly suggest the use of a mask and will wait for additional guidance from the local Public Health Department and will also post the most recent guidance from the MA Department of Public Health.

Mike Cambra stated the town will be cutting trees. Discussion from Sue Norton who received a landscaping quote from Hathaway of \$3,690.50. Question as to splitting costs amongst Friends of COA, General Donations and Town funds. Motion made by Woody Hartley to follow this finance directive. Seconded by Michael Cambra. Unanimous vote.

Public Comment- Larry Ferreira met with Eric Poulin in regards to the local car cruise club meeting once a week on a Monday from 4 p.m. until 8 p.m. This car cruise club used to meet at Plumb Corner prior to the ongoing construction. They stated there would be a 50/50 raffle, DJ where music would be directed away from nearby homes, grill for food and would assure clean up by end of night. Their request would include use of inside restrooms and electric for DJ. Mr. Ferreira stated that certain proceeds of the night would be contributed back to the RCOA for incurred expenses. The club has liability insurance. Woody Hartley stated that the Board would take this under advisement citing questions on liability and the need for further discussion by the board. On the agenda for September the board will make a list of questions to submit to the club.

Other Board Member and/or Director Discussion- Shed Team meeting- Eric Poulin, Mike Cambra, Andrew Daniel discussed the overhead door facing Dexter Lane, double passage door, 2 small windows and to speak with Jeff Eldridge on future removal and disposition of other small sheds. We will follow the town's surplus property procedures if and when old sheds are disposed. Old Colony will be assisting with construction of new equipment garage/shed with completion date estimated by end of the 2022 school year.

Adjournment – There being no further discussion, Sue Norton motioned to adjourn the August 11, 2021 RCOA Board of Directors meeting. Mike Cambra seconded the motion, unanimous vote. Meeting concluded at 10:07 A.M.

Minutes respectfully submitted by:

Ann Soares, Clerk

Reference Documents

(Kept on File in the Rochester Council on Aging Office)

1. Agenda for the August 11, 2021 RCOA Board of Directors Meeting
2. Minutes of the July 14, 2021 Board of Directors Meeting