

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

September 8, 2021

In attendance: Pauline Monroe, President; Mike Cambra, Vice President; Sue Norton, Treasurer; Eric Poulin, Director; Marge Barrows, Woody Hartley, Marjorie O'Brien, Mary Bessey, Carol Galante-Dias, Administrative Assistant;  
Dennis Pucello, Andrew Daniel, Cecilia Hall, Rick Hall, Ann Cambra, Sharon Hartley, Carol Hardy, Ann Soares, Clerk;  
Absent: Pat Ryan, Andrew Revell

- I. Call to Order- With confirmation of a quorum, Pauline Monroe called the September 8, 2021 RCOA Board of Directors Meeting to order at 9:00 A.M.
- II. Approval of the August 11, 2021 Board of Directors Meeting Minutes-Sue Norton motioned to accept the minutes of the August 11, 2021 Rochester Council on Aging Board of Directors Meeting Minutes. It was seconded by Mike Cambra and accepted unanimously.
- III. Treasurer's Report- The total COA budget as of July 1, 2021 was \$294,699.00. Expended \$49,611.47. Remaining balance of \$245,087.53. Motion made by Woody Hartley to accept treasurer's report, Seconded by Margie Barrows, unanimous vote.
- IV. Director's Report-
  1. Friends Breakfast Program- On Tuesday, October 12, 2021 at 9:00 A.M.  
The RCOA Friends will have a Meeting on the Breakfast program.
  2. Coastline Updates- A grant for Step & Stretch program was applied for by Director Eric Poulin and was awarded in the amount of \$3,000.00. We also received a \$2,000 grant which will enable the transportation of our seniors to receive Covid-19 booster shots when available. There will be a Coastline meeting with area COA Directors hosted at the RCOA on 10-06-21 from 9 to 11 a.m. Woody Hartley suggested Friends to host expenses or to have expenditures come from the donation account. The cost would be about \$6.00 per person with approximately 15 or less in attendance. Kenny and Ann Cambra to coordinate the menu. Coastline's Senior Community Service Employment Program (SCSEP) was discussed. The program currently funds a staff member in the fitness room and our breakfast program chef. The fitness room attendant position has reached the maximum time allotted through the grant. The chef position is on year 2 of a possible 4 year maximum. The expectation of SCSEP is that individuals employed through the program will later be hired by the site they are working at before the grant expires or that another employment option will be found for them. Discussion ensued about possible ways to keep people on staff when the funding expires but everyone is now aware of the guidelines and the issue will be revisited going forward.
  4. Eric asked to take agenda item number four before agenda item 3 so that Carol Galante Dias could give her report. Vans/Day Trips were discussed by Carol. Since July 1, 2021 there have been 454 transported and vans have totaled 6,219 miles. The French club went to a

French bakery and French restaurant in Bristol, RI. There is also a trip planned on September 18, 2021 to Wright's Chicken Farm in RI with two vans attending due to the demand. There was a question as to who determines the trips? Eric listens to suggestions and requests from different groups that participate in activities here at the center and has also surveyed during Bingos, as the crowds are large. Most of the wishes include "not too much walking, an opportunity to eat and a cost less than \$30." The line dancers would like to attend the Norwood COA to meet up with other senior line dancers. There was also discussion on attending the Big E. The use of the town's electric car has been appreciated, especially one particular doctor's visit to Plymouth. Discussion on town's leased cars and possibility of RCOA use of one with a charging station on site. Going forward, when a town electric car is used for a senior transport the senior must sign a waiver form. Carol states she was informed by Highway Department that about a year ago an electric car was offered to RCOA and it was declined possibly by the previous administration? Woody discussed the yearly transportation report to MBTA due in November or December which affords a \$30,000 deduction on town of Rochester 's cherry sheet. Discussion by Andrew Daniel about a new type of handicap van with wheelchair access through rear hatch and seating behind driver. Eric discussed some available electric car programs but they don't fund the entire purchase of the vehicle (usually only provide \$5,000-\$7,500).

3. Activities- Fitness center open until 4. Coin/stamp club begins 9-13-21. Tai-Yo-Ba led by Cam Bergeron begins 9-13-21. A new caregiver group for individuals caring for someone with dementia or a related illness is now meeting on the 2nd and 4th Tuesdays of the month and the first meeting was well attended and well received. Going forward the instructor would like to keep the class to a maximum of 6 attendees. Tuesdays were the only day the instructor could lead a class as he has been caring for his wife for 7 years and he is currently also attending a 3 month course on teaching and leading dementia groups. Scrabble was moved from Tuesday to Wednesday to accommodate this much needed caregiver group. A beginning line dancing class starts on 9-28-21. The podiatrist's next visit will be 11-4-21. A class on jarring and preserving tomatoes will be held on 9-23-21. Eric will do a pilot program/will try to bring back the movie time activity and will see if it is well attended. Some seniors have requested a "pampering day," either a return of the well-received chair massage activity from June or possibly a manicure day. Eric will follow up further.

5. Annual Picnic-This was a success. Lorraine Thompson was able to have food donated. Thank You letters went out. Jimmy Dexter's event was also a success and well attended. Many donations, especially that of beef for the main course, were appreciated.

6. Building Sub-Committee-Meeting on September 22, 2021 at 4:00 P.M.

7. Medical Equipment - The waiver form the Board voted on at the last meeting is in place and working well. Question on location of a ramp and if there is still one available? We will check storage areas. We have a large volume of diapers and are not accepting any more donations of them. Discussion on sanitation of items such as commodes and what is involved to properly sanitize especially during a pandemic. Commode rentals will be discontinued at this time. Discussion on attic overload and perhaps using the professional organizer again to assist in creating and maintaining space. (Organizer will be used for a kitchen reorganization as well.) Cecilia mentioned that if there is anything metal, she and her husband will assist with disposal.

8. Red Cross training in CPR, First Aid and AED for van drivers was completed. The AED box in our activity room was inspected and the paddles expired in 2016 but Eric has now ordered new ones. (The inspection was done prior to the Red Cross training by our Fire department.)

9. Cleaning Contract-This contract expired on August 31<sup>st</sup> and we have contracted with the existing vendor for one month/through September 30th. Meanwhile, Eric researched commercial cleaning companies in the area (from Providence to the Cape) and about 35 of these companies were provided the current "spec sheet" aka the to-do list from the current contract and they along with the existing vendor have been provided an opportunity to bid on a new cleaning contract that would run from Oct. 1, 2021 to June 30, 2022. The current cleaning contract costs about \$2,200.00 a month. So far the lowest bidder has quoted \$1,300.00 per month and there are other bids at around \$1,500.00 per month. Town Counsel has received the information on the lowest bidder for his review. We will seek out a contract with the lowest qualified bidder. There are some issues with the current company, there are events sometimes during evenings where they wait outside instead of coming in to clean the areas not being utilized by the event. Andrew Daniel stated the bathroom floors have had a haze which could be due to dirty water. He stayed for 2 hours to properly wash the floors.

10. Fall Fair Update-September 11, 2021- With rain forecast for tomorrow, Mike Cambra asked for help with transfer of totes from container box to meeting room this afternoon at 3:00 p.m. Tent set up will take place on Friday and Mike Cambra has asked for assistance. Marge Barrows brought duct tape in different colors to identify each tent with their legs to keep sets together. Beverly Brewer will be directing the traffic of sale items to their prospective areas. On Saturday at 8:30 (on the day of the fair) there will be a Flag retiring ceremony by the Boy Scouts. The brick area under the flag has been redone and the flag pole has been updated with new parts. Carol Dias asked about vendors asking for tables. Tables are for town non-profit organizations. Nancy is taking care of workers for sale tables. Marge Barrows took Friday and Saturday off to help. Margie O'Brien said she will ask her son Adam to help. Many 'Kudos' to Cecilia Hall for this endeavor.

11. Car Show update. Several Board members spoke of the commitment to every Monday night being too much and would be more amenable to the request if it was for one Monday a month. Eric will speak with the group about their request and provide the Board's feedback.

~Mail/Correspondence- None

Acceptances of donations-RCOA received a card with donation of \$25.00 from Joan Barry, \$50.00 donation from Catherine Jackson for van use, \$200.00 donation from Barbara Bergold to assist in reception area renovation. Woody Hartley made a motion to accept the three donations, Seconded by Mike Cambra, passed unanimously.

~Staff/Volunteer update- Landscaping project is in progress (using Hathaway Lawn) and should be completed this week. Also, the brick area on the patio has been completed. Eric Poulin has completed his first 100 days as Director and the Board expressed great satisfaction. Ann Cambra reported on the Breakfast program which opened on June 28, 2021 and through the date of July 31, 2021 had 543 patrons, received \$2,770.50 and expended \$1,402.25 in

groceries which included start-up expenses. \$1,368.25 profit. During the month of August 2021 there were 530 Patrons, receipts of \$2,726.75, expenditures of \$892.92 in groceries and a profit of \$1,833.33. To date, since June 28, 2021, there has been a profit of \$3,902.08

~Other Board Member Discussion- In the past, during pre-covid years, there was an annual Veteran's Appreciation night held on Veteran's Day, November 11th. A request was made by Ann Soares to resume the annual event. After discussion, the Board fully supports Ann's request and it will be resumed. Board Members and COA Staff will assist Ann as needed with putting together the event.

~ A motion to adjourn at 10:03 A.M. was made by Pauline Monroe, Seconded by Sue Norton, unanimous vote.

Minutes respectively submitted by:

Ann Soares, Clerk

Reference Documents

(Kept on file in the Rochester Council on Aging office)

1. Agenda for the September 8, 2021 Board of Directors Meeting
2. Minutes of the August 11, 2021 Board of Directors Meeting