

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

October 13, 2021

In attendance: Mike Cambra; Vice President, Eric Poulin; Director, Marjorie Barrows, Woody Hartley, Mary Bessey, Andrew Revell via zoom, Carol Galante-Dias; Administrative Assistant, Cecilia Hall, Rick Hall, Ann Cambra, Sharon Hartley, Mike Daniel, Carol Hardy & Ann Soares; Clerk.

Absent: Pauline Munroe, Sue Norton, Marjorie O'Brien, Pat Ryan

Call to order- With confirmation of a quorum, Mike Cambra called the October 13, 2021 RCOA Board of Directors Meeting to order at 9:04 a.m.

- I. Approval of the September 8, 2021 Board of Directors Meeting Minutes -Andrew Revell motioned to accept the minutes of the September 8, 2021 Rochester Council on Aging Board Meeting. It was Seconded by Mary Bessey and passed unanimously.
- II. Treasurer's Report- This Report was given by Eric Poulin. The remaining balance in the Sunshine Fund is \$131.19 after the purchase of a sympathy flower arrangement for Jackie Demers on the passing of her husband George. The total COA budget as of July 1, 2021 was \$294,699. Total expended thus far is \$75,165.75 with a remaining balance of \$219,533.25. Motion by Woody Hartley to accept Treasurer's Report was Seconded by Mary Bessey. Brief discussion on office supplies line item. Motion then passed unanimously.
- III. Director's Report-
  1. Breakfast program - Mike Cambra has created a new menu. The new name for the restaurant will be the Friends and Family Cafe which is making a profit but still looking for volunteers. Due to water contamination there has been a boil order in effect. Cafe has been bringing in bottled water, bagged ice and is using paper plates, cups and utensils.
  2. Coastline- The recent October 6, 2021 Coastline Staff and COA Director's meeting held at our COA was enjoyed and very well done. Discussion on staffing and the Senior Community Service Employment Program through Coastline ensued. Chef Ken is in year 2 of the 4-year program, receptionist Karen Cole is also in her second year and the last day for Fitness Room Instructor Andrea Meunière is 10-22-21 and Cynthia Desjeunes will be starting in her place on 10-25-21. The expectation of the Coastline program is that these employees that they are currently funding will eventually be made COA staff before the grants end or another position will be identified for them.



3. Activities- Better use is being made of the conference room. A new game of cards will be called 5 Crowns and they will be using the room on Mondays at 1 p.m. Busy Bees will now use the room at 1 p.m. on Thursdays and the Rochester Historical Commission will use the room every first Monday of the month at 6 p.m. The Fitness Center has not had much traffic after 1:30 pm so will return to the previous hours of 9:30 a.m. to 1:30 p.m. A new class led by Marsha Hartley called Barre-Balance-Stretch will take place on Thursdays at 12:45 p.m. and a rug hooking and crocheting group will be in the large activity room every 3<sup>rd</sup> Tuesday of the month.
4. Carol Galante-Dias reported that the month of September produced 274 rides for 3,510 miles. The first week of October there have been 75 rides, 754 miles traveled. This year thus far (since July 1<sup>st</sup>) there have been 700 rides and 9,800 miles traveled. The entirety of last year produced 1,000 rides and about 10,000 miles traveled. A discussion about vehicles ensued. Carol and Eric will visit the Marion COA to review their vehicles. Van #4 belongs to MassDOT and after checking with them on their guidelines it is a best practice for this van to be used not only for Rochester residents aged 60+, but also Rochester residents under age 60 that are disabled. There is still a need for drivers but our drivers deserve 'kudos' for their dedication. A continuing challenge to recruit drivers will be the rate of pay that we offer vs. private sector companies which can offer more. Also, due to the increase in requests for rides the next newsletter will feature a request for people to provide 48-hours' notice when requesting a ride. We will also continue to prioritize medical appointments first and foremost.
5. Lorraine Thompson Outreach Report: Curtis grants are available to Rochester residents in need of utility assistance. Up to \$350 may be provided. Last year there were 40 applicants with 25 available slots. Comments from seniors saying that they make a choice between utilities and medicine should be referred to our Shine counselor for assistance. Qualifications for the Curtis grant were discussed and it was agreed that we would recommend individuals based on greatest economic need/following PACE household income guidelines.
6. Building Subcommittee meeting on September 22, 2021. Several plans for a buildout were presented. None were accepted. Progress was made though on getting everyone to agree as to what they were looking for and a new drawing(s) will be produced based on the feedback. After a septic plan/layout is provided and new drawing(s) are ready the next meeting will be scheduled and we will stick to the format of a Wednesday at 4 p.m.
7. Organization update: The Outreach office and the kitchen areas have been completed. The attic organization is scheduled for October 19, 2021 starting at 9:30 a.m. The organization of the electrical room and janitor's closet will be done by staff and volunteers from the Board and/or community. Eric Poulin added that a power surge caused equipment in the electrical room to fail and the internet and telephones were out for a day and a half. Important equipment was plugged into normal household power strips which failed. These have been replaced with more robust commercial grade equipment. The issue also exposed a flaw within the current phone system. It was discovered that the town uses Adams Communications for their telephone needs but the COA never switched over and uses a company called Metropolitan. Metropolitan provided codes over the phone to resolve phone issues but these did not work. Adams



which is not the COA's current company sent a technician who recommended rebooting the system which resolved the issue. Eric Poulin suggested changing/upgrading the COA phone system to Adams Communications and that Cares Act funding was available for this project. Woody Hartley made a motion to support using the Cares Act funding to cover this project (\$4,373.20). Motion Seconded by Andrew Revell, passed unanimously. (The goal will be completion of the project by the end of November.)

8. Cleaning Contract- Eric Poulin sent out specs to about 35 commercial cleaning companies. The lowest bidder was United Prime at \$1,300 per month. They have been awarded the contract. The current vendor was charging approx. \$2,200 per month and had proposed an increase to approx. \$2,400 per month. (The new contract will thus result in a savings.)
9. Fall Fair Update- Thank you to everyone who helped organize the event. Tents were blown away during a sudden windstorm. Two tents were ruined. Mike Daniel added that weights are sold to help secure the legs better during winds. COA and/or the Friends will be asked to procure such weights and/or to locate and secure funding for new tents for the future.
10. Equipment Garage Update- We have received \$1,997.22 in bills to date. Our budget for the project is \$20,000. The foundation has been poured. We would like to store the PPE currently in the janitor's closet in the new equipment garage and will have a need for shelving. We may be able to access up to \$2,000 in Cares Act funding for this shelving if it is needed to stay under budget.
11. Veterans' Appreciation Dinner (Nov. 11<sup>th</sup>) Update- Ann Soares is updating an old list of town veterans, sending a personal letter to each, reaching out through social media, she has contacted the veterans' agent and Scouts, done an order of speakers, a menu was discussed with Mike and Ann Cambra and that the meal would be funded by the Friends of the Rochester Senior Center. Volunteers needed to help with decorations, etc. and emcee will be Woody Hartley with Eric Poulin to read the closing prayer.
12. Annual Thanksgiving luncheon- planned for Friday, November 19, 2021 at 11:30 a.m. provided by students and staff of Old Rochester. Cost is \$14.40 per person. Funding to pay for the meal will be provided by the Rochester Firefighter's Association. The funding is available for diners that are Rochester residents/seniors only.

Eric Poulin discussed our AED. The paddles had expired in 2016 and he has replaced them. The battery has now failed as well and a new one is on order. When the new battery arrives a volunteer from the Red Cross will visit and assist with the installation and testing. Also, the cabinet alarm no longer works due to the 9-volt battery not having been replaced and leaking and corroding the wiring. This will be examined further to see if a replacement cabinet is required.

Discussion on Councils on Aging in the area upgrading their bathrooms using Cares Act Funding. This funding may provide for automatic flush toilets and urinals as well as automatic faucets and soap dispensers. (Our bathrooms were already upgraded recently with automatic paper towel dispensers per requests from seniors.) These types of devices are helpful to many seniors who can't bend to flush and/or who experience arthritic conditions that make it difficult to

work faucets and soap pumps. Motion made by Woody Hartley, seconded by Mike Cambra and passed unanimously to allow the Director to move forward with pursuing this bathroom upgrade project utilizing Cares Act funding.

Mail/Correspondence- A thank you note was received from Jackie Demers

Acceptance of donations- none

Additional Staff & Volunteer updates- none

Other board member discussion- Hoping for boil water order to be lifted next week. Woody Hartley mentioned that seniors and shut-ins needing bottled water should call the hotline number because it can be provided free-of-charge to them. Hotline number is available on the town website. Director to post hotline number on COA Facebook page as well.

Public comment- none

~Motion to adjourn made by Woody Hartley, Seconded by Margie Barrows, unanimous vote.  
Meeting concluded at 9:55 a.m.

Minutes respectively submitted by:

Ann Soares; Clerk

Reference documents

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

1. Agenda for the October 13, 2021 Board of Directors Meeting
2. Minutes of the September 8, 2021 Board of Directors Meeting