

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

May 11, 2022

In Attendance: Pauline Munroe; President, Michael Cambra; Vice President, Sue Norton; Treasurer, Marjorie Barrows, Mary Bessey, Sandra Charron, Patricia Joy, Andrew Revell, Eric Poulin; Director, Carol Galante-Dias; Administrative Assistant, Ann Soares; Clerk

Absent: Marjorie O'Brien; Secretary

Welcome to new members of the Board, Sandy Charron and Pat Joy, and a thank you to retiring members Woody Hartley and Patricia Ryan. The morning's meeting was also joined by visitors (by invitation) Town Counsel Blair Bailey and new Town Administrator Glenn Cannon.

Call to Order – With confirmation of a quorum, Pauline Munroe called the May 11, 2022 RCOA Board of Directors' Meeting to order at 9:02 a.m.

- I. Approval of the April 13, 2022 Board of Directors' Meeting Minutes-Mike Cambra motioned to accept the minutes of the April 13, 2022 RCOA Board of Directors' Meeting Minutes. Seconded by Sue Norton, unanimous vote with 1 abstention from Pauline Munroe who was absent from the April meeting.
- II. Treasurer's Report: Sue Norton reports the Sunshine fund had no change with a balance of \$63.75 but will be collecting \$25.00 in dues from members of the Board as soon as possible. Eric reported a COA budget of \$294,699 on July 1, 2021 with expenditures thus far of \$217,740.73 leaving a balance of \$76,958.27 for the remainder of the fiscal year (through June 30th). Eric discussed wanting to encumber some remaining funds at the end of the fiscal year which would serve as the 20% match on a new vehicle. (There are plans to apply for a grant for a new 14-passenger vehicle.) Motion to accept budget by Mary Bessey, Seconded by Margie Barrows, unanimous vote.
- III. Director's Report
 1. New Board Members- New Board Members and returning Board Members were all sworn in at Town Hall.
 2. Transportation- Carol Galante-Dias states there were 245 trips totaling 3,118 miles and praised our van drivers by showing the beginning of the week's schedule vs. what they actually ended up working with a visual of the time sheet which was filled in more than 2 times over. Eric Poulin discussed that the remaining training needed for drivers in Accessible Lift Use & Passenger Securement was being offered but it was over 2 ½ hours away so an agreement was worked out with the state's training vendor to hold some trainings on-site at the Rochester COA on May 19th. Eric discussed the condition of our current vehicle fleet along with a very detailed plan to attempt to replace 3 vehicles within the next year. The plan also called for a "reimagining" of our fleet with 2 fully accessible mini vans to replace the much larger vehicles that are currently being used and that only get 9 miles to the gallon. A motion was made to adopt the plan as

outlined by the Director, motion made by Mike Cambra, Seconded by Mary Bessey, Unanimous vote.

3. Outreach-Lorraine Thompson has been out sick but is working on recertifying individuals for the Boston Food Bank Program which involves confirming income and other qualifications.
4. Building Use Policy- Town Counsel Blair Bailey answered questions that the Board had regarding its Building Use Policy and stressed that “consistency” should be the key when setting policy as to who can utilize the senior center building. Other things to consider include operational costs like janitorial, arranging coverage, considering non-residents and different types of groups. Whether the Council on Aging might incur expenses should be considered. Waiving fees for non-profits is allowed but again would need to be applied consistently. It would also be acceptable to require a damage deposit from groups and/or to add certain restrictions. For example, if the group using the facility were children the Board could specify that CORI checks be done and how many adult volunteers/monitors should be present per child. Attorney Bailey stated that a reoccurring use of the building by a non-profit group would not violate any laws/anti-aide provisions. The Board will consider further discussion of this topic by including it on a future agenda. Attorney Bailey offered to return whenever he is needed.
5. Friends of the Rochester Senior Center- Eric Poulin gave an update that he still needs a copy of the Friends’ ST-2 form and a copy of their Certificate of Solicitation. In December, the Friends took a vote to put aside 90% of the funds that they have raised and that they will raise going forward for the senior center’s building expansion. The remaining 10% which in December 2021 represented \$23,897.53 was to be available to the COA for any general purpose. Eric would ask that a portion of those funds be directed toward purchasing a fully accessible minivan which will be used to transport our seniors to medical appointments in Boston and for other trips as well. The Friends’ will be asked to approve the funds for this purpose at their meeting which follows the Board meeting. Sue Norton asked about the Friends’ setting aside funds to hire an architect or design firm as part of the next steps for the proposed building expansion. Attorney Bailey stated that the town cannot commit to paying for anything without the funding already in the budget. In order to pay an architect or design firm the Friends’ would have to provide the COA with a check to place in the COA’s donation account which is set up at Town Hall. Carol Hardy asked if the COA could set up a separate account that the checks could be deposited into to make the building expansion process and what is expended easier to track. The Director will pursue this with the town Accounting Department. Discussion ensued about non-profits in general and the rules that govern them. Going forward, the Friends’ will need to cut a check each December to the COA representing the 10% available for general use if those funds haven’t already been spent throughout the year. The Director will continue to bring items to the Friends for their approval throughout the year but a process will take place in December to distribute remaining funding that may have not been designated for a specific purpose during the year. (The Friends should not be carrying over a balance.) Town Administrator Cannon stated that the next step for the desired/proposed building expansion should be coming to the Select Board to discuss the expansion plans that the COA Board developed. This can be done at the June Select Board Meeting. All were thanked for their time and expert advice.
6. Coastline- Coastline completed their Title III audit and we passed in excellent fashion. Kenny’s chef position is funded by Coastline and that grant runs out on March 8,2023 and we would need to begin including him in our budget at that time. He has been a successful addition to our center and the breakfast program has run smoothly with a designated chef position. Reminder

to sign up for the Celebration of Seniors event happening on June 17, 2022 at White's of Westport. It is being sponsored by our COA along with Coastline and the Bristol DA's Office.

7. Monday lunches for April- We collected a total of \$700 with expenses of \$675.16 with a net profit of \$24.84.
8. Kitchen- Eric Poulin states that he will be having a food safety consultant (Dottie Lebeau) to assist with observing our food programs and creating a written report, which was requested by 1 current and 1 former Board Member. (Dottie is a former state health inspector who after retirement formed a food safety consulting business.) The consultant will be visiting us on May 16th to observe our breakfast program and our in-house lunch. She will return on May 19th to observe our congregate lunch program and the monthly Friends' dinner. If there are any findings in her written report we will re-train our staff and volunteers to correct these issues. Rachel Fontaine, our professional organizer, will also return on June 16th to do an audit of our kitchen organization.
9. Outdoor activities- Eric Poulin stated that last summer he noticed that our large backyard area was not utilized as much as possible and is looking for ideas to correct this situation. Eric stated that he has spoken with Lorna Walker who is from Rochester and who leads a bicycle group for seniors. He would like to allow them to park in our overflow lot on some Wednesdays and begin their ride from here. After their ride concludes around noontime he would like to offer them the outdoor patio space to meet and plan their next ride. This would get more people using our outdoor space and possibly also expose more people to our center which might result in new members. He also mentioned the possibility of exploring a bocce or pickleball court.
10. Candidate Night was a success. Eric stated that Mike Cambra did a very good job as the emcee. Mike stated that the event was attended by more people than in the past. Mike Daniel also assisted with helping to make sure that we had snacks and drinks available.
11. 6-month COA Executive Director reviews given by the COA Board: Sue Norton made a motion to authorize the Director to file all Board reviews received prior to the March COA Board Meeting with the appropriate person at Town Hall (Town Administrator) by May 13th. Motion Seconded by Andrew Revell. Unanimous vote.
12. After Hours Visits- The Director reminded those with keys to the building that when the COA is typically not open to the public like on weeknights, weekends, holidays, etc. that if anyone enters the building that they need to be sure to lock up behind themselves so that seniors and members of the public do not enter the building during those times when we are supposed to be closed. Currently there is no master list as to who has keys to the building. The Director and Board believes that there should be such a list. If and when the center receives security cameras they should also explore changing locks, issuing new keys and keeping a list of those who have keys. All of these measures would improve safety and security.

Upcoming Events:

5/13 - Reception and Celebration of Life for longtime member Conrad (Slim Bernier)

5/19 - training for drivers at the COA.

5/23 @ 7 pm - Town Meeting

5/25 Town elections – Voting takes place at the senior center

6/1 Senior Center Open House with lots of activities which will be highlighted in our June COA newsletter.

Eric Poulin also mentioned that the Select Board passed a "Code of Conduct." Eric included the code in the board's packet but they will also be receiving a copy directly from the Town Clerk in the near future. The bottom line is that everyone is to be kind to one another (something that the Director has stressed since his first day on the job).

Mail/Correspondence- none

Acceptance of Donations-\$100 from High Street Auto & Truck, \$50 from Alton Ellis, \$50 from Ann Marie Gallois, \$100 from James and Judith Muldoon. Motion to accept donations by Mike Cambra, Seconded by Andrew Revell. Unanimous vote.

Staff and Volunteer update- Andrew Daniel, town maintenance was present to discuss the garage project and our buildings/grounds. He stated that the new equipment garage project is completed but additional items like asphalt and landscaping need to be done. He has received quotes for asphalt and loam. He is looking for help with funding these items. The brown shed on our property will be moved closer to the new equipment garage. The white shed on our property is no longer needed and it has a lot of rot from being placed too closely to the sprinkler system. The white shed will be designated surplus with the town and we would like to offer it to the Fire Department who may have an interest in utilizing it for training purposes.

Other Board Member Discussion- none

Public Comment- none

Motion to adjourn at 10:35 a.m. by Margie Barrows, Seconded by Andrew Revell, Unanimous.