Rochester Council on Aging (RCOA)

Board of Directors’ Meeting

67 Dexter Lane

Rochester, MA 02770

October 12, 2022

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In Attendance: Pauline Munroe, President, Michael Cambra; Vice President, Sue Norton; Treasurer, Marjorie O’Brien; Secretary, Mary Bessey, Sandy Charron, Patricia Joy, Andrew Revell, Eric Poulin; Director, Ann Soares; Clerk, Carol Galante-Dias, Administrative Assistant, Lorraine Thompson, Outreach Coordinator

Absent: Marjorie Barrows

Call to Order – With confirmation of a quorum, Pauline Munroe called the October 12, 2022 RCOA Board of Directors’ Meeting to order at 9:03 a.m.

1. Approval of the September 14, 2022 Board of Directors’ Meeting Minutes-Sue Norton motioned to accept the minutes, Seconded by Mary Bessey, unanimous vote.
2. Treasurer’s Report- Sue Norton reports the Sunshine fund remained the same. Eric Poulin stated the budget as of July 1, 2022 was $327,559.00 with expenses so far this fiscal year of $83,547.64, leaving a remaining balance of $244,011.36 for FY23. Motion to accept treasurer's report by Sue Norton, Seconded by Mary Bessey, with unanimous vote.

1. Director’s Report
2. Transportation- Carol Galante-Dias stated 271 rides in September (up 106) and just under 3,000 miles with high praises for our dedicated staff. Eric Poulin commented that Representative Rodriques’ earmark in the state budget for $50,000 for an accessible minivan did pass and we should be receiving the funding in November. We may also get an update in either November or December about the grant we applied for (to MassDOT in June) for a new 14-passenger vehicle.

1. Outreach-Lorraine Thompson submitted a report which was in the packet and said thank you to the Boston Food Bank for their recent review, which we passed. A couple recommendations came out of the review though such as keeping all boxes 6 inches off the floor, risers were purchased and the new system is in place. Discussion occurred with regard to our abatement program with all 20 slots being filled this year.
2. Activities- Ann Soares reports September trips to Southwick Zoo and Wrentham Outlets a success. Aging Disgracefully was attended by 8 and they enjoyed the event. In October, Foxwoods was really fun with 8 attendees and this trip will be incorporated quarterly with possibly 2 vans since 6 have already signed up. October 11th our Veterans visited the USS Constitution and the recommended restaurant was under construction and unavailable parking so they all went to Boston Tavern. It was a good time. DooWop at the Z on 9/16 and Hart’s Turkey farm and Artisan Craft show on the 27th. November 5 is Wachusett Mountain sky ride and food truck festival with a stop at Bolton Orchard. Also planned, a Holiday kickoff Providence Artisans at Waterfire, Patriots Place shopping and/or movie and still planning a trip to Vietnam wall in Fall River for our Veterans. Special events on October 6th with our first TriTown Veterans social to be held quarterly. Triad information meeting overflowed into bingo and they ran out of ID lanyards for our seniors which was very encouraging. On October 18th we will celebrate our Volunteers by hosting a luncheon and having our staff serve them. A total of 82 invitations were mailed. On October 19th a Celebration of Life will be held from 9 am until 11 am in honor of so many losses in such a short period of time. All families were contacted by Lorraine Thompson and asked if they would be able to attend, send a photo, letter etc to be presented during this time. Halloween Luncheon and Costume Contest on Oct. 31st. 3 COA Board Members have volunteered to serve as judges for the costume contest: Mary Bessey, Pat Joy & Sue Norton. On Veterans Day we will have our Annual Veterans Day Dinner. Chris Gerrior will do a flag presentation and roll call, special speakers and hosted by our Friends of Rochester Council on Aging, chefs will be Mike and Ann. We will also hold our annual Thanksgiving luncheon for Rochester residents with food prepared by the vocational school and paid for by the Firefighter’s Association on Friday, Nov. 18th at 11:30 a.m. Event is capped at 100 participants.

1. Volunteer luncheon discussed above.
2. Monday lunches for September had a $62.43 profit.
3. Check-ins for September- All-time high attendance count for the month of September and also of all-time.
4. Coastline Elderly Services 45th Anniversary flyer in packet - October 28, 2022 at Rachel’s Lakesider.
5. Building Use Request by Center Village – Applicant was asking for a reduced fee but they are a for profit entity. Application was approved for Nov. 15th but the Board voted to adhere to the fee schedule as outlined in the building use request form. Motion made by Pat Joy, Seconded by Sue Norton, unanimous vote.

* Mail/Correspondence -
* Acceptance of Donation-
* Staff and Volunteers update- A new job description for the Administrative Assistant/Transportation Coordinator position was presented. Motion made by Mike Cambra to approve, seconded by Sue Norton, unanimous vote. The job is also currently mischaracterized/listed as a Grade 4 when it should be a Grade 6 which is an Admin Asst to a Department Head. A motion was made by the Board to have the Director ask for a reclassification for the position from a Grade 4 to a Grade 6 in the next budget. Sue Norton made the motion, seconded by Andrew Revell, unanimous vote. Mike Cambra also asked that an updated organizational chart be presented at the next Board Meeting.

Discussion on Homestead Act/Registry of Deeds presentation to take place at next Board of Directors meeting.

* Other Board Member discussion- Eric Poulin states we did not get the SEMass grant for a key fob system at the COA and instead we will plan to assign new 4-digit security alarm codes to all current key holders. Everyone with keys will be asked to choose a new 4-digit alarm code and enough notice will be given before the change takes place. Security cameras have been installed and are active. Staffing shortages discussed, we have a need at some point for another part-time or a full-time custodian. Also, coverage for the afternoon shift when staff leaves/a receptionist. Will look at requesting one or both in next budget. The Friends quarterly breakfast report was submitted to the Board and included in the Board’s packet. File cabinet excess discussed, also the electric fireplaces in the attic upstairs need a new home. Eric also met with our marketing person last week and the project to develop a marketing plan for the center is ongoing. We have installed small billboards below the Friends and Family Breakfast Café sign in the parking lot to advertise events. We had a picnic table donation and the new table is ADA compliant and we received a quote for 2 more tables. The Board asked that the quote be brought back to consider at a later date. A request was made by Board Member Mike Cambra for the COA’s small brown shed to be moved and placed on asphalt. Eric will forward this request to town Facilities Director, Andrew Daniel.

Discussion on paperwork received from the Architect late Friday with update that the additional capacity would require extra restroom space. The architect sent 3 sample layouts with the changes. Copies of these layouts were in the Board packet and also sent to Stu Norton and Andrew Daniel. Discussion took place on the 3 layouts which were labeled A, B and C. Carol Hardy, President of the Friends also weighed in with her preferred option. A motion was made in favor of Layout C by Sue Norton, Seconded by Andrew Revell, unanimous vote. The Board had 3 additional follow up questions for the Director to pose to the architect and the Director will follow up with the architect and e-mail their responses back to the Board prior to the next Board Meeting.

* Meeting adjourned at 10:26 a.m. by Sue Norton, Seconded by Andrew Revell, unanimous.