

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

December 14, 2022

In Attendance: Pauline Munroe, President, Michael Cambra; Vice President, Mary Bessey, Marjorie Barrows, Marjorie O'Brien; Secretary, Sandy Charron, Eric Poulin; Director, Carol Galante-Dias, Administrative Assistant, Lorraine Thompson, Outreach Coordinator, Ann Soares; Clerk

Absent: Pat Joy, Sue Norton; Treasurer, Andrew Revell

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

- I. Approval of the November 9, 2022 Board of Directors Meeting Minutes-Sandy Charron motioned to accept the minutes, Seconded by Mary Bessey, unanimous vote by those present with 2 abstentions: Margie Barrows and Margie O'Brien.
- II. Treasurer's Report- Pauline Munroe reports the Sunshine fund remained the same. Eric Poulin stated the budget on July 1, 2022 was \$327,559.00. Expenses of \$133,017.48 thus far leaving a balance of \$197,241.52. Motion to accept treasurer's report by Mike Cambra, Seconded by Margie Barrows, with unanimous vote.
- III. Director's Report-.
  1. Personnel By-Law Employees- Glenn Cannon, Town Administrator was present and discussed who falls under the new Personnel Board by-laws. Van drivers are not included. The COA Board of Directors was presented with job descriptions for all COA employees which will need to also be approved by the Personnel Board. Some employees either didn't have a job description that could be located and/or many hadn't been updated for a long period of time. Motion made by Mike Cambra to accept job descriptions, Seconded by Margie Barrows, unanimous vote. Discussion on personnel also included the need for a full-time custodian and Ken Vieira's grant (breakfast program chef) expiring in March 2024. Discussion also took place regarding hiring and firing and role of Personnel Board. The new personnel board is meeting Thursday with regular meetings planned, going forward, about every 2 weeks.
  2. Transportation- Eric Poulin states Van 6/ our newest minivan has arrived. This was thanks to an earmark put into the state budget by Senator Michael Rodrigues. We have also hired 2 new van drivers: Frank Caswell and Wayne Therrien. Van driver Michael Rocha will be wintering in Florida. Carol Galante-Dias states November 2021 rides were 900, Nov. 2022 was 1187. Eric states there is still a grant pending for a new 14-

passenger vehicle and he hopes to hear whether or not we are awarded by end of March 2023. Discussion of funds encumbered to pay the match of \$16,000 with the state indicating that our match may be higher than anticipated due to rise in cost of vehicles.

3. Outreach-Lorraine Thompson submitted a report which was in the packet.
4. Monday Lunches for November Summary- Collected \$530 with expenses of \$321.39. Net profit of \$208.61.
5. December 19th @ 11:30 Quarterly Birthday Luncheon – we have 59 signed up so far.
6. Check-Ins for November Summary – 244 unduplicated individuals which surpasses Nov. 2021 record of 240 unduplicated people.
7. Thanksgiving- Holiday Parties-debriefing- While traffic flow was improved the coffee delivery will be changed to placing cups on table. Larger crowds have been interested so a change in table arrangement showed our ability to accommodate while keeping the flow of traffic smooth.
8. Activities- Ann Soares reports Activities and Special Events for November included Veterans Dinner on 11/11, trips to Providence Waterfire Art Holiday kickoff with dinner at 'the George ' with thanks to Eric for recommending and his visit & Patriot Place shopping. Upcoming events and trips are the December 1st Veterans Christmas Party with thanks to Ken Vieira as chef and Friends for offering to support some costs for these events. Tri-Town Veterans Social on January 5th, Two Christmas Crafts events, quarterly Foxwoods January 18th 2 full buses, Museum at Harvard University, Parker's Maple Barn and February 14th Ladies Valentine Tea. A celebration of life will also be planned.
9. Covid Test kits (2 per box) are available here at the COA. Eric was able to procure a large quantity (1,000+ boxes) at no cost to the COA or the town.
10. Brown Shed, no longer useful due to new equipment garage and the de-cluttering of our storage container will be deemed surplus; motion made by Mike Cambra, Seconded by Mary Bessey, unanimous vote.
11. Director contract developed by subcommittee of Pauline Munroe, Mike Cambra and Sue Norton was presented for the full Board's review. Mike Cambra made a motion to accept, Seconded by Sandra Charron, unanimous vote.
12. Employee & Director reviews must be turned into Town Hall by January 31<sup>st</sup> but Eric will complete his employee reviews earlier because potential employee step increases are a factor when putting together the COA's proposed FY24 budget which is due to the town by Friday, January 13<sup>th</sup>. The Board will turn in their Director reviews on or before January

11<sup>th</sup>. The Board and Director will also arrange for a special Board Meeting prior to the Jan. 11<sup>th</sup> regularly scheduled/monthly Board Meeting to review and vote on the COA's proposed FY24 budget.

13. Board of Health inspection occurred on December 5th where there was report of an excellent program, clean and well done, food license posted and bodily fluid clean up posted, ice machine schedule posted. All good and BOH did not inform they were coming so we should be proud that the surprise inspection went very well. A copy of the Inspector's report and comments was provided to the Board.

14. Accreditation - expires February 2024 and usually takes about 1 year in the planning stage, so we should start process Feb. 2023 if planning to re-apply. Several Board Members asked that this discussion be continued to the January Board Meeting/placed on next month's agenda.

15. Carol Hardy-Room Rental discussion – Carol asked if the prices to rent the COA could be reduced. The Board asked that this discussion be continued to the January Board Meeting/placed on next month's agenda.

16. Architect Update- The final concept that the COA Board Building Subcommittee and COA Board agreed to was sent to the architect on Nov. 30<sup>th</sup>. The architect will forward to their estimator to develop an opinion of probable construction costs. We hope to have an update in time for the next/January Board Meeting.

#### Staff & Volunteer Update/Other Board Member Discussion

Discussion of lighting in parking lot due to DST and functions ending later, clock on timer has been changed to accommodate later functions. Discussion on MBTA Paratransit credit. Director submitted report requesting credit on time. Original Boston Post Cane is now framed and will be hung up for display at the COA. A future photo opportunity with the town's oldest resident will be arranged. Town Counsel Blair Bailey will be at the Jan. 11<sup>th</sup> Board meeting, as requested, to discuss the Friends of the Rochester Senior Center and give a similar review to the one that he did last year regarding when funds must be turned over, etc. A building use request application was received from Rebecca Levesque/MOM Rochester LLC aka Becky's Organic Market. They need a space for a public meeting and will pay the COA rental fee of \$100 which represents \$50 per hour for 2 hours. The Board encouraged the Director to approve the application. The next Triad meeting is January 4th @11 a.m.

Acceptance of donations – A written summary was provided to the Board, motion to accept by Mike Cambra and Seconded by Margie Barrows, unanimous vote.

Motion to Adjourn made at 10:30 a.m. by Michael Cambra, Seconded by Sandy Charron, unanimous vote.