

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

May 10, 2023

In Attendance: Pauline Munroe; President, Sue Norton; Treasurer, Marjorie O'Brien; Secretary, Mary Bessey, Sandy Charron, Marjorie Barrows, Andrew Revell, Pat Joy, Mike Daniel, Eric Poulin; Director, Ann Soares; Clerk, Carol Galante-Dias; Administrative Assistant, Lorraine Thompson; Outreach Coordinator

Board of Directors meeting Called to Order at 9:04 a.m. with confirmation of a quorum.

- I. Motion to Accept minutes of Board of Directors meeting held April 12, 2023 by Andrew Revell, Seconded by Sandy Charron, passed by unanimous vote.
- II. Treasurer's Report- Sue Norton reports the Sunshine fund had no expenses and the Treasurer is still collecting dues. Eric Poulin reports beginning fiscal year with \$335,159.00 with expenses thus far of \$255,577.18, leaving a balance of \$79,581.82 through June 30th. Motion to accept treasurer's reports made by Andrew Revell and Seconded by Sue Norton. Motion passed by unanimous vote.
- III. Director's Report
 1. Transportation- Eric Poulin discussed the grant he applied for relative to a new 14 passenger van. We should get word on whether or not we are getting the grant sometime in June. The grant would pay for 80% of the vehicle. We have a 20% match. The cost for the match has risen but Senator Rodrigues has offered help to cover the difference. There may be a grant opportunity in the fall as well and we are considering applying for a minivan. Our long-term goal for our fleet will be to have 3 mini vans and 2 larger vans for trips and social outings. Carol Galante-Dias reports over 3,000 miles traveled in April. Our Triad/COA received a donation of \$500 from the Plymouth DA's Office to go toward Knox boxes, smoke & carbon monoxide detectors. They had previously given a \$500 check to the Fire Department and a \$500 check to the Police Department. She discussed the layout for the block party, September Car Hop scheduled on 18th with a rain date of 25th hosting a DJ named Johnny Angel who will donate his services and provide marketing at his other venues for our event.
 2. Outreach-Lorraine Thompson submitted an Outreach Activities Report for the month of April 2023 and Pauline Munroe stated that she appreciated that it was a very thorough report.

3. Monday Lunches for April Summary-Total collection for month \$1,135.00 with expenses of \$498.04 and net profit of \$636.96. Eric Poulin stated that there is a sign up and a kitchen policy of only kitchen staff and volunteers should be in the kitchen due to safety & sanitation concerns.
4. Check-Ins for April Summary- Record breaking check-ins at the COA for the month of April at 306 unduplicated. The previous April record for unduplicated check-ins was set in April 2019 and was 226.
5. Custodian Search-Hiring Update- A new custodian was hired for 15 hours per week. Jonathan Bounds started Monday, May 8th. If the COA FY24 budget passes at Town Meeting in May we would be approved to have a custodial position for up to 30 hours per week. Also, the town counsel attended a Personnel Board Meeting to clarify that the COA Board is responsible for hiring, firing & discipline of COA employees which they may do directly or may choose to delegate/act through the COA Director.
6. Candidate's Night on May 10th from 7-9 PM- Tonight is candidate's night. The Town Moderator is moderating the forum. Some Board Members will be available to volunteer to assist, if needed. Next year, on the advice of town counsel, if the forum is held, a civic or non-profit group like the Friends of the Senior Center will be asked to sponsor the forum instead of it being sponsored by the COA Board. On a motion made by Sue Norton and Seconded by Andrew Revell, the COA Board unanimously directed the COA Director to ask the Town Administrator for a police detail at candidate's night. Earlier parts of the COA Board meeting had been interrupted by a member of the Select Board who was concerned about individuals who had set up a table on COA grounds without permission. (The COA Director was already aware of the matter and had already notified the Town Administrator who was handling the matter but the Director had still been briefly pulled out of the Board meeting.) The Board felt that based on these interactions that had taken place during the day that it would be prudent to have additional security in the evening in case it was needed.
7. Building and Grounds/Facilities Update-Eric Poulin stated that there is some work needing to be done to repair some of our cement walkways around the building. He is working to address.
8. COA Board Officers' Election-June -Eric Poulin states that Section 4 of our COA by-laws require that in June an election be held to elect officers: President, Vice-President, Treasurer & Secretary. Also, according to the by-laws, anyone that has held an officer title/position for at least 3 years must relinquish that title.
9. FYI-Friends' of the Senior Center also has an upcoming election to elect members to their Board. Dues paying members of the Friends will be able to vote to elect between 5-

15 Board Members and then those members will choose their officers. A copy of the Friends' by-laws was provided to the COA Board in their Board Packet.

10. Activities-Ann Soares states that the trip to Brimfield was yesterday, May 9th seeing 2 vans of 16 people total (8 per van) to the antique show with plans to revisit in the fall. On April 27, two vans revisited Harvard Museum of Natural History and Foxwoods on April 19th with 2 vans. Next Foxwoods would be in July on a Saturday. Upcoming trips are May 17th to Frugal Fannies, Mick's Irish Pub and Trader Joe's. May 23rd to Woods Hole Aquarium, June 6th with rain date of June 7th to Martha's Vineyard and June 14th to Old Colony Museum in Taunton. Our Veterans had a wonderful Social with 26 in attendance sharing stories and dining on delicious lasagna, antipasto w/mixed veggies and rhubarb custard cake prepared by Mike Daniel, Mike Cambra, Sheila Daniel, Ann Cambra and dessert by Jeannie Therrien. Topic was the Military Appreciation Month with 6 dates of importance. Next Veterans Social is June 8th. There will not be any Monday Bingo during the summer but we will revisit it in the fall. The welcome packet suggested by Mike Daniel was discussed asking each department head and the Friends for their bullet points for a tri-fold to inform the public of the different features we offer at the COA. Goal date of completion is mid-June.
 11. Architect's update- Discussion of the \$3.2 million estimate vs bump out of \$1.2 million and multiply that by 1.2% to get total project cost. Discussion on response from architect firm with breakdown of figures. Discussion on frost wall depth. Chamber of Commerce contacts to have a larger fund raiser and hosting them Monday. Discussed a possible 3-season room instead. Board asked Eric to see if drawings still exist for the previous concept of a 3-season room. Discussion on speaking to banks in area about funding our project. This item will be listed again on the agenda in June for additional discussion/follow-up.
- Mail correspondence- no
 - Acceptance of Donations- The Council on Aging received donations totaling \$2,500. A motion to accept the donations was made by Sue Norton, Seconded by Mary Bessey, unanimous vote.
 - Staff and Volunteer updates
 - Other Board Member Discussion-. Eric Poulin discussed the need for a written policy as it relates to political activities and making sure they aren't taking place in the building as the COA Board and COA employees need to remain neutral when they are performing their roles for the town. He gave the Board a draft policy to review and this will be explored again at a future meeting for a possible, formal vote on the matter.
 - Public Comment -Tom Medeiros has passed away, please keep his wife Barbara in your thoughts.
 - Adjournment- Motion to Adjourn made by Andrew Revell and Seconded by Sandy Charron, unanimous vote at 10:15 a.m.