

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

September 13, 2023

In Attendance: Pauline Munroe (President), Marjorie O'Brien (Secretary), Eric Poulin (Director), Carol Galante-Dias (Administrative Assistant), Sandy Charron, Marjorie Barrows, Michael Daniel, Sue Norton (Vice President), Pat Joy, Mary Bessey (Treasurer)

Absent: Lorraine Thompson (Outreach Coordinator), Andrew Revell

Meeting **Called to Order** at 9:05 a.m. with confirmation of a quorum (8 of 9 Board members were present).

Before continuing with the meeting, Eric Poulin asked to share some information. The COA's former custodian Jim Dexter has entered Hospice. Eric asked that the Sunshine Fund send something to his home and after discussion it was decided that Mary Bessey would follow up to deliver something to Jim and his wife. Also, Eric reported the retirement of Ann Soares (Clerk for the BOD and COA Activities Coordinator). After discussion it was decided that an Edible Arrangement would be sent to Ann.

I. Acceptance of the Minutes: A **MOTION** was made by Marjorie Barrows to accept minutes of the Board of Director's Meeting held on August 9, 2023; the motion was **SECONDED** by Sandy Charron, there was no further discussion and the motion **PASSED** by unanimous vote.

II. Treasurer's Report: Mary Bessey reported that the balance in the Sunshine Fund is \$238.13. Eric Poulin reported that he just received a bill the morning of the BOD meeting for repairs to the sprinkler system. In reviewing the Budget, we had a beginning balance as of July 1 of \$364,667.00. Expenditures thus far into the fiscal year were \$55,060.99, leaving us with a balance of \$309,606.01 through June 30, 2024. A **MOTION** was made to accept the Treasurer's Report by Sandy Charron; it was **SECONDED** by Marjorie Barrows, and with no further discussion, the motion **PASSED**, unanimously.

III. Director's Report:

1. January 2024 Capital Requests & FY25 Budget – Eric shared that Andrew Daniel was discussing putting in a request for capital funds to fix the remaining section of flat roof. Putting it up on a pitch would likely help with finally solving the issue of roof leaks. Eric also discussed the possibility of applying for another grant in the fall for a new van. If he does this the split with MassDOT is 80/20 meaning they pay 80% of the cost and we would have to pay 20%. To get the matching funds we would have to put in a capital

request. A discussion also took place regarding the upcoming FY25 budget. Eric has been told in advance by town officials that they believe it may be a difficult budget year. The Director and Board discussed keeping the Activities Coordinator position open through December and reviewing again how we are doing without it in January. Ken Viera's Coastline grant which pays him to be the Food Safety Manager for our Breakfast Program is coming to an end. The priority would be to add this position into the budget to keep the breakfast program going. If the Activities Coordinator position is unfilled and then the Breakfast Food Safety Manager position added there would be no net increase to the future budget. Adding this position and filling the Activities Coordinator position would mean an increase to the budget and with a difficult budget year that may not be possible. The Director and Board will review again in January when the Director puts together the budget for the Board to vote on before it gets forwarded to the Town Administrator and Town Accountant, etc.

2. **Driver Training & Opioid Funds** - Eric Poulin talked about the driver training that took place on August 4th in Blackstone, MA. Another training will take place on September 22nd in Salem, MA. And finally, 2 more trainings will take place at the Rochester COA on Friday, November 3rd and Saturday, November 4th. The November 4th training will be run by the Red Cross. They will be teaching First Aid, CPR, how to use a defibrillator, how to stop a bleed and how to administer Narcan. The Narcan piece would allow us to utilize funds that the town received from an opioid lawsuit/settlement to pay for the Nov. 4th training. Eric stressed how important it is to keep up with driver trainings as when he started as Director, we were out of date with some of our trainings. Eric files monthly reports on some of our vehicles with MassDOT and an annual report in January with MassDOT details which trainings our drivers have among other criteria. We have 12 slots available for the November 4th training and a discussion took place as to who would attend. Drivers are required in addition to the Fitness Room Monitor and other staff will attend as well as Pat Joy from the COA Board. Board Members asked a question about a "Choking Training" and that has already been completed with about 20 staff/volunteers having been trained and received certificates. (Per MA state law, facilities serving food with more than a specific number of seats in their establishment must have a choke training.)
3. **The "High Dose" Flu Clinic for seniors** is scheduled for Tuesday, October 10th from 10 a.m. to 1 p.m. here at the COA. Eric was happy to be able to get \$10,000 from the National Council on Aging (NCOA) to help to fund this clinic. To register, seniors must contact Connie Dolan who is our Town Nurse.
4. **Transportation and TRIAD**- Carol Galante-Dias: Our drivers have been working tirelessly to provide rides to our seniors, very often making multiple pick-ups and drop-offs in a day. The new Tuesday, "Cruise and Lunch" has been well-received. Seniors who might otherwise be homebound are picked up and taken on a "field trip cruise", then brought to lunch at the COA and finally brought back to their home. Ann Cambra has been our "bus monitor" and Mike Daniel sends them home with a boxed supper. Carol stated that it will

be a huge help when the 14-passenger van arrives next year. Ann Cambra said it's heartwarming to be a part of this new offering we have for our seniors.

TRIAD- This Monday, September 18th from 3-6 pm we will have our 1st Car Show /Sock Hop. (Rain Date is September 25th.) We have put information on Facebook and in our local papers. People were very pleased with our Block Party so we're hoping this will be a big success as well. On October 4th from 10 am – 1 pm we will have a Health Fair. We have 13 groups who will definitely have a table, including the Town Nurse. For \$5, attendees may purchase a boxed lunch/meal "to-go".

5. Outreach Report- Lorraine Thompson- Lorraine is on vacation but the Board was given a copy of her Outreach Report for August which summarized her phone calls and visits to seniors.
6. Monday Lunches for August- On August 7, Coastline came, prepared the meal and funded it. On August 14th we had a French-themed luncheon. On August 21st the Fire/Highway Department cooked for us. On August 28th Ken Vieira did the cooking. At this point, some Board Members including Sue Norton discussed the August Art Show and there was a suggestion that we ask people to pay a nominal fee next year to enter.
7. Check-ins for August Summary: 328 unduplicated which was a record for the month of August and tied an overall record for the center set back in June 2023.
8. Marketing – EOEI interns: With help from the Executive Office of Elder Affairs (EOEA) we sent out information about our center to senior households in Rochester that don't currently attend programming at the COA. Within that mailing was a survey about our center. A number of households returned that survey. The results show that older residents in our town are very aware of the senior center, which is good. People that aren't attending listed reasons including the fact that they are still working and not retired yet and that they don't consider themselves a senior. A number of individuals indicated that they would consider attending once they retired. While our numbers have been increasing steadily, Eric said that based on this information they may level off at some point and then not uptick again until the group in their 60s/70s that are still working retire. A number of folks did say that they came to events/after-hours events like the block party. We just didn't have this data because if they aren't regularly attending, they don't have a swipe card and aren't checking in using MySeniorCenter.
9. Activities: A new Spanish Class started up in September with very positive responses from both instructor and students. With the loss of our Activities Coordinator, Ann Soares, we have had to do a little restructuring. We have

cancelled our Friday BINGO but continued our Wednesday as Edna Holstrom has agreed to pick it up. Hand and Foot, held on Thursday, will continue. Trips had already been lined up through December. Our greatest challenge will be our special events. Lynn Eddleston, Eric Poulin and Carol Galante-Dias will work together to help those events run smoothly. The Tri Town Veterans Agent will assist with future veteran related events including a possible Vets Dinner on Thursday, Nov. 9th. No date has been set at this time for the Old Colony Thanksgiving Dinner.

*No mail/Correspondence to discuss

*No Donations in need of acceptance

*Volunteer Updates - Volunteer Appreciation Luncheon- Tuesday, October 24th at 11:30, catered by Riccardi's. The volunteer Building Subcommittee members have "homework" to do prior to the next meeting so the next meeting hasn't been scheduled yet until those tasks are completed. The volunteer Personnel Subcommittee will learn more about their roles at the next/October Board Meeting as the Town Administrator and Labor Counsel will be on the agenda to discuss. The Volunteer Landscape Subcommittee will meet at 12:15 p.m.

Public comment – None

With no further business a **MOTION TO ADJOURN** was made by Sue Norton, **SECONDED** by Pat Joy, and passed unanimously. The meeting **ADJOURNED at 10:15 a.m.**