

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

October 11, 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), Mary Bessey (Treasurer); Lorraine Thompson (Outreach Coordinator); Andrew Revell

Absent: Pat Joy

Guests: Town Administrator: Glen Cannon, Town Counsel: Jane Friedman, Landscape Designer: Colin Hynes from "Elemental Designs", Rochester Facilities Manager: Andrew Daniel

Meeting **Called to Order** at 8:35 a.m. with confirmation of a quorum (8 of 9 Board members were present).

- I. **Acceptance of the Minutes:** A **MOTION** was made by Andrew Revell to accept the minutes of the Board of Director's Meeting held on September 13, 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 \$156.78. Three gifts were purchased and delivered in person (Stan, Ann, and Jimmy). In reviewing the budget, Eric Poulin stated that our beginning balance was \$364,667.00, expenditures were \$80,671.75, leaving us with an ending balance of \$283,995.25. Discussing a few of the expenditures, Eric said we had a mason come to repair several spots in our sidewalk that were dangerous, and we had a professional organizer come to work in the attic to allow for easy accessibility to our medical equipment. A **MOTION** was made by Sue Norton to accept the Treasurer's Report; it was **SECONDED** by Marjorie Barrows, and with no further discussion, the motion **PASSED** unanimously.
- III. **Director's Report:**
Prior to Eric's report, Andrew Daniel asked if he might share some concerns regarding the garage out back. Although there is a place for everything to be stored, it is quickly becoming a "catch-all" for many items that should be discarded or stored elsewhere. A flame box was purchased by Eric to store flammables. Eric suggested "cleaning and organizing" of that space as soon as possible. Andrew volunteered to do that task. Also, on the topic of organization, Eric Poulin shared a "Donation Acceptance Checklist" that originated due to the need for our office staff/volunteers to have an easier time accepting (or not accepting) medical equipment. We must only accept donations of medical equipment in good condition. The checklist defined what was to be considered good condition and staff and volunteers will use it going forward. We want to make sure the space for medical equipment in our attic remains organized.

1. Transportation & TRIAD: Carol Galante-Dias: We still have over 200 rides per month! The drivers are awesome- they do everything they can to make things run smoothly. When Carol had to be out for a couple days, they came in and made a schedule of drivers/rides on their own. Much thanks for all they do! "Cruise and Lunch" is much anticipated and enjoyed by our homebound seniors who are brought to the center for a meal. We will be getting a 14-passenger van next summer that will help with these excursions and our field trips as well. We will be retiring Van #2 once that new van arrives. We should also plan to pursue replacement of Van #3 within the next year or two. TRIAD sponsored a successful Health Fair. The next TRIAD Meeting will be on Wed., Nov. 1, from 11-12, it will be a planning meeting for next year. Also, on that date is "Operation Shoebox" from 9 am – 12 p.m. Our First Responder Turkey Dinner is on Wednesday, Oct. 25th. Friday, Nov. 3rd is Driver Training from 8 -11 am. Saturday, Nov. 4th is CPR Training for drivers and happily, the class is FULL!
2. Outreach Report: Lorraine Thompson – Lorraine provided a letter to the Board to summarize her September activities. (She was only in for 5 days in September, so she didn't submit her usual spreadsheet.)
3. Flu Clinic: The "High Dose" Flu Clinic for seniors, held on Tuesday, October 10th served 115 people. Our requirement was 100. There will be follow up visits to vaccinate more and 2 more flu clinics will be held in town. Some Board Members that attended the flu clinic felt it could have been more organized, there was some confusion as to where to go and who was next to receive their vaccination. The Health Department will be asked to take this into account for the next time. Overall, it was a success to be able to vaccinate so many people with more to come.
4. Monday Lunches for September: We had a net profit of \$100.90 for the month.
5. Check-Ins for September: There were 316 unduplicated check-ins for September! We continue to set records for attendance every month!
6. Volunteer Appreciation Lunch: This will be held on Tuesday, October 24th at 11:30 am.
7. Attorney General's Office Presentation: Oct. 25th, "Savvy Seniors". A representative from the Attorney General's Office will give a presentation on recognizing, avoiding, and reporting scams.
8. November Activities: Just some of our activities taking place in November include, the "Daylight Savings Day Party" on Monday, Nov. 6th @ 11:30, our Annual Veterans' Dinner on Thursday, Nov. 9, @ 5 pm, and our Old Colony Thanksgiving Meal on Friday, November 17th @ 11:30 am. The meal will be prepared and served by Old Colony students and is available free-of-charge to Rochester seniors, courtesy of the Firefighter's Association.
9. Personnel Subcommittee: Glen Cannon, our Town Administrator and Jane Friedman, our Town Counsel, explained to the Board that the town is in the process of redoing town bylaws regarding personnel and hiring practices. They are wondering if the COA might be interested in adopting the town bylaws or at least the sections that most pertain to the COA. Eric explained that at the May Town Meeting both the

library and the COA were removed from the town's Classification and Compensation plan, but Eric has been using them anyway as a point of reference. Jane suggested that at some point the COA's Personnel Subcommittee could meet to find the parts that work for them. Eric added that if you are a custodian, an administrative assistant, etc. and have the same title with similar responsibilities then you should be on the same pay scale as someone in that position in another town department. The COA needs to keep salaries competitive to help us retain quality people. Sue Norton asked about the section on Disciplinary Action. Glen suggested serious actions like suspension without pay, termination, etc. could be handled by the town's Personnel Committee rather than the COA's Personnel Subcommittee. The Board was undecided if they wanted to do that at this time but willing to consider a draft of a bylaw appropriate to the COA when one is ready to be presented.

10. Landscape Plan: Colin Hynes from Elemental Designs was invited to explain the landscape plan proposed for the COA. Colin explained that when designing a landscape plan there are many factors that must be taken into consideration. How much sun an area receives, how much shade, how much rain, height of the plantings, colors, and bloom times. Also, the need for easy maintenance. He has taken all these factors into consideration in designing a plan for the COA. At this point, Colin described the plantings in detail. Sue Norton asked if we could save a few of our favorite shrubs even if it means transplanting them. That is a part of the plan. Andrew Revell asked about costs for irrigation/sprinklers and those estimates are included in the plan presented by Colin. Andrew also asked how Colin plans to prep for weed control and Colin gave a clear explanation. When there was no more discussion a **MOTION** was made by Margie Barrows to accept the new landscape plan for the COA, and it was **SECONDED** by Sandy Charron and **PASSED** unanimously.
11. COA Office Hours: Mon- Wed from 9 am- 3 pm, Thursday from 9 am- 4 pm, Friday from 9 am- 1 pm. These are the times when we have adequate staffing to assist our clients and the Friday schedule would also align with other town offices, and we would be putting less strain on volunteer afternoon staffing. If we had a receptionist position, as other COAs in the area do, that would help with our workload, but town officials have been telling the COA to expect a difficult budget year, so we won't be looking to increase costs at this time. A **MOTION** was made by Andrew Revell to adopt these office hours, it was **SECONDED** by Margie Barrows, and with no further discussion, the motion **PASSED** unanimously.

*No mail/Correspondence to discuss

*There was a **MOTION** made by Andrew Revell to accept two donations to the COA, it was **SECONDED** by Sue Norton, and with no further discussion the motion **PASSED** unanimously.

*Volunteer Update(s) – Building Subcommittee: The next meeting of the Building Subcommittee will be scheduled once additional quotes and information are received.

*Public comment – None

With no further business a **MOTION TO ADJOURN** was made by Sue Norton, **SECONDED** by Margie Barrows, and **PASSED** unanimously. The meeting **ADJOURNED at 10:35 a.m.**

Next COA Board Meeting: **Wednesday, November 8th at 9:00 am.**