

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

**November 8, 2023**

**In Attendance:** Pauline Munroe (President), Eric Poulin (Director), Carol Galante-Dias (Administrative Assistant), Sandy Charron, Marjorie Barrows, Michael Daniel, Sue Norton (Vice President), Pat Joy, Mary Bessey (Treasurer), Lorraine Thompson (Outreach Coordinator), Andrew Revell

**Absent:** Margorie O'Brien (Secretary)

**Guests:** Glen Cannon (Town Administrator)

The meeting was **Called to Order** by Pauline Munroe at 9:00 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 October 11, 2023; the motion was **SECONDED** by Sue Norton, 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 had not changed since last month. Eric Poulin reported that our beginning balance for the fiscal year was \$364,667.00, expenditures thus far into the FY were \$107,319.31, leaving a balance of \$257,347.69 through June 30th. Other budgetary items mentioned: \*due to the fact that he has decided not to fill the spot held by Ann Soares, (Program Assistant, Grade 4/Step 4) those funds are available to potentially hire Ken Viera when the funding for his position, which is funded by Coastline, runs out in March. \*At this time, there are three possible candidates to fill the custodian position. Mike D. asked if any of the three had particular skills that would make them stand out as the best applicant? Eric responded that other than one having some experience using floor buffers, the answer is no. In order to keep the center clean until someone is hired, Eric has a cleaning service coming into the center once a week. \*Eric received a call from the Marshfield COA Director who shared concerns that NCOA is discontinuing its accreditation process for senior centers. 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:**

1. **Grants:** (Eric Poulin) We received a \$10,000 contract from NCOA to administer flu clinic(s). We also just applied for a \$20,000 grant from MCOA for nutrition initiatives. Funding, if granted, would be used to purchase a new commercial ice maker for the kitchen

and a new commercial coffee maker for the “big room.” The remaining balance would be used to support grocery purchases for our breakfast/Monday lunch programs. The \$22,000+ formula grant funding from EOEA has not arrived yet. When it does arrive we will look to utilize the bulk of it to complete our new landscaping plan/initiative for the center. COA Van #2 (2006 model) will be retired next year/summer 2024 when we receive the new 14-passenger van that we were awarded through a grant application with MassDOT. Van #3 (2013 model) is getting close to 100,000 miles. It will also need to be retired within the next 2 years. After Eric finished conferring with our Transportation Coordinator Carol and van drivers, the consensus was that it would be good if we could get a 12- passenger van to replace #3. Eric will look to apply to MassDOT in December for a new 12-passenger. Vehicles #5 and #6 are fully accessible mini-vans that Eric (with help from EOEA funding and the Friends for #5 and Senator Rodrigues with an earmark for #6) acquired within the last year or so. Those vehicles should hopefully last us a while but ideally Eric would like to acquire an additional fully accessible minivan at some point in the future to accommodate our needs and expected rate of growth/demand from our town’s seniors for rides to medical appointments, etc.

**2. Transportation and Triad:** (Carol Galante-Dias) Van drivers have completed all of their required trainings this year and are good for 2 years now (except one person who was ill and that driver will make up the trainings before the end of November). A volunteer took the place of the driver who was ill in the Red Cross training. This volunteer would now be able to cover as the Fitness Room monitor when/if that person is out sick or on vacation. The Red Cross training on Saturday, Nov. 4<sup>th</sup> included lessons in First Aid, CPR, how to use a defibrillator, how to stop a bleed and how to administer Narcan. (The town received funding from an opioid settlement so with the inclusion of the Narcan piece those funds can be used to pay for the training.) Carol shared three stories that show the empathy of our drivers. The first was a situation where the driver, after having dropped off a very nervous senior at their appointment, agreed to accompany that senior to the appointment to take notes. Another driver took a senior to Boston for an early morning procedure. The procedure was delayed repeatedly but the driver was willing to wait and didn’t get home until 8:30 p.m. A third driver who should have been finished for the day at 2:30 p.m. happily agreed to travel back and forth from Tobey Hospital to make sure the senior had what they needed. For TRIAD happenings, Carol directed the Board to see the list that she had compiled and distributed to board members.

**3. Outreach Report:** (Lorraine Thompson) Lorraine’s monthly summary of Outreach activities (for the month of October) was given to the Board. There were no additional questions but Board Chair Pauline Munroe offered thanks to Lorraine for her work.

**4. Monday Lunches for October:** Our Monday Lunches continue to be a draw for seniors! Our net profit from lunches in October was \$279.14. The monthly lunch summary was included in the Board’s packet.

**5. Check-Ins for October:** There were 297 unduplicated check-ins for the month of October 2023. We set an attendance record for the month of October, having surpassed the attendance record that we set in October 2022.

**6. EOEI Interns:** The report/slide that was shared from EOEI's presentation found that we are seeing an increase in our numbers. This isn't a surprise for us, but it is heartening to know that we are seeing such positive numbers, *continuously*.

**7. Activities for November and December:** Here are just some of the activities for the months of November and December. On Thursday, Nov. 9<sup>th</sup> we will have our Veterans' Dinner, sponsored by the "FRIENDS". On Friday, Nov. 17<sup>th</sup> we will have our Thanksgiving Meal, prepared and served by students and staff at Old Colony. The meal is being paid for by the Firefighter's Association. There will be a Holiday Pancake Breakfast and Sing Along with Santa on Saturday, Dec. 2<sup>nd</sup>. We will have a Holiday Party on Monday, Dec. 11<sup>th</sup> and a New Year's Party on Thursday, Dec. 28<sup>th</sup>, with "Timeless" performing classic hits from the 1950's- 1990's. Our "Spanish Class" is taking a break while the instructor travels to Ecuador. Our "Tai-Yo-Ba" class is being moved from Mondays to Fridays.

**8. Senior Tax Work-off:** Glen Cannon (Town Administrator) joined the meeting at this point. A copy of the FY24 workoff application was provided to Board members. In reviewing the paperwork, Eric highlighted a few sections of the policy that he felt should be changed, which would require a COA Board vote, Select Board vote and/or Town Meeting vote. These suggested changes include, age of the applicant (from 62 to 60), number of hours worked, income guidelines, maximum abatement figures, and number of residents who may participate. Glen suggested after the Board votes on a new policy that they forward it so that it may be brought to the Select Board. Later, it would go to Town Meeting. Sue Norton suggested we raise the abatement ceiling from \$1,000 to \$1,500 and then revisit the amount in the future. State law now allows cities and towns to give an abatement of up to \$2,000. After much discussion, it was decided that Eric will bring a draft of a proposed FY25 workoff application to the next Board Meeting for a potential vote.

**9. Building Subcommittee Meeting:** It was agreed that the members of the subcommittee would reach out to Eric with dates that work for the next meeting with the focus on trying to have one before the end of December.

**\*Mail/ Correspondence-** None

**\*Acceptance of Donations-** There was a **MOTION** made by Sue Norton to accept one donation to the COA, it was **SECONDED** by Sandy Charron, and with no further discussion, the motion PASSED unanimously.

**\*Volunteer Update(s)-** Dottie Lebeau (Food Safety Consultant) came to visit our breakfast program on 5 different days of the week while “in action”. She gave us a positive report. She made a few suggestions that we will incorporate in our daily kitchen operation.

**\*Public comment** – Mention was made regarding a possible Women’s Self Defense Class? Eric answered that there is a Sign-Up on the bulletin board to see how many seniors might have an interest. Cindy (from the Fitness Room) asked if air ducts/filters in the building could be checked as she is having recurring issues with watery eyes when she comes in and it seems as though it just happens here. Andrew Daniel will follow up and get a quote for a commercial duct cleaning.

**\*Adjournment-** With no further business a **MOTION TO ADJOURN** was made by Sue Norton, **SECONDED** by Pauline Munroe, and **PASSED** unanimously. The meeting **ADJOURNED at 10:10 a.m.**