

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

January 12, 2022

In Attendance: Pauline Munroe; President, Michael Cambra; Vice President, Sue Norton; Treasurer, Marjorie Barrows, Mary Bessey, Eric Poulin, Director; Carol Galante-Dias, Administrative Assistant; Ann Soares, Clerk

Absent: Marjorie O'Brien; Secretary, Woody Hartley, Andrew Revell

Call to Order – With confirmation of a quorum, Pauline Munroe called the January 12, 2022 RCOA Board of Directors Meeting to order at 9:00 A.M.

- I. Approval of the December 8 and December 30th, 2021 Board of Directors' Meeting Minutes-Sue Norton motioned to accept the minutes of the December 8 and 30th, 2021 Rochester Council on Aging Board of Directors' Meeting Minutes. Seconded by Mary Bessey, unanimous vote.
- II. Treasurer's Report - Sue Norton reported no change in the Sunshine Fund account. However, the Sunshine Fund will be sending a gift certificate in the amount of \$50 for Uncle John's Coffee Shoppe to COA Board Member Woody Hartley who is presently recovering from surgery. Eric Poulin reported a FY22 starting budget of \$294,699 with expenditures of \$139,386.08 as of 1/12/22 with a remaining FY22 balance of \$155,312.92. Motion made by Sue Norton to accept Treasurer's report, Seconded by Mary Bessey, unanimous vote.
- III. Director's Report
  1. Transportation-Carol Galante-Dias reports van drivers are down from 5 to 3 but we will have 1 additional driver who is recovering from a non-work injury within 2 weeks and another will be returning from Florida in May. Since July 1, 2021, our 5 drivers have driven a total of 16,500 miles, providing over 1,300 rides. Due to the national chip shortage, which is impacting inventory for new cars, the search for a Hybrid SUV will be postponed. We are still able to use one of the town's electric vehicles when necessary as long as the senior being transported signs the appropriate waiver form.
  2. Re-Opening Date- Board Members were provided with a copy of an e-mail from the Town's Public Health Nurse, Connie Dolan, who recommended against recreational activities at this time and asked the Board to limit COA activities to those that are deemed essential like food bank distribution and trips to medical appointments. Marjorie Barrows asked about the possibility of reopening in February and/or at least being able to have "coffee and conversation," which was an initiative previously developed earlier in

the pandemic. Mike Cambra made a motion to extend the senior center's closure for the rest of January. Sue Norton Seconded, unanimous vote. Eric Poulin, COA Director, asked that the Board consider reopening on February 1<sup>st</sup>. Board member Mike Cambra said that he would like to see more data from the town nurse, at a later date, before making that decision. The COA Board will meet again on January 26<sup>th</sup> at 9 a.m. to discuss its plans for the senior center for the month of February.

3. Mask Policy- The Select Board previously voted for a mask mandate at the senior center and on Jan. 5<sup>th</sup> the Board of Health did as well. Signs detailing the mandate will be put up instructing all people to wear a mask while inside the senior center. Eric Poulin, COA Director, asked that this discussion be revisited at the Board's March meeting.
4. Coastline-We received a grant in the amount of \$2,000 to be used as needed to bring seniors for a booster shot. However, Coastline indicated that these funds may also now be used toward purchasing at-home Covid test kits that could be distributed to seniors. A discussion on test kit availability and best brands ensued. Director will follow up on this issue. Of the 3 Coastline employees that were working at the senior center, only Karen Cole is still coming into the office to answer phones. The Director is currently working with Coastline to ensure that the other 2 employees will have a source of income while the center is closed.
5. Building sub-committee will be meeting at 4 p.m. on Jan. 12<sup>th</sup> to discuss plans for a building expansion.
6. Board Membership SubCommittee- A file with people interested in serving on the Board of Directors has not been located yet. A note in the March newsletter will ask for anyone interested in serving on the board to submit a letter. An e-mail went out to all Board members from the Director which showed when current members' terms expire. Board Members with terms that expire on April 30, 2022 include Mary Bessey, Greenwood (Woody) Hartley and Pauline Munroe. Both Pauline and Mary indicated they would be interested in continuing to serve on the Board.
7. Equipment Garage Update- There have been delays on construction relating to staff and/or student COVID cases. Bills so far received for the project total: \$5,589.19. The overall budget for the project is \$20,000. Much more work needs to be done and more bills are expected in the future.
8. December events recap-Eric Poulin discussed the number of individuals allowed to participate in the Christmas and New Year's parties were capped at half capacity due to the Board's COVID concerns. Sign-ups for the parties were handled on a first come first serve basis. Many compliments were received on the band that performed on NYE and on Margie O's decorations. Seniors requested that the band be brought back in the future. Sue Norton offered to help with sorting through/disposing of old Christmas and holiday decorations stored in the attic.
9. New Grant-We will be receiving a new grant award for \$10,000. A portion of the funds will be applied toward funding the Tai Chi and Tai-Yo-Ba fitness classes for a 1-year period. The remaining balance will go toward equipment and supply needs for fitness related and other programs at the senior center. The Board will be asked to weigh in on these purchases when the time comes but suggestions from seniors were shared which included a request to purchase blood pressure monitoring devices, an elliptical machine

for the gym and updated bingo equipment such as a blower and electronic light up board.

10. MASSDOT- Eric Poulin submits a report each month on Van #4 and must continue to do this for the next 6 years at which point the state will hopefully turn over the van to the town. Also, the MassDOT annual report will be submitted on or before the deadline which is typically January 31<sup>st</sup> but the deadline may be extended this year.
11. Capital Request & Budget- Capital Requests are due to the town by January 17<sup>th</sup> and the budget/budget request is due by January 21<sup>st</sup> for FY23. Eric is waiting on a quote from Watch 24 for security cameras as he would like to put in a "capital light" request for security cameras inside and outside of the senior center. In his 6 months as Director there have been a hit and run situation in the parking lot (one vehicle striking another parked vehicle) as well as a fall inside of the building most recently. Motion made by Sue Norton and Seconded by Marjorie Barrows, unanimous vote to allow the Director to submit this capital light request for security cameras. The FY23 proposed COA budget that the Director will request is \$318,252.53, which represents a \$23,533.53 increase from last year's FY22 budget of \$294,699. The Director is requesting that one position be removed from being paid through the donation account and brought into the budget instead. Also, the Director has prioritized attempting to raise van driver wages to \$15.00 per hour. He sees this as being important to retaining and/or attracting staff. Also, in the last budget, postage for the monthly newsletter mailing was budgeted at \$600 when it costs \$350 per month for the mailing. These represent some of the issues that will be worked on and/or attempted to be addressed/fixed in the proposed new FY23 budget.

New business- Request from Rochester Police Department to use the main room for training purposes on January 14, 2022 from 6-9 PM and January 15, 2022 from 9-3 PM. Sue Norton made a motion to accept Seconded by Mary Bessey, unanimous vote.

Mail/Correspondence- no mail or correspondence.

Acceptance of Donations- \$100 from Henry & Nancy Stopka, \$100 from Stuart Tallman and \$275 from Randy & Edna Ayotte (\$200 to go toward food for the New Year's Eve party and \$75 toward an exercise class). Motion to accept donations made by Sue Norton, Seconded by Mary Bessey, unanimous vote.

Other Board Member Discussion- Mike Cambra stated that if we reopen by February's end there is a Van Gogh exhibit at the Museum of Fine Arts in Boston and that this would be a nice trip, especially for our art group. The December trip to La Salette Shrine had one bus with 10 people who said it was a good time. The previous trip to Wright's turkey farm had 2 buses/20 people and many expressed that it was a good trip.

Motion to adjourn at 10:14 A.M. by Pauline Munroe and Seconded by Mike Cambra, unanimous vote.