

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

February 9, 2022

In Attendance: Pauline Munroe; President, Michael Cambra; Vice President, Sue Norton; Treasurer, Marjorie O'Brien; Secretary, Woody Hartley, Marjorie Barrows, Mary Bessey, Eric Poulin, Director; Carol Galante-Dias, Administrative Assistant; Lorraine Thompson, Outreach Coordinator & Ann Soares, Clerk

Absent: Andrew Revell

Call to Order – With confirmation of a quorum, Pauline Munroe called the February 9, 2022 RCOA Board of Directors' Meeting to order at 9:02 a.m.

- I. Approval of the January 12 and January 26, 2022 Board of Directors' Meeting Minutes- Marjorie Barrows motioned to accept the minutes of the January 12 and 26, 2022 Rochester Council on Aging Board of Directors' Meeting Minutes. Seconded by Marjorie O'Brien, Sue Norton abstained and the remaining Board voted unanimously in favor.

Woody Hartley mentioned the Friends' Feb. 17th dinner and brought up the subject of a past decision to not have large gatherings until Covid has declined. Eric Poulin noted there was a cap of 50 people as recorded in the minutes of the January 26th meeting and that only 50 tickets had been printed with only a portion thereof sold thus far.

- II. Treasurer's Report: Sue Norton reported the Sunshine fund has a balance of \$81.19 and will collect \$20 each for dues in May, 2022. Woody thanked the board for the get-well card and gift certificate to Uncle John's. Eric Poulin reported a budget of \$294,699.00 on July 1 with expenditures of \$159,760.47 thus far leaving a remaining FY22 budget balance of \$134,938.53. Motion made by Sue Norton to accept Treasurer's report, Seconded by Woody Hartley, unanimous vote. Woody Hartley mentioned that he did an audit of the breakfast program. A fee of \$160 was paid by the Friends of the Rochester Senior Center to the Rochester Board of Health for relevant food licenses to run the breakfast program. The Director was asked to request a waiver of said fees in the future.

III. Director's Report

1. January 29th Review- Those present at the COA during the blizzard were Lorraine Thompson, Carol Galante-Dias, Margie O'Brien, Mike Daniel and Paul Ciaburri. Carol Galante-Dias stated it was "Rochester at its best." One local couple and town highway and public safety staff utilized the building during this time. Lorraine prepared breakfast and lunch for these groups. The weather was horrific and the town dug the COA out and plowed the lot. All together 29-32 people were served through the storm. Marjorie

O'Brien stated that there had been an emergency management committee which were people to call when situations occurred needing an emergency shelter. Lorraine Thompson has the list and will call for help as needed/if needed. Kitchen rules have been updated and posted in response to concerns about items not being put back in their correct location.

2. Transportation- Carol Galante-Dias is attending a class on senior transportation through UMass Boston. The Van Gogh exhibit that is in Boston will be in Providence in May and a trip will be organized at that time. Eric Poulin filed our annual report with MassDOT (related to van 4). Training requirements for drivers that use van 4 are First Aid and CPR, disability awareness, defensive driving and accessible lift use and passenger securement. Drivers have completed First Aid, CPR and disability awareness requirements. Defensive Driving training will take place on March 4th with drivers traveling to Dennis, MA for this training. An accessible lift use and passenger securement training was done in-house in July 2021 but the Director has also requested an on-site training using the state's vendor. For January there were 87 rides provided to our seniors totaling 1,400 miles. For FY22 a total of 7,300 rides were provided thus far totaling over 18,000 miles. Mike Cambra has noticed paint loss on the hood of one of the vans. The Highway Department has recommended that all of the vans be professionally detailed. A protective coat of wax should be applied to each vehicle to guard against paint loss. Carol Galante-Dias has been assigned the follow-up task of getting the vans detailed.
3. Outreach-Lorraine Thompson has been delivering meals to homes (in January during our closure) and there was an additional outreach effort with cookies being delivered to a number of seniors.
4. Coastline-Lunches have resumed. We received 90 at-home COVID test kits through a grant and an additional 30 from the Rochester Fire Department. Coastline will offer 6-weeks of computer classes starting in late March and running through early May with the exact days and time of each class to be determined. Coastline is planning to resume their annual conference for seniors on Friday, June 17, 2022 from 9 a.m. until noon at White's of Westport. Eric Poulin was asked to assist in the planning and has agreed. The Bristol Plymouth Celebration of Seniors will be capped at 400 attendees with a vendor cap of 70. The agenda will be breakfast from 9 a.m. until 10 a.m. with a vendor fair to follow from 10 a.m. to 12 p.m. We will plan for one or more buses from the Rochester COA to attend. Coastline employees Cindy Desjeunes, Ken Viera and Karen Cole are now eligible to work up to 29 hours per week through June 30th.
5. Building SubCommittee Presentation- Stu Norton displayed a plan that had been adopted by the Board's Building Subcommittee for an addition to the Rochester Senior Center. It was displayed on a monitor with a clear view of what the building would look like after completion. The software allowed us to visualize what is present today and the specific changes to our building that will take place after construction. We were able to

see our actual entrance, changes in rooms and our hallway along with information about a full foundation under the back walkway being a plus in the ease of construction there. There will be an expansion of the main room and exercise room with other additional rooms added. Motion to accept the plan as presented by Mike Cambra, Seconded by Woody Hartley, unanimous vote. Several Board Members expressed satisfaction with this presentation and offered assistance with next steps including cost calculation.

6. Board Membership Sub Committee- Eric Poulin will put a notice in March's newsletter for anyone interested in serving on the Board of Directors to submit their letter of interest by March 31, 2022. Woody Hartley announced he will not renew his seat on the board which is set to expire in April. Eric will ask Town Counsel for guidance on any town bylaws relative to the number that may serve on the Board and provide that information to the subcommittee. The subcommittee will meet in April to review letters of interest.
7. Equipment Garage update- The \$20,000 grant minus expenditures of \$17,230.63 leaves a balance of \$2,769.37. The cost for the garage door should be less than that amount according to Andrew Daniel and Andrew said project will remain in budget. Mike Cambra discussed the need for shelving. Andrew will follow up on shelving needs. Andrew asked about and had a discussion around access to the garage via key or code?
8. AARP Tax Preparation- Starting today and every Wednesday from 9 a.m. to 12 p.m. until April 13th the conference room and fitness room will be utilized for tax preparation for our seniors through AARP. Seniors may call the center to book an appointment. Karen Cole our COA Receptionist is handling scheduling and mailing out relevant paperwork.
9. March Events- St. Patrick's Day will be celebrated on Monday, March 14th with a corned beef and cabbage lunch for \$10.00 per person. On Monday, March 28th we will have our quarterly birthday luncheon. Anyone with a birthday in January, February or March will be offered a complimentary lunch. Others attending will have a \$5.00 charge (if it isn't their birthday).
10. Budget- Proposed FY23 budget was covered in-depth at the last meeting but the Board didn't take a formal vote to adopt. Woody Hartley questioned the proposed increase and Eric Poulin explained that the proposed budget would reflect an accurate newsletter postage cost, would attempt to increase van drivers' pay to \$15.00 an hour since most employers are already paying their employees at least \$15 an hour in anticipation of the minimum wage increasing to \$15.00 per hour in January 2023. The proposed budget also requests that Ann Soares' position be removed from being funded by the donation account. The donation account is one-time money and this salary is reoccurring. The FY22 budget was \$294,699.00 and the proposed FY23 budget is \$318,232.53, which is an increase of \$23,533.53. Motion to approve the budget made by Woody Hartley, Seconded by Sue Norton, unanimous vote. The Board had previously voted to allow the Director to submit a capital request to the town for cameras at the Rochester Council on

Aging. This is separate matter from the FY23 budget proposal. A brief discussion ensued on how cameras would be utilized. "Tape would be pulled" only in the event of an accident or some other legitimate need for review.

11. 6-Month Performance Review for the Director: Materials/scoring sheets were included in the Board's packet which was e-mailed. Hard copies were also available at the meeting. Board Members will submit their reviews within 2 weeks and any necessary follow up discussions will take place at the March Board Meeting.

Mail/Correspondence- The COA received several thank you cards related to its Outreach efforts.

Acceptance of Donations- A \$5,000 donation was received from the Howard Maxim Foundation. These funds are not restricted. A grant check of \$10,000 was received from the SouthCoast Community Foundation. This grant will allow us to pay for one year's worth of Tai Chi and Tai Yo Ba classes with the remaining balance to be used for equipment and/or supplies for fitness and other activities/programming.

Discussion on building use by town departments and non-profits: Board Members expressed a consensus that the Director can make decisions on the building being used by other town departments on his own. Building use requests by non-profits would be brought to the Board for their approval.

The Rochester Affordable Housing group requests to use our large activity room on May 7, 2022 from 9 a.m. to 12 p.m. for a presentation. Mike Cambra requested that the Board waive any building use fees and that he will volunteer to be on hand that day for set up and breakdown. Motion to accept by Mike Cambra, Seconded by Margie Barrows, unanimous. (They expect less than 30 attendees.)

Staff and Volunteer update- Please keep Andrea Meunier and Thomas Medeiros in your thoughts. Lorraine Thompson discussed wanting to acquire cable television so that the monitor in the main room could be used to get the local news during times when the building is used as an emergency shelter. Eric Poulin explained that using a HDMI cord from any laptop to the screen would allow for websites with news feeds like CNN.com, etc. to be displayed.

Public Comment- Accolades of Appreciation given to Eric Poulin as a remarkable, hard-working person and wonderful addition to the COA as Director.

Motion to adjourn at 10:30 a.m. by Woody Hartley, Seconded by Marjorie O'Brien, Unanimous.