

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

March 9, 2022

In Attendance: Pauline Munroe; President, Michael Cambra; Vice President, Woody Hartley, Marjorie Barrows, Mary Bessey, Andrew Revell, Eric Poulin; Director, Carol Galante-Dias; Administrative Assistant, Ann Soares; Clerk

Absent: Marjorie O'Brien, Sue Norton

Call to Order – With confirmation of a quorum, Pauline Munroe called the March 9, 2022 RCOA Board of Directors' Meeting to order at 9:00 a.m.

- I. Approval of the February 9, 2022 Board of Directors' Meeting Minutes-Michael Cambra motioned to accept the February 9, 2022 Rochester Council on Aging Board of Directors Meeting Minutes. Seconded by Marjorie Barrows, unanimous vote.
- II. Treasurer's Report - Sunshine fund had no change. Budget started at \$294,699 on July 1, 2021 with expenditures of \$178,727.78 thus far leaving a balance of \$115,971.22 for the remainder of the fiscal year through June 30, 2022. Gas line item was mentioned, it was short last fiscal year, will be short this fiscal year, a higher amount was budgeted for the budget submitted for next fiscal year. Motion made by Woody Hartley to accept Treasurer's report, Seconded by Mike Cambra, unanimous vote.
- III. Director's Report
  1. Transportation- Eric Poulin reports that Van 2 has been detailed in North Dartmouth on Reed Road at Elite Auto at the reasonable price of \$165 per vehicle. Elite auto states that a sealer coat has been put on the vehicle which should prevent any additional paint loss as #2 had experienced paint loss. Van 1 is out for detailing and will be picked up today. Vans 3 and 4 will be sent at a later date. Carol Galante-Dias will be planning trips throughout the summer and hopes to schedule the Van Gogh exhibit trip to Providence, Rhode Island in May. We will also take van(s) to the Bristol Plymouth Celebration of Seniors in June at White's of Westport. Carol and Eric have been going over newsletters from years past to see the most popular trips. This year to date there has been a total of 1,500 trips with 20,000+ miles traveled.
  2. Outreach-Lorraine Thompson on vacation
  3. Coastline- has reported that they received a senior's application for their employment program and they asked for a placement at the RCOA. Colleen McAdams is a new

addition to the kitchen program available to work with Ken every day as a member of staff. Dennis left in December for Florida and since then we have lacked an inspector. Eric Poulin states he spent 40 minutes on Friday throwing things out from the kitchen refrigerator which is not the best use of his time. This would be a beneficial area for the new hire along with the responsibility of changing of tablecloths weekly. Pauline Munroe stated Colleen McAdams seems to be a hands-on worker, washing the floor in the freezer and refrigerator without prompt.

4. Building Subcommittee-Next subcommittee meeting will be in May.
5. Board Membership Subcommittee- There was an article published in the March newsletter advertising those wanting to serve on the Board of Directors to submit a letter of interest by March 31<sup>st</sup>. The subcommittee will review all of the letters in April when they meet.
6. Equipment Garage Update- Eric Poulin states that we started with a budget of \$20,000 and the garage door was recently purchased for \$1,795.65. Thus far \$19,273.25 has been spent on the project leaving a remaining balance of \$726.75. We don't anticipate any additional major bills but anything that might come up would be covered out of Andrew Daniel's budget. Discussion about disposal of remaining 2 sheds. Eric Poulin has a copy of the town's surplus property process which we will follow.
7. Employee Performance Reviews - completed and on file with the Town Administrator's Office and in speaking with Town Council the protocol to discuss any employee review would be either the full board goes into an Executive Session or Board members can meet with the Director one on one but in either case the employee(s) are required to be invited and would be present. In general, a number of improvements related to personnel issues have occurred during the past several months. There is still room for improvement especially in the area of technology. Where and when possible, employees are being offered training opportunities and professional development.
8. 6-Month Performance Review for Director- At last month's Board of Directors' meeting (and also via e-mail) a scoring tool was distributed. Board Members were asked to complete their review of the Director and return their forms by February 23<sup>rd</sup>. 7 of 8 Board Members returned their reviews prior to the March 9<sup>th</sup> meeting. A summary of the scores was given at the meeting.
9. Mask Mandate (Capacity)- An e-mail from the town nurse, Connie Dolan, was shared with Board Members with regard to the current rate of infections. The Board voted to ask the Select Board and the Board of Health to lift the mask mandate. The Board also agreed that events could now go beyond 50 people. Woody Hartley made the motion to lift the requirements, Marjorie Barrows Seconded, passed unanimously.



Mail/Correspondence - The COA received a returned check from the Board of Health for \$160.00 paid in error.

Eric Poulin received a request from the Cub Scouts which he approved preliminarily until the next Board Meeting. The Cub Scouts were asking to use the senior center building every Thursday evening for their meeting. A lengthy discussion ensued with Woody Hartley leading the discussion against allowing the use citing potential liability issues and Mike Cambra asking that the Board vote in favor citing that the Scouts' parents are taxpayers in town and the senior center is a public building. Wood Hartley made a motion to deny the Scouts building use request, Margie Barrows Seconded and the Motion to Deny the Scouts use of the building passed 5-1 with Mike Cambra opposed.

Acceptance of Donations-none

Staff and Volunteer update- Carol Galante-Dias added that the van drivers recently attended a course (on March 4<sup>th</sup>) in defensive driving.

Other Board Member Discussion- The Board received a thank you from Eric Poulin for their support on his upcoming budget. Woody Hartley mentioned that the new Town Administrator will be starting soon along with the current one remaining on staff. The town should have a meet & greet for the new Town Administrator and it would be beneficial to organize it at the Council on Aging.

Public Comment- none

Motion to adjourn at 10:10 a.m. by Marjorie Barrows, Seconded by Andrew Revell, Unanimous.