

**COUNCIL ON AGING BOARD**  
**REGULAR SESSION MEETING MINUTES**  
**Veteran's Memorial Building, Rm 19**  
**2900 Main Street, Millis, MA 02054**  
**MEETING NOTES FROM July 9 2020 – ZOOM Meeting**

CALL TO ORDER: Chris called meeting to order at 9:05

The following persons were present:, COA Director Patty Kayo, Secretary Helen Daly, Becky Poynot, Brooks Corl, Chris McCaffrey

Chris called meeting to order 9:08

No quorum – no vote to be taken – meeting for discussion only

Secretary's Report

Motion to accept with one change "Town Election to be held 6/22"

Treasurer's Report

In the process of switching books over to new fiscal year.

HESSCO Report

- No report as we do not have a new member to HESSCO.
- Helen advised that Carol Kerwin Mushnick has declined at this time
- Patty will post the need in the newsletter

Outreach Report:

- Becky reports she has handled 167 duplicate services and 46 unduplicated – requests and phone calls are down from last year
- She has been meeting people in the parking lot or on their porches
- Becky will try to get Trader Joe's flowers and will set up a table on 7/29 in the front of Town Hall for people to come and pick up. Gloves and hand sanitizer will be available. She usually saw 15-25 people come for flowers when available.
- Fuel assistance has wound down until the fall
- Helen will e-mail Becky information regarding Justice Resource Institute in Needham who work with individuals, families and communities to pursue social justice, opportunities and independence. Becky will look into this to see if we could use their services.

Director's Report:

- Deferred to Old and New Business

Chairman's Report

- No Chairmen's report

Old Business

- Senior Prom – Chris received an e-mail from Rick Terrara saying that he never cashed the check we tended. Brooks advised Chris to have him return or shred the check as it is probably non-cashable due to age. Rick will keep a date open when we are able to go ahead with the Prom.
- Patty discussed Covid re-opening:
  1. We will have a soft opening working with the Health Dept
  2. Transportation resumed on 7/6 – one drive was called in but cancelled. Transportation will be available 8am-1pm only 4 days per week. Will not be available on Fridays. Sanitation package is provided for each vehicle and will be wiped down after each passenger. At the

moment Bob, Brad and Bert are the drivers. John has not been responding to Patty's calls and Richard has declined to drive during the Covid period. It was noted that we should be able to handle the calls with the 3 drivers we currently have.

- The Fitness Room will re-open on 7/20 with the following guidelines:
  1. 4 people only will be allowed at one time and must maintain a 14ft distance.
  2. There will be 45 minute limit and will be by appointment only
  3. Temp check and routine wellness questions will be asked before entry will be allowed
  4. Staff will wipe down each machine after each hour
- On 7/27 at 9am – outdoor chair yoga will be offered for 10 people with a 14ft distance required. Holly has agreed to try to see if it works.
- Dr. Cooper will be at the Center on 8/5 – Pre-registration required for 15-20 minute time slots. Staff will escort each person in and out of Rm 18.
- Patty will try some ways to get people together in August, will discuss some new ways to do so.
- Drop-in is cancelled until further notice
- Computer use is being considered with a 1 hour limit and 1 person only Phase 4.
- Restructuring hours have been put in place: A new department assistant will NOT be hired. Becky has had 3 hours added to a total of 20 hours, Linda working 16 hours and Patty cut 3.5 hours to 32 hours.
- Virtual Programs are being posted by Becky, such as Alzheimer's Association events

#### New Business

- Review of Abacus Plan was discussed. Elizabeth sent some ideas which will be discussed at the meeting with Abacus and the Permanent Building Committee on 7/14 @ 7:30
- Patty feels programming is most important. Patty and Chris agreed that the one-story plan for VMB was the better choice. Discussion as to the cost and the problems with reworking VMB would be a major consideration. Discussion regarding Cassidy Farm probably being the best option – Helen noted that even though some thought had been made in having the new Center in the downtown area – that looking at all the towns around – there are none housed in their Town Halls or in downtown locations. The consensus was that Cassidy Farm is still our best option. Helen and Chris noted that in talking to a number of people (both older and younger Seniors) that their input will be crucial in getting a new Center – people need to know that their input is valued and that they need to participate and have a voice in the decision. It was noted that at the onset of the discussion with Abacus that they would include the Town in the decision making by holding some sort of meetings. Suggestion – maybe hold an outdoor meeting for people to attend??
- Change of Board Meeting Day – meetings will be moved from Friday mornings to Thursday at 9am. The Town Hall will be closed on Fridays.

Meeting adjourned at 10:07 AM

**Next COA Board Meeting: THURSDAY August 13, 2020  
9:00 AM– via ZOOM until further notice**