

COUNCIL ON AGING BOARD
REGULAR SESSION MEETING MINUTES
Veteran's Memorial Building, Rm 19
2900 Main Street, Millis, MA 02054
MEETING NOTES FROM April 12, 2019

CALL TO ORDER: Maria called meeting to order at 9:10

The following persons were present:, COA Director Patty Kayo, Chairman Maria Neville, Secretary Helen Daly, Bill Brown, Brooks Corl, Lisette Walter, Bert Lannon, Chris McCaffrey, Pete and Diane Jurmain

Patty invited Pete Jurmain to speak first so as not to tie up his morning.

- Pete reminded the committee that he has been on the Finance Committee for 12 years and is now helping the Town set up their new IT systems.
- He spoke about the Garmin that the COA was going to purchase to be used by the drivers as none of our vehicles have Navigation systems. He suggested that we consider using a credit card that has just been acquired by the Town to be used by Town boards for purchase of any electrical equipment at discounted pricing including free shipping and will also be tax exempt. Each purchase is limited to \$3K – anything over that amount must be approved by Town Administrator. All purchases must be done through Jen Scannell.
- Pete is available to all directors to work through any computer questions they may have as the new system comes up and running. New system moving all out to the Cloud (Microsoft Office 365) which is a secure system. Old computers will be replaced with “Thin Clients” – which can also be used from home for directors if needed.
- Pete has been talking with Kelley Scolponeti regarding furniture she has offered to donate to the Sr. Center. These pieces will have to be re-conditioned (painted) and it was suggested that a “paint party” be organized to refinish these items. He also knows people who would donate curtains, etc. to help change the environment into a more pleasant and inviting place for seniors to come.
- The Capitol Planning Committee will be involved over the next 4 or 5 years to approve a plan for a new center until such time as approval is received, we will work to better utilize the space we have and expand the use of the entire downstairs of the Town Hall.
- Patty will meet with Kelley to discuss furniture – Diane will get Kelley's cell # to Patty so she can set up a date convenient to them both.

Secretary's Report

Motion to accept Secretary's Report as written, abstain Maria, Chris and Bert as they had not attended the last meeting

Motion made by Lisette second Bill

Treasurer's Report

- Formula Grant of \$17,508 has been received – Patty is in the process of reconciling the books which close on 6/30

HESSCO

- March meeting discussed the budget and new person in charge of Elder Affairs was introduced – Elizabeth Chen who was in charge of training for Quality Improvement
- 5 K fund raiser will be held 7/9 (pre donations may be made). Last year they raised 7K
- They will hold their Volunteer Appreciation Luncheon at the 4 Seasons in Norwood.

Outreach Report:

- Patty has been interviewing candidates for both open positions and has made recommendations to Mike who will set up interviews.

- Fuel Assistance is ending 4/30 and there were 2 families who neglected to send in proper paperwork – Patty is working with them
- We did not receive any Millis Fund referrals this month

Director's Report:

- Food Safety Class sponsored by the Board of Health will be held on 6/19 from 9am to 6pm at the Library. Please let Patty know if you would like to attend.
- Patty has been in touch with Emmett regarding what exercise equipment we should purchase, suggestions are: Free Weights, Elliptical, Recumbent, and Treadmill. She had spoken with Precision Equipment and will forward pricing to the Board members. We will ask Precision to visit our site to discuss placement and floor mats.
- We have 5 or 6K available in grant monies which must be spent before 6/30

Chairman's Report: -

- No Report

Old Business

- New Agenda Posting has brought positive comments – the exercise group plan on attending our meeting after their class this morning. We are pleased to have people's input as to the COA future.
- Patty has met with Wayne Klocko, Mike, John Catlin and Jim McCaffrey to discuss the need for the Feasibility Study and Needs Analysis. Scope and cost of the study was discussed and John Catlin quoted \$35K to prepare both studies. There is funding available for the \$35K. He will look into a new senior center or the use and refurbishment of an existing building.

New Business:

- A Selectmen's meeting is scheduled on Wednesday 4/17 at Noon in Rm 229 in the hope that more people will attend
 - The exercise group voted on "Belgium Waffle" paint for the hall. Suggestion was made to invite the students to consider painting a mural as a Senior Project in the first hallway to enliven the entrance. A member of the group will contact the school after the vacation and report back to our committee.
 - An Election Brunch will be held here Thursday 5/2 at 10am. Pete Jurmain and Kathy MacInnes have been invited as well as Jim McCaffrey. Patty will buy pre-made quiche at Roches as well as fruit salad. Brooks will make a gluten free quiche.
 - Tasty Tuesdays are doing well with approx. 12 attendees. Pizza and salad are the favorite offerings.
 - Patty will get together a "Decorating Committee" to work on securing furniture and paint and schedule for a Wednesday afternoon.
 - Patty will be going back to 27.5 hours per week as we have lost Supported Day Program. She will discuss with the Town Administrator.
 - There will be a "Meet & Greet" with the Norfolk County Sheriff on Tuesday 4/30 at 10:30 am.
 - Volunteer Luncheon will be held at Skye Buffet in Milford on Tuesday 6/11. Invitations will be mailed.
 - Memorial Service will be held again this year. Brooks and Bill will discuss with Rev. Jen of the UCC
- Move to adjourn made by Bill, second Lisette

Meeting adjourned at 10:50 AM

**Next COA Board Meeting: May 10, 2019
9:00 AM– VMB Room 19**

