

COUNCIL ON AGING BOARD
REGULAR SESSION MEETING MINUTES
Veteran's Memorial Building, Rm 19
2900 Main Street, Millis, MA 02054
MEETING NOTES FROM November 4, 2021 – Meeting

CALL TO ORDER: Bert called meeting to order at 9:00 AM

The following persons were present:, COA Director Patty Kayo, Helen Daly, Brooks Corl, Chris McCaffrey, Bert Lannon, Elizabeth Derwin, Bill Brown, Lisette Walter

Secretary's Report

HESSCO corrections made per Elizabeth's notes. Revision will be made to October minutes.

Treasurer's Report – Patty noted that September's balance for Postage was incorrect. Has been corrected in October Report.

HESSCO Report

- Union contract was finalized – notification sent via e-mail. Their next meeting will be held next week.

Outreach Report:

- Debbie Sands not able to attend today's meeting. Patty reports that 72 seniors were serviced for a total of 207 times which is up from last year.
- One more homeless person has been identified
- Food stamps and fuel assistance applications have been busy
- Bert questions the Tax Work-off Program: 15 slots open to income eligible and 5 slots open to those with specific skills (no income guidelines to apply). Patty notes that they did not fill all open slots in the year 2021 – due to COVID concerns.

Director's Report:

- Fire & Ice presentation by the Fire Dept had 12 attendees and they will offer Fire & Pizza next month.
- Historian program has not been researched as yet and will be discussed at next month's meeting.
- Other business will be discussed under New Business

Chairman's Report

- Letter to the Select Board that was written by Elizabeth was discussed and comments follow:
- Bert: he watched the Select Board's meeting that established the "Working Committee" which included (1) member of each Board as part of this Committee – why was Helen not included in the last meeting with ABACUS?
- Patty: We need to have a better understanding of this Committee and roles better defined
- Elizabeth: According to the original Select Board commissioning of this Committee, Helen should be included in every meeting.
- Patty: wants this letter to represent a positive approach to the question
- Bert: How should this letter be presented to the Select Board?
- Patty: She will present the letter to the Town Administrator for his suggestions as to how this questions should be addressed
- Chris: What if he advises not to send the letter on to the Select Board?
- Patty: She will then bring the question back to the COA Board at the next meeting

Old Business

- New van has arrived and Patty is waiting for the sticker and lettering to be done. We were offered 14K as a trade-in on the old van which Patty did not take – Patty will talk with the Town Administrator about disposition of the old van.
- Thanksgiving luncheon will be held 11/15 and the EMT's will help with serving
- Beth Murphy said that her presentation will be a "Work Shop" offering information – so far 9 people have signed up

New Business Jim McCaffrey has arrived to discuss "Open Meeting Law"

- Anyone can attend an Open Meeting
- For an Open Meeting to be held there must be a quorum.
- Communication which includes less than a quorum is allowed so long as those discussions are not shared with a quorum other than in Open Meeting
- For an Open Meeting to be held for the COA Board that would be 4 people. Less than a quorum may discuss an issue via e-mail. Members should take precautions to ensure that e-mails are not circulated to a quorum inadvertently through "Reply All" function.
- Chris asks if comments that were sent to Patty by 4 or more members of the Board – could those be sent out before the next meeting? Yes – assuming these comments are discussed in Open Meeting.
- Elizabeth asks that minutes of a meeting are sent out – can they be corrected by the presenter before the next meeting? Minutes can be edited for adoption by the COA in Open Meeting.
- What if a "point person" has collected feed-back on the letter to the Select board - Better practice is to have comments go only to the "Director" who would then bring to the next Board meeting for discussion and adoption.
- A phone call between members may be a good approach if there are questions. Oral communication among fewer than a quorum may be advised to avoid inadvertent forwarding to a quorum.
- No deliberations without posting the meeting.

Christmas Party – Primavera voted down by the Police Dept this year due to expense – suggestions to have the party in the Gym at VMB and have Bosse's cater with the Police, EMT's and Fire Dept to sponsor and pay for the party. No date as yet. No fee to members who are up to date on their dues.

Lions Club Part -again not doing this year. Hold in the gym? St. Thomas Hall. Suggestion was made to hold all of these events at the Parish Hall at the Church of Christ. – Our facilities are not sufficient to hold such events for our Seniors.

Patty said we had 59 people show up for Ruth Harcovitz concert and lunch – great turn out. Bert asks if Patty was serve safe certified and if we got a permit from BOH. Yes to certified but forgot to apply for permit. Will do for all other food events.

New England Investment & Retirement Program to host retirement and investment presentation in December.

When and how will letter be presented to the Select Board? When will we get feedback from the Town Administrator? - a special meeting of the Board may be called by Zoom to discuss – will need 72 hour notice. We're asking clarification of original Working Group.

Question as to if Jim can share this info with the Perm Bld Comm as he is a member of that Committee?

Meeting adjourned at 10 :15n AM

**Next COA Board Meeting: THURSDAY December 9, 2021
9:00 AM– in RM 19 until further notice**

