

COA Board Meeting – Oct 6 8:30 AM

In attendance: Bert Lannon, Chris McCaffrey, Elizabeth Derwin , Chris McCaffrey, Bill Brown, Ellen Rosenfeld, Patty Kayo, Debbie Sand, Meredith St. Sauvier

Meeting called to order at 8:40 AM

- Secretary's Report – the minutes of the Sept 1 and Sept 22 meetings were approved
- Treasurer's Report – numbers are still not reconciled. Promised to be presented at our November meeting
- HESSCO Report – 272 people awaiting services in the HESSCO area. This is the main focus of the HESSCO staff. They are prioritizing the list with hospital discharges first, then hospice, and then those who have lost services due to the labor shortage. There is no indication there is an immediate fix to this problem. Other topic discussed is the services of the Norfolk County Sheriff's Office. Are Your OK?, File of Life, Yellow Dot, and Youth Empowering Seniors. Patty confirmed the Sheriff's offices comes to the center twice a year to share their programs with our community.
- Outreach Report – in September there were 585 Duplicated contacts and 179 unduplicated. This compares to 222 and 56 last year - a significant increase. We talked about why people would use email or phone and noted it could be because of lack of privacy and parking at the Center. Fuel assistance is in full swing right now. Debbie has completed the first draft of a Community Resource Guide – it's 26 pages. Goal is to publish the completed version in 2023.
- Director's Report – There is a request for committee members for the Millis MBTA Multi-Family Rezoning (3A) Advisory Committee. This will be a 9 person committee that will meet about 9 times over the next 1.5 years to form Millis' response to the recent law enacted by the Mass. Legislature requiring all MBTA communities rezone an area of their town to potentially allow up to 750 new housing units. If anyone is interested, Patty has applications, and there is also one available on the town website.
- Chairman's Report – Capital Planning and FinComm meetings went well over the last two weeks; we need to focus on the new Center for the next month culminating in Town Meeting November 10th.
- Here is our updated project plan for promoting the New Sr Center:

| | | Date | Who | Status |
|---------------------------|--|--------------------|---------------------|-----------|
| Poster | | | | |
| | Finalize design | 19-Sep | Elizabeth | Complete |
| | Insert in Oct COA Newsletter | 30-Sep | Patty | Complete |
| | Make Poster Size Copies and Display | 30-Sep | Patty | Complete |
| | Distribute to other locations | 27-Sep | Patty | Complete |
| Lawn Signs | | | | |
| | Finalize design | 22-Sep | Ellen | Complete |
| | Produce 106 | | Ellen | |
| | Line up people to host the signs | | Patty | |
| | Distribute | 16-Oct | Ellen and Elizabeth | |
| Mailer | | | | |
| | Finalize Design | 22-Sep | Elizabeth | Complete |
| | Arrangements with Staples | 6-Oct | Patty | Complete |
| | Apply Lables | 26-Oct | Patty | |
| | Mail | 27-Oct | | |
| Video | | | | |
| | Get photos | 5-Oct | Chris | Conmplete |
| | Write script | 5-Oct | Team | Complete |
| | Film | Sept 29, and Oct 5 | | Complete |
| | Edit and publish | 17-Oct | Madeline | |
| Newspaper | | | | |
| | Arrange article for Nov Issue | 14-Oct | Patty | |
| Campaigning | | | | |
| | Distribute FAQs at Transfer Station | Oct 29 and Nov 5 | | |
| | Hold campaign Signs | Oct 29 and Nov 5 | | |
| | Distribute at election day Nov 8 | 8-Nov | | |
| Email Distribution | | | | |
| | Check on using email list for distribution | | Patty | |
| | Decide what to send | | Team | Complete |
| | Send email | | | |
| FAQ's | | | | |
| | Make copies to go with Posters and to distribute | 27-Sep | Patty | Complete |
| Town Meeting | | | | |
| | Write scripts for board members to present at Town Meeting | | Elizabeth | |
| | Deliver scripts at Town Meeting | 10-Nov | Team | |

Most important immediate actions are to get people to host lawn signs, hold campaign signs, and distribute FAQs at the dump. Ask everyone that comes into the center and bring them the sign-up sheet. Get phone numbers so we can follow-up and issue a reminder about the campaign signs and FAQ distribution.

- Thanksgiving meal is November 14 at 1:00 and is catered by Bossy Catering.
- Tax write-off sign-ups are starting. COA has 15 income eligible slots, 5 slots for people with specific talents, and 1 volunteer awarded spot.

- Newsletter committee has met twice and is making progress on a re-design on the newsletter. We will have more to share at our next meeting.
- We discussed the need for privacy for everyone that comes into the center and our obligation to honor that privacy.
- Our next full meeting is November 10 at 9:00 am, but there is an interim meeting Wednesday at 6:30 PM to get updates on campaign help.

Everyone wishes Helen a speedy recovery!

Action Items

- Get names and addresses to Patty for those that will host lawn signs – **everyone and as soon as possible (by Tuesday)**
- Ask everyone who comes into the center to host a sign, hold a sign on Oct 29 or Nov 5, or be at the dump to distribute FAQs at the dump – **Patty**
- Meet next Wednesday at 6:30 PM in the Sr Center (right before the Finance Committee meeting) to get updates on who has signed up to help us.