COA BOARD of DIRECTORS

Meeting Minutes – December 13, 2023

Attending: Gary Newton, Beatrice Taggart, Sandra Lemieux, Cindy Brennan, Elaine Hyland, Kathy Bussolari, Joseph Bussolari, Thelma (Jean) Douglas, Rosanne Carlo, Roger Davenport

(ABSENT): Louise Currie, Maria Malinowski

1. Minutes were unanimously voted/approved
2. Cindy Brennan reviewed the Treasurer’s report. COA is operating at about 33% of its budget to date and are in good shape. Cannot provide accurate numbers as the books have not been closed out yet by the Town Accountant (since 6/30/23). The COA received only ½ of the Formula Grant ($19K) at this time. The remainder should be disbursed in March 2024. Treasurer’s report was unanimously voted/approved.
3. Elaine Hyland provided an update regarding the status of the final presentation by the Architects (Habeeb & Associates) of the old JFK School Option A. The Architects provided the SB with their design concept for the area of the JFK School that the COA would occupy.
	1. After the SB presentation, Elaine Hyland spoke and encouraged the Select Board to follow up on their idea to create a Committee which will reach out to the residents with a survey as to what the Town feels would be the best mixed-use of the remainder of the building.
	2. The COA Building Advisory Committee will continue to seek State/Federal funding as well as Grant opportunities towards the construction of COA portion of the JFK.
	3. As for Article 10 of the Warrant at the recent Special Town Meeting, Elaine explained how the original Citizens Petition was omitted from the Warrant which was in violation of the law (Chapter 39, Section 10). Instead, the SB replaced it with Article 10 which would have placed the $48K in an account that would given us more direct access to the funds; however, it was more of a general account that could have been eventually closed out into the General Fund if need be.
	4. Article 10 was amended on the floor to place the funds in a separate COA Capital Stabilization fund (interest bearing) which secures it and requires oversight by the Capital Improvements Committee, the Finance Committee and a 2/3 Town vote in order to disburse any of those funds. This was the original intent of the Citizens Petition.
4. The COA is expecting the release of $23K in 2024 State Budget funds that Senator Keenan received on behalf of the Holbrook COA. We can utilize these funds for anything pertaining to COA services and activities.
5. The COA received a $25K grant from the MCOA (Mass Council on Aging) for ADA renovations on the existing COA building on Jewel Road. This is a reimbursement grant and funds need to be expensed by March 1, 2024 and the job completed by 6/30/24. The grant allows us to replace the front/rear doors for wider access and ADA compliance as well as install handicap door openers and reconstruct the back ramp and overhead area. This requires 3 Request for Quotations (RFQ) and it was suggested there be only one contractor for the entire project.
6. The Norfolk County Sheriff’s office provided Seniors with the opportunity to sign up to receive a bucket of sand to be delivered to their homes.
7. Trash pickup in Holbrook will be contracted with TROUPE as of 2/1/24 and Seniors requiring assistance in signing up can contact the COA. Residents will now be responsible for their own trash pickup and billed separately.
8. January will be a slow month and the COA is planning a Tea Party.
9. On December 14, 2023 the COA will hold their Christmas Party at the Rockland CC and there are over 70 people attending. This is why we require more space to accommodate us with large events.
10. January 8, 2024, Avon COA will be planning a trip to Plainridge Park Casino.
11. All Seniors with medical appointments for the Van must call 1 week ahead as there have been miscommunications in the past.
12. Seniors are being advised they cannot be repetitive each week in utilizing the Vans for shopping and will be placed on a waiting list in an effort to provide other Seniors with the opportunity.
13. The COA is receiving more calls from Seniors at Maple on Franklin. We desperately need more space to accommodate the increased population of Seniors.
14. Cindy stated she will be setting up Staff meetings every couple of weeks to

 go over office procedures, policies, etc.

1. David Wheeler (Therapy Gardens) conducts workshops at COA’s to educate Seniors on healthy eating as well as a variety of other topics. Cindy will be contacting him and perhaps partnering with Avon/Abington.
2. Next meeting on January 10, 2024 (weather permitting)
3. ADJOURN

Respectfully submitted,

Elaine Hyland

Secretary