COA BOARD of DIRECTORS

Meeting Minutes – September 20, 2023

Attending: Gary Newton, Beatrice Taggart, Sandra Lemieux, Cindy Brennan, Elaine Hyland, Louise Currie, Kathy Bussolari, Thelma (Jean) Douglas, Roger Davenport, Tom Lynch (Visitor)

(ABSENT): Maria Malinowski, Rosanne Carlo, Joseph Bussolari

1. Meeting called to order
2. Minutes of August 9, 2023 were voted/approved unanimously
3. Treasurer’s report: Cindy indicated we are at 17% of our budget, financial carry-overs have not been brought forward. Grants/Donations account has $1,837 since July and we have encumbered $750 of that. There is $62,500 in funds put aside for a new Mini-Van (the DPW Supt. is researching vans). Holbrook also has approximately 2,800 Seniors. Treasurer’s report was unanimously accepted.
4. Elaine Hyland provided the COA Board with an update on the status of the feasibility study of the old JFK School. The design of Option A is completed and the next step is to meet with the Architects and develop and present further refinement of schematic possibilities for the COA use of the JFK School. The SB has appointed a new Interim Town Administrator (Peter Morin) and Elaine will contact him for a sit-down meeting so we can establish a date to meet with the Architects which will hopefully be by mid-October.
	1. We are only interested in the COA portion of the JFK School. Whatever else will be considered for occupancy at the school will be determined by the SB. They are supposed to appoint a Committee to explore “what” the Town would like to have to occupy the remaining space.
	2. The COA Board was updated regarding the late payment to the Architects of 3 invoices that were not processed in a timely manner (over 3 months past due). The total was $27,810 which the Architects finally received on September 14, 2023. The final 10% of the contract equals $4,635 which will be paid once we have our meeting with them and they make their presentation of Option A area of the JFK School. They developed their results from all the criteria we provided as to exactly what our needs were as well as having a separate entrance from the remaining area of the JFK.
	3. We will continue to pursue earmarking (or encumbering) the $48K that has been in the Capital Stabilization Fund since the Special Town Meeting vote on November 20, 2019.
	4. Our other COA Building account from the State Budget ($100K) has a balance of $50K+-. We only used those funds for the Community Survey Letter regarding the feasibility study and $46,350 to the Architects for the Feasibility Study of the JFK.
	5. It was suggested we consider expanding the existing COA building on Jewel Road by extending the outside wall (facing the parking lot) in order to provide us with more space until we are able to move into a new facility. This requires SB approval.
	6. The 3rd floor of the Town Hall was also mentioned as an option for large events. Cindy reached out to other COA’s to inquire how their buildings were designed and what other entities they share space with. Ones that replied indicated they built their COA’s separately and didn’t like the concept of shared space.
5. The August Senior Cookout was a success and we THANK the Holbrook Rotary for all they did.
* Jean Douglas offered to assist Cindy in reviewing and updating the COA Procedure Book. Cindy has created Outreach/Volunteer job descriptions and is attempting to increase staffing to include a Program Coordinator so it lessens some of the responsibilities so she can focus on more of the Administrative duties. Ideally, Cindy is hoping to have 2 individuals “shadow” her and Margaret because as we increase in size we’ll require additional staffing. Cindy attended a COA meeting at SS Elder Services and they indicated it’s difficult to staff COA’s.
1. We are in need of 2 additional Van Drivers as we currently have one out on a medical leave and the other resigned earlier in the year due to health issues. Cindy did the job posting and at the SB meeting on September 20, 2023 she is hopeful they will approve her request pending CORI and driving record checks.
2. Cindy made the following announcements of upcoming events:
* JFK Museum (Boston) – September 25, 2023
* Evening Line Dancing – Thursday 9/21/23 at 6:00pm for those who are 60+ and still working
* Castle Island was cancelled. Our Lucky 777’s luncheon was postposed to 9/13/23 and there were 28 people who attended.
* October 11, 2023 – (10:00am-1:00pm) AVON COA will be providing a shredder
* Norfolk County DA (Morrissey) is providing a Textile Bin for disposal of clothing, shoes, fabric. The SB approved the placement of the Bin behind the COA and it should be delivered the week of September 25, 2023.
* The COA is now open on Fridays from 9:00am-Noon.
* MCOA Conference is October 11-13 and Cindy/Elaine will be attending
* Norwell S.S. Elder Services has a Memory Café and is starting up a MAP Program as of October 1, 2023. Medication Administration **Program (MAP**) ensures the safe administration of medication to individuals living in community residential programs. **MAP** increases the safety and security of medication administration for individuals living in Department of Mental Health (DMH), Department of Children and Families (DCF). We will continue to research Grant funding for a Memory Café.
* Light Exercise classes are at 9:30am 3 times/week (Tues/Wed/Fri) for about ½ hour each day.
* Jekyll & Hyde the Musical will be on November 8, 2023 (Norwood) and there are 10 tickets available. Price is $50.00/each and it includes transportation, a luncheon and the play.
* No trip has been planned as yet for October; however, we may go to either the Fuller Craft Museum in Brockton or the Trailside Museum at Blue Hills.
* The Holbrook Police Chief indicated he will be donating a supply of paper bags to the COA for the Seniors to use for grocery shopping because Stop & Shop and other stores charge 10 cents/bag.
* On September 26, 2023 the Norfolk County DA is hosting a workshop with the Police, Fire and Communications regarding Grants.
* On September 28, 2023 Self-Help is conducting a meeting to update COA’s regarding Fuel Assistance and the SNAP program (food stamps).
1. Jean Douglas inquired if there was a procedure in place regarding the “liability” should someone be injured while on the COA premises especially, those in wheelchairs/walkers. Cindy acknowledged she has drafted a release of liability form which people will sign.
2. The New Evangelical Church in Holbrook offers a Food Pantry on the last Saturday of the month which seems to compliment the Holbrook Food Pantry which distributes mid-month. The only difference is there is less food the Church offers (smaller portions and non-perishable items).
3. Elaine Hyland indicated that Joseph Bussolari was officially appointed as a member of the COA Board by the SB on 8/23/23.
4. A vote was taken and passed unanimously to begin each of our future COA Board meetings by saluting the Flag.
5. Our next meeting is October 18, 2023
6. Adjourned

Respectfully submitted,

Elaine Hyland – Secretary COA Board