

Minutes of COA Board Meeting – February 10, 2016

Board Members present: Pat Gold, Mary Keenan, Carol Airasian, V.V. Martin, Linda Moffitt, Bertha Anderson, Alice Wadden

Members excused absence: Burt Greenberg, Dorothy Jean Brown

Staff Members present: Caryl Fox and Debbie Dunn

The meeting was called to order at 5:30 pm.

1. The Board members reviewed the minutes of the last meeting. Two corrections were noted. VV made a motion to approve the minutes as amended and Linda seconded. Passed.

2. Financial Statements:

The COA line items have sufficient funds for the remainder of the fiscal year which ends on June 30th. Monetary donations continue to be received for the Watertown Food Pantry. The Watertown community (individuals, organizations and businesses) have been very generous this year.

3. AARP Tax Program:

The AARP program for 2016 started today (February 10th). The IRS trained volunteers are here Monday, Wednesday and Friday afternoons by appointment. The service is available to Watertown residents or those who are younger who have a disability. People who are seen need to be of low-moderate income and cannot have rental property, trusts or businesses. The service is free but donations to the Friends are welcome. We are already booking into March.

4. Parking situation in Phillips School Parking Lot:

Caryl has spoken to Charlie Kellner, the Business Manager for the School Department about the lack of available spaces in the lot. This school year, there are many more cars taking spaces, usually before seniors arrive for activities. Caryl also spoke to the Town Manager about the problem and told him that seniors who come to the Center are upset about this situation. Several Board members said that they heard that the School Department was considering using the Phillips School as an elementary school again which would further complicate the parking problem.

5. Bus Driver Vacancy Update:

Caryl and Personnel Director, Gayle Shattuck, conducted interviews of qualified candidates at the end of January and had begun reference checks on a potential driver. Joe Caravallo, the COA driver for the past 10 years who resigned in the beginning of December 2015 due to health reasons is now interested in returning to his position as bus driver. He will be completing his medical treatments and expects that his physician will clear him to return to work.

6. Town Procedure for COA/Senior Center Director Position:

Caryl submitted written notice to the Town Manager that she is retiring after 26 years as the COA/Senior Center Director. Her last day is March 4th. The job description for the position has been updated. The job listing has been posted in the Town and through the Executive Office of Elder Affairs and the MA Councils on Aging. The Personnel Department handles all incoming applications and resumes.

7. The meeting was adjourned at 6:10 PM.

Submitted by Caryl Leslie Fox