

## **Minutes of COA Board Meeting – October 13, 2016**

Board Members present: Patricia Gold, Mary Keenan, Dorothy Jean Brown, Alice Wadden, Bertha Anderson, Carol Airasian

Members excused absence: Burt Greenberg, Linda Moffitt

Staff Members present: Anne-Marie Gagnon, Director; Rae Grassia, Principal Account Clerk

The meeting was called to order at 5:40 p.m.

### **1. Minutes**

The Board members reviewed the minutes of the July 2016 meeting. Dorothy Jean Brown made a motion to approve the minutes and Mary Keenan seconded. Passed. The Board was pleased that the allocated parking spaces that were mentioned in the July minutes had increased once signage was put in place.

The Board members reviewed the minutes of the September 2016 meeting. Dorothy Jean Brown made a motion to approve the minutes and Mary Keenan seconded. Passed.

### **2. Financial Statements**

The Marshall Home Fund balance is low due to the use of taxis as a result of the retirement of our Senior Shuttle Driver Joseph Cavallaro in September. Taxis were used for both medical trips and shopping trips in his absence. Anne-Marie Gagnon and Marina Kirsanova, our Case Worker, met with Susan Flint and Seda Aghamianz from the Marshall Home Fund and discussed the situation and they agreed that funds from the Marshall Home Fund Emergency Assistance grant may now be used towards meeting the transportation costs. Jim Cunningham has since started as our new Shuttle Driver and we anticipate the Shuttle to be running at capacity once again.

The Not Your Average Joe's Fundraiser brought in \$200.00 to the Senior Center Revolving Fund.

### **3. FY17 Executive Office of Elder Affairs (EOEA) Grant Allocation**

Anne-Marie Gagnon shared that the EOEA Grant allocation is budgeted to increase for FY17, \$6,000 over last year. Part of those funds are used for staffing and Rae Grassia has now been brought up to full time (now 37.5 hours up from 33). Extra funds will also be used for office equipment such as an LCD projector, volunteer gifts and our annual birthday party. For FY17, The Massachusetts Councils on Aging (MCOA) worked for an increase from \$9 to \$10 per elder served, based on a town's 2010 federal census figures for individuals age 60+.

#### **4. Medicare Open Enrollment - SHINE**

SHINE appointments are filling up. Our regular SHINE counselor Dan Goldberg will be adding an additional appointment each Wednesday. We also have another counselor on Tuesdays throughout the Medicare Open Enrollment period with 4 appointments each day in the afternoon.

#### **5. Property Tax Work Off Program**

We are accepting applications for Watertown's Property Tax Work Off Program. The participants will receive \$750 deducted from their property tax bill for 68 hours of work. We are hoping to place 10 seniors in various town departments including Personnel, Library, Recreation and the Senior Center.

#### **6. New Business:**

The Friends of the Council on Aging will be having a book sale on Election Day from 8:45 AM-1:45 PM. They will make signage for the sale and check with Elections on using the doors for access that connect the Phillips School gym to the Senior Center.

Anne-Marie Gagnon is seeking to purchase the data management program "My Senior Center" which would move the Senior Center from an all-paper recording system to an electronic one for attendance recording, patron information and emergency contact information.

Ms. Gagnon presented the idea of using the Senior Shuttle for smaller trips such as to the John F. Kennedy Museum or places for monthly lunches with small groups in the Spring.

Comcast Wi-Fi will be installed during the month of October.

Anne-Marie Gagnon is working on developing a Facebook page for the Senior Center.

Rae Grassia announced that the Senior Center has submitted a scarecrow to the contest being held at the Watertown Mall. The Senior Center entry is called "Steppin' Out at the Senior Center." Mall patrons will be asked to vote for their favorite and prizes will be awarded at the end of October.

Open Meeting Law training will be taking place during the month of October at the Watertown Library from the Attorney General's office. Board members and staff are welcome to attend with Ms. Gagnon.

Ms. Gagnon reviewed terms for COA Board members and announced plans for meetings with Town Manager for new terms.

**The meeting adjourned at 6:45 PM.**

Submitted by: Rae Grassia, Principal Account Clerk