

COA Board Minutes, November 21, 2019 2:00 p.m.

Meeting called to order at 2:00 p.m. by Chair, Marsha Stone.

Chair statement: this meeting is being recorded if anyone else is recording the meeting, please notify the chair now. There were no other recordings.

COA Members present: Dorothy Gagnon, Darrell Slover, Marsha Stone, Mary Williford, Karen McCormack, Marsha Staples-Love, Ginger Carson.

Staff present: Hope Macary, Kathy Dunn, Avery Schleeweis, MaryAnn Socquet.

Excused Absence: Janice Colbert, Pat Jordan, Adele Corcoran, Peg Saulnier.

Minutes, October 24, 2019 minutes accepted as presented.

Correspondence: None.

Executive Committee: Marsha Stone.

- Petty Cash in balance.
- Waiting for final setup of the kitchen Mini-Split.
- Waiting for Food Services Coordinator personnel requisition signatures to move on to the hiring process.
- Discussed the need for a social worker through the City Budget but want to make sure the Food Services position is fully funded.
- COA Board agenda to include the purchase of tables for the classroom 114.

No December COA Board meeting.

Staff Reports:

Director's Report: Hope Macary.

- Fitness Room use by non Senior Center groups leaves a lot of expensive equipment, purchased by the Senior Center, vulnerable to being damaged ex: \$5,000 audio system and work-out equipment.
- Mini split for kitchen awaits tie in by electrician.
- The Center's weather policy works with the DPW, if there is a closing or delay it will be on local radio and TV stations. This does not mean staff doesn't have to report to work, or use their accrued time.
- COA Food Services Coordinator personnel requisition form awaits signatures, than we can proceed with the hiring process.
- Director noted that the facility used a Federal Grant (CDBG)* FOR A SENIOR CENTER and the building must continue to be used as a Senior Center for five years and cannot be erased. The Greenfield's City Charter, item 6-18, reads the COA shall have control over the day to day running of the Center. Other use would be permitted, but it must remain a senior center.

There has been some talk that “Greenfield Senior Center” on the sign, as being the wrong name, not true, it was built as a senior center. City paid for the sign.

- Square tables for class room 114 priced, Flip-up tables cost \$371 and the non-flip ups at \$330.

A **motion** made by Marsha Staples-Love to purchase 10 of the flip-up tables at a total cost of \$3,710, motion was seconded by Ginger Carson, motion passed unanimously.

Volunteer Coordinator: Avery Schleeweis.

CDBG*

- Challenges in scheduling large programs due to regularly meeting groups, usability of each program room and groups being upset when their program has to be moved or canceled.
- Challenges in scheduling intergenerational programs due to school schedules clashing with ours.
- Suggestions for changes for next FY year’s program based on participation, observations, programs evaluation feedback and exceeding this year’s participation number and session goals.

STOW*

- Wraps up the end of November and already getting calls for next year. Volunteers were placed with 7 City departments, COA, Assessors, Central Maintenance, Four Rivers School, Library, Community Development & Building Inspectors. Four participants have reached the max.
- Challenges in conveying importance of including input from participants and those who administer the program. Want to be sure these changes don’t lessen the extent of assistance/relief program and to makes sure it is equal for everyone. Still looking into extending the program.

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Activity Director: Kathy Dunn.

Programs & Events

- Seniority Performance at GVNA 11/19, 11/20 last meeting.
- November 19th will be the last Walking Group with GHS until spring.
- Halloween Party served over 40, thanks Care One.
- Holiday Party tickets sold out in record time. Supporters will include Floral Affairs, Buckley Health Care, and GSF*. Party shall include the meal and a door prize.

- Liberty Tax will offer free tax aid again for low income candidates. Scheduled appointments will be the last week in February and the first week in March. Thank you Todd Cromack and Adele Corcoran.

TRIPS

- Planning in January with Shelburne for 2020 trips.

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Old Business: None

New Business: Note; LifePath is celebrating their 45th Anniversary.

With no further business, meeting was adjourned at 3:15pm.

Next COA meeting; January 23, 2020.

Recorder: MaryAnn Socquet

*STWO – Senior Tax Work Off

*CDBG – Community Development Block Grand

*GSF – Greenfield Senior Foundation