

Minutes of COA Board Meeting – December 14, 2016

Board Members present: Patricia Gold, Carol Airasian, Bertha Anderson, Burt Greenberg, Mary Keenan, Linda Moffitt and Alice Wadden

Members excused absence: Dorothy-Jean Brown

Staff Members present: Anne-Marie Gagnon, Director; Deborah Dunn, Program Coordinator and Rae Grassia, Principal Account Clerk

Pat Gold called the meeting to order at 5:45 p.m.

1. Approval of Previous Meeting Minutes

The Board members reviewed the minutes of the November 9, 2016 meeting. Pat Gold made a motion to approve the minutes and Linda Moffitt seconded. Passed.

2. Review of Financial Statements

Anne-Marie Gagnon noted that the revolving fund is down due to the paying of previous taxi bills. Pat Gold discussed the Marshall Home Fund and how it funds transportation. Anne-Marie noted that most of the Marshall Home Fund allocation has been spent, but with revolving fund monies we are still able to provide rides for consumers in need. Mary Keenan mentioned that the Friends could make a donation to cover additional costs.

Mary Keenan discussed the expense of the senior shuttle driver's cell phone bill. Anne-Marie noted that the initial bill was large due to the phone expense itself and moving forward we would just see a smaller monthly charge for service.

For the Food Pantry, Stop & Shop cards were purchased for consumers for distribution at the Thanksgiving holiday and Target cards were purchased for Christmas distribution so consumers could choose both food and other needed items for the holidays. The Food Pantry received a \$2,000 grant from the Watertown Community Foundation to purchase Target Gift Cards for families who have needs during the summer months when children are home from school.

We are looking into better signage for the Food Pantry with a sign on Mt. Auburn Street as well as signage in the rear, noting times of operation. New Food Pantry registration cards for 2017 are being made. The consumer numbers at the pantry are down a bit and we will be doing more outreach with town case workers and other departments to reach more individuals and families.

3. Orientation to My Senior Center

Anne-Marie Gagnon made a presentation on the My Senior Center Program and the board members made a visit to the kiosk in the reception area to review the program. On December 7th Anne-Marie and Deborah were trained on all of the features of the program by the My Senior Center staff. We will start gathering information to launch My Senior Center and COA staff will be inputting this information and assigning key tags for patrons. Bertha Anderson stressed the need for emergency contact information. Pat Gold noted that in the past some emergency information was not available.

4. Program Plans for 2017

Deborah noted she is working on new programs and lectures for 2017. A lecture is planned for December 21st on Property Tax Exemptions for Seniors. Two sing-a-longs are planned for December with lunch being served and a Boxwood Tree Workshop. Upcoming events include a lecture with historian Marilynne K. Roach on the S.S. Watertown painting, a presentation on the Notable Women of Watertown, as well as Estate Planning lectures and a special "Painting with Dawn" event of a winter wonderland scene. We are considering expanding our senior shuttle usage to include small local trips to restaurants and other excursions with 20 or so seniors. Deborah is working on planning other events where we would use the activity room for smaller lunch and party events. Linda Moffitt said she was glad to see all the new ideas.

Deborah has been getting the newsletter to the publisher by the 10th of each month which is earlier than in the past, so we have it in-house earlier for distribution.

Mary Keenan mentioned that the Friends of the COA will be going to the Springwell-sponsored meal site at 55 Waverley Avenue and would like to see the meal site mentioned in our newsletter to encourage more attendance from community seniors.

5. Snow Policy

Deborah Dunn reviewed the Snow Policy noting that if Watertown Public Schools are cancelled for inclement weather, all Senior Center programs and shopping bus runs are cancelled. If school opening is delayed, the morning shopping bus run is cancelled and the Senior Center programs may be cancelled at the instructor's discretion. Staff members will be available during regular business hours.

6. New Business:

A copy of a letter dated November 3, 2016 pertaining to ballot questions, political activity, campaign finance law and conflict of interest from Attorney Mark Reich of KP Law, was presented to the board members for review. Pat Gold had a question regarding re-appointments and Anne-Marie will contact the Town Manager regarding details.

Anne-Marie received a note from the pre-school teachers at the Watertown Integrated Preschool at the Phillips School thanking the senior center for hosting a story time and craft event with Mrs. Mittens a.k.a. COA board member Dorothy-Jean Brown. 25-30 preschoolers attended the story time and completed a mitten craft project complete with glitter and glue with help from some senior volunteers. Interim Superintendent Dr. John Brackett was in attendance and parents were happy for the intergenerational opportunity.

The meeting adjourned at 6:45 PM.

Submitted by: Rae Grassia, Principal Account Clerk