

Minutes of COA Board Meeting – January 10, 2018

Board Members Present: Pat Gold, Bertha Anderson, Dorothy-Jean Brown, Burt Greenberg, Esther Keaney, Mary Keenan, Linda Moffitt.

Excused Absence: Carol Airasian and Alice Wadden

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 5:33 PM

Approval of Minutes of Last Meeting

The Board members reviewed the minutes of the December 13, 2017 meeting. Mary Keenan made a motion to approve and Dorothy-Jean Brown seconded. Passed.

Review of Financial Statements

Anne-Marie Gagnon, Director, reviewed the financial statements. Spending is on target. Mary Keenan asked about differences between funds in versus out of Senior Center Revolving party costs. It was explained that the cost of the ticket is \$14.00 and the meal cost is \$15.50. It was explained that while we do try to keep costs down to make it affordable for seniors, we do lose money on the June, Harvest and Holiday parties and incur the cost of entertainment as well. The Friends have helped out with door prizes and gifts. After some discussion, Pat Gold made a motion to raise the ticket price of the June, Harvest and Holiday parties to \$16.00 from \$14.00 starting with the June 2018 party. Dorothy-Jean seconded. Passed. Debbie discussed the 25th Anniversary of the Senior Center and that the price for that party could be more, depending on what is planned, and that smaller parties throughout the year would be priced accordingly. Mary Keenan did remind everyone that the Friends have funds available as well. Pat & Burt said the New Year Party was wonderful. It was noted the Friends of the COA Holiday Boutique made \$1,094.60.

Preview of Fiscal Year 2019 Council on Aging/Senior Center Preliminary Budget

Anne-Marie gave an overview of the Fiscal Year 2019 (FY19) budget. Anne-Marie has been taking a look at work flow and staffing and will discuss with the Town Manager the addition of a part-time staff person to assist with managing the transportation program and other administrative tasks such as collecting class fees, taking phone calls and registering program attendees for 17-20 hours per week. Modest increases in program services and building maintenance will also be requested. The line item for Office Supplies would likely stay the same. There could be a slight increase in Program Supplies with the increase in participation at COA programs. If we do not get an increase in the Food & Related line item for the Lunch & Learn series we would look to the Friends for additional funds. In-State Travel would likely remain the same. The Emergency Assistance line item helps residents with the cost of electricity, gas, oil, and other necessities.

Spring Programs and Events

Debbie Dunn, Program Coordinator, gave an overview of upcoming events that include a lecture by Tom Lewis, a Watertown resident and senior, on his recent trip to Scotland, Ireland and England. *Flowers with Ernie* will be held in February, and we will be holding a February Brunch catered by Matilda's. The Friends will be providing special entertainment for the Brunch. We will repeat the Potato Bar Event in March. There have been a few requests for more interactive events and Debbie is looking for interesting programs to be responsive to those requests. In June, the Senior

Center will be celebrating its 25th year. Debbie discussed the possibility of 3 or 4 smaller events vs. a big party where more people would have the opportunity to attend. To kick-off the event we are looking to outreach to all residents over 60 to let them know what the Center has to offer.

Senior Parking Permits: There has been an increase in foot traffic at the Senior Center due to requests for Senior Parking Permits that are advertised in the Town Manager's newsletter that is sent to residents in tax bills.

Medical Transportation: The Watertown Senior Center now schedules medical transportation rides to Boston appointments since the receipt of Federal funding from Springwell due to the closing of Busy Bee. Letters went out to Busy Bee clients from Springwell notifying them of the closing of Busy Bee. Requests for medical rides to Boston will now be handled by the Senior Center for this year, and this has increased the volume of calls coming in and going out as scheduling has increased.

AARP Tax appointments will be starting February 1st. The calls have already started coming and the program will run through April 15th. As in years past, we will have close to 100 participants.

New Business

Anne-Marie discussed the idea of turning the library alcove into a small meeting space where someone could meet with a client if the conference room is being used. The book shelves could be moved into the hall. Burt said that makes sense and Dorothy-Jean said the same. All were in agreement it would be a great meeting space. Capital Improvement funds could be used to make the changes. Anne-Marie will look into pricing of adding a door and feasibility.

Dorothy-Jean would like to see more photos of events and maybe a posting of winners of prizes.

Kathy Cunningham, Food Pantry Coordinator, would like to come to a meeting but could not make it this evening. Paul Fitzgerald, a long-standing Food Panty volunteer from Belmont passed away. He was a wonderful man and will be missed. The Watertown Unity Breakfast will be held on Monday, January 15th, Martin Luther King, Jr. Day. The Senior Center will be closed. The next Friends of The Watertown Council on Aging meeting will be held the 2nd Thursday of the month, January 11 at 2:30.

Adjourn

Mary Keenan made a motion to adjourn and Dorothy-Jean Brown seconded. The meeting adjourned at 6:41 PM.

Respectfully submitted,

Rae Grassia, Principal Account Clerk