

COUNCIL ON AGING REMOTE BOARD MEETING

December 2, 2020

David Ketchum called the meeting to order at 1:35pm.

Chris Hottle read opening statement per MA remote meeting law and will serve as moderator.

Members present via roll call: David Ketchum, Julie Knapp, Deb Meadows, Barb Yates, Kathryn Menangas and Chris Asselin.

Staff present remotely: Chris Hottle

Public comments: None

Motion made by Deb to approve the minutes of November 4, 2020 as amended. Motion seconded by David. Vote to approve the minutes 3-0-0.

Director's Report:

- **Budget:** The budget was submitted for fiscal year 2022 with narrative. The economic impact on the town due to the coronavirus presented challenges. The budget is split into personnel expenses and operating expenses. Personnel expenses appear up due to reclassification of two employees which was approved at the Town Meeting and moving administrative assistant salary from Department of Human Services into the COA budget to reflect a full time amount. Operating expenses in budget have been decreased by 5%. The adjustments were made mostly in educational training and mileage. The process for budget approval first starts with meeting with the Town Manager and Assistant Town Manager then is presented to the Select Board and Finance Committee and then to the Town Meeting for approval. The COA continues to accomplish much with a small budget, .7% of the total town budget yet the over 60 population comprises approximately 43% of its population.
- **Programming:** Programs continue to be virtual with 7 new programs in December and 15 new programs in January. Five programs in January will be a shared collaborative with 5 other COA's. This will add to the diversity and participation in programs.
- **Delivery of turkeys to 75 households and 15 turkey dinners from Mews.** Many thanks to Harwich Family Pantry and an anonymous donor.
- **Wednesday meal program to start next week after 15 month delay due to roof and then covid.** Clients must register every week for the "pick-me-ups." The Friends are paying for the food but donations are accepted.
- **David Asher Dinner will take place on Sunday, December 13th with pickup and delivery from the Lobster Pot restaurant.** About 110 participants have signed up as of today.
- **MA legislature passed Act requiring training program in dealing with LGBT seniors .**Since the COA receives a Formula Grant, staff, volunteers etc. are required by EOEA to take online training which has been developed by Fenway Health. Start date January 2021.

Old Business:

- **Building update:** New leak found at the top of exterior door to kitchen. DPW to repair.

- Malfunctioning refrigerator and broken ice cream maker removed. Walk-in refrigerator working and new freezer being investigated.
- Date unknown for opening of COA. Staff to decrease from 3 to 2 in office.

New Business:

- Re-envisioning of Senior Center to continue on monthly basis

Next meeting scheduled for January 6, 2021 at 1:30pm. Motion made by David to adjourn at 2:32pm. Seconded by Deb. Vote to adjourn 4-0-0.

Respectfully submitted,

Chris Asselin
Clerk