

COUNCIL ON AGING REMOTE BOARD MEETING - June 2, 2021

1. David Ketchum called the meeting to order at 1:38 p.m.

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

Members present via roll call: David Ketchum, Penny Sutter, Deb Meadows, Barb Yates and Kathryn Menangas.

Staff present: Chris Hottle

2. Public comments: None

3. The minutes of May 5, 2021 were corrected to read, "**Motion** made by Penny Sutter". **Motion** made by Penny Sutter to approve the May 5, 2021 minutes as amended. Seconded by David Ketchum. **Motion** carried 3 – 0.

4. Director's Report:

- Chris Asselin has resigned from the Board, effective June 1, 2021. She has served the COA for over 10 years and will be truly missed. The position is now open to complete her 3-year term. Any interested parties can contact Chris Hottle.
- The COA building is now open for visitors. Since March 2020, the COA staff has continued to provide services to the seniors in this community without interruption. The offices, the Media Center and the Food Pantry are accessible to clients. The Veterans Agent is reporting in next week.
- Health Care and Transportation programs are still restricted by the State. Masks, social distancing and disinfecting criteria will remain until further notice. No food or drink will be allowed in the Media Room.
- The COA plans to maintain several safe guards in place long term, such as coffee station utensils, using the UV wand for cleaning, and hand sanitizing stations.
- Dot Sanderson is retiring from her teaching role in the Fitness Center. Chris Hottle is looking for a replacement.
- David Ketchum is now working two days a week in the kitchen, which changes the role of the open Program Assistant position. The job will be reposted.
- A staff person will be stationed at the front door to assist visitors upon entering the building.
- The Gardening Grant was approved and will allow for three 6' X 2 ½' garden beds for planting herbs, flowers and vegetables. These items will be used in the COA kitchen.
- 22 volunteers attended the Volunteer Recognition programs at Motta Field. It allowed for some face-to-face time with staff and other volunteers and was greatly appreciated.

5. Old Business:

- The COA 50th anniversary is in 2022. Planning has begun to involve the whole town, town officials, and provide food and music. The COA wishes to emphasize the “Shifting Cultural Perceptions of Aging”.
- VMCC building updates: The 6-7 leaks in the roof still remain. The walk-in freezer and refrigerator have been installed and are working!

6. New Business:

- The Annual Meeting of the COA Board is now in June, in order to align with the Town Charter. **Motion** made by Deb Meadows and seconded by David Ketchum to change the bylaws to show the new Annual Meeting date. The motion passed 3 – 0.
- **Motion** made by Penny Sutter and seconded by David Ketchum to approve the following list of new officers:
 - David Ketchum – President
 - Penny Sutter – Vice President
 - Deb Meadows – ClerkThe motion passed 3 – 0.

7. The next meeting is scheduled for Wednesday, July 7, 2021 at 1:30 p.m. There will be an August meeting held on August 4, 2021. These meetings are continuing to be held remotely. **Motion** made by Deb Meadows to adjourn the meeting. Seconded by Penny Sutter. Motion carried 3 - 0.

8. The meeting adjourned at 2:35 p.m.

Respectively submitted,
Deb Meadows
Clerk