

## COUNCIL ON AGING MEETING MINUTES JANUARY 27, 2017

Present: Karen Johnson, Jean Kopke, Deb Greene, Silvio Mercuri, Ed Selman (Members) Gene Mazzella (Director of the COA) and guests Joanne Grenham, Sheila Gill, and Cindy Seeley. Absent was Board Member Linda Chute.

Meeting Opened at 1:05 p.m.

### **Minutes:**

Minutes of the December 16, 2016 meeting were read and reviewed and approved as recorded.

### **Old Business:**

#### **Fiscal Report and FY18 Budget:**

The COA budget for FY2018 was discussed. Gene reported he has been working with the Town Administrator to finalize this budget. This is the first budget he has put together, as he has been here less than a year, and is cleaning up past errors as well as learning the process himself.

#### **Avon Housing Authority:**

Gene Mazzella reported that he had attempted to attend a meeting of the Avon Housing Authority but the meeting did not last that long and was over by the time he arrived. He will attend the next meeting and arrive early so as not to miss it.

#### **EOEA Board Training:**

The EOEA Training, attended by Gene and several board members was revisited. It was felt that there were some parts of the training we can bring forth for our use. The notes taken at this meeting will be reviewed to determine which items we may wish to try to utilize.

#### **COA Bylaws Development:**

Progress of the COA By-Law Committee was discussed. The Committee noted they had a model set of by-laws, to use as an outline, to set up by-laws for the Town of Avon. Sonny noted that he thought the previous director had referenced by-laws in the book case in the office. Gene indicated that they had tried to locate a copy of by-laws but could not find any in existence. He however will search this area to see if he can locate anything that can be of help in trying to establish COA by-laws.

### **New Business:**

#### **Director's Report.**

The part time bus driver position is still open. There has been one resume submitted but Human Resource would like additional candidates. Gene will check with the Town Hall Human Resource to see where that position now stands. It was reported that Bill Salter is almost finished with his CDL training. BAT has a 15 seat van for us as soon as we have someone with a CDL license to drive it. It is hoped that Meg, our other van driver, will be able to receive this CDL training also so that we will have two drivers that can drive this van. Gene reported that he went to a BAT meeting and that there is a grant coming up that we can apply for, to replace our existing van. It will be a year or two before it is actually granted but Gene will find out more details on the application for this grant.



Jane Lukaszewicz sent a letter of resignation from the COA Board. The Board of Selectmen accepted the resignation, with regret. That leaves the position open to be filled. The role of a board member as well as the role of a Friends of the COA group was discussed for the guests in attendance. The procedure for joining either the Board or a friends group (still to be formed) was discussed.

The Ethic training and certificate required by the State was discussed. Anyone on the board who has not as yet complied needs to. Gene will be available to assist anyone who needs it.

It was reported that we now have several names of students from the High School who will be willing to help shovel snow for any senior needing assistance. We will give the names to any senior needing the assistance and they can contact the students directly.

The information obtained on Commercial dishwashers was discussed. No decision was made on what machine to purchase but everyone was in agreement that it is something that needs to be addressed soon.

Take out packaging for the meals was discussed. Gene indicated he is trying out different options in an attempt to improve the way it is now done. Volunteer schedules and rules of the dining room were reviewed. Anyone with a suggestion on how things may be improved is encouraged to share with the director or any member of the Board. The subject of volunteers paying for their meal was discussed. Since it is a suggested donation no one (volunteer or not) is required to pay, but it is hoped that anyone who can afford to make the donation will since this is how the luncheons are supported.

The Director noted that the new phone system was up and running. He also stated that the volunteer position for the front desk has been put on hold for now until he has time to iron out some possible problems.

An OCPC assessment form was reviewed. The deadline for submitting to OCPC is in the near future. The form is one that the seniors fill out and will help to define areas that they feel they could use help in. It was noted that even if we can not meet OCPC's deadline the information would still be useful to our COA in capturing the feelings of our seniors as to what they feel they need and what we can do to better meet these needs. We will pass out and collect the assessment forms.

#### COA Space Use:

Gene noted that as the Selectmen are the board responsible for all town buildings, any requests for use of our building should be approved by them, after the COA reviews and approves the request. The COA did informally receive the permission from the Board of Selectmen for the use of the facility, by the Outreach group, but we did not create a formal paper trail. In the future all requests will be handled by submitting the written request to the Board of Selectmen for their approval.

#### Lunch and Van Donations:

Gene reported that a cost analysis for both lunch and transportation has been initiated and the Board of Selectmen have requested a meeting to discuss the transportation program and ride rates.

#### Volunteer Programs:

An available OCPC transportation program was discussed. This is a program where the COA has individual drivers driving their own vehicles to meet some of the transportation needs of the seniors. The program covers the

liability and reimburses for mileage. Many of the COA's in other towns are utilizing this program. After some discussion it was thought that this may be something our COA needs and that Gene should look into further.

**Other:**

**Washroom Towels:**

Deb questioned the outcome of the paper towel issue in the bathrooms.

Gene reported that the automatic machines in the bathrooms had been repaired and are being used. A couple of the bathrooms are still using the manual rolls but they have been put on wall paper holders.

**ACES Group at COA:**


Ed Selman reported that the Aces Outreach group met at the COA on Monday evening. All went well.

**Adjournment and Next Meeting:**

The meeting adjourned at 3:07 p.m.

Our next meeting will be held on Friday, February 17, 2017 at 1:00 p.m.

Respectfully submitted,

  
Jean Kopke  
COA Treasurer

Approved 2-24-17  
Submitted by Jean Kopke, Treasurer