

# Town of Avon Massachusetts

## COUNCIL ON AGING

### Director

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## COUNCIL ON AGING

### Board Members

Karen Johnson, Chair  
Deborah Greene, Vice Chair  
Linda Chute, Secretary  
Jean Kopke, Treasurer  
Sonny Mercuri, Member  
Ed Selman, Member  
Joanne Grenham, Member

### **Council on Aging Minutes December 1, 2017 10:00 am**

Meeting held at Avon Council on Aging – 65 East Main Street, Avon, MA 02322

Present: Karen Johnson, Deb Greene, Jean Kopke, Linda Chute, Ed Selman, and Gene Mazzella COA Director. Absent: Joanne Grenham and Sonny Mercuri

### **Minutes:**

Motion was made and carried to accept COA Board minutes of October 13, 2017 as presented.

### **Old Business:**

#### New COA Van – update

The van contract is signed, registered and insured. Drivers will be trained at BAT next week. This van is bigger and will carry twelve passengers and has a chair lift. It should be delivered on Tuesday, December 12th around 12:30. This will enable the seniors having lunch to view the van and be part of a delivery celebration.

#### FY18 State Grant Update

The Executive Office of Elder Affairs Formula Grant application has been submitted after review and signature by Karen Johnson and Frank Hegarty. The grant comes in around \$10,000. Most of the funds support the Volunteer Coordinator position. Copy presented for the record.

#### FY 19 Avon Budget Review

The draft of the COA town budget remains in development with more information coming from the Town Accountant, Town Administrator and Selectmen. A review meeting with Frank Crimmins is expected by mid or late December. A COA Board meeting will be set ahead of time to review before the meeting with F. Crimmins.

TOWN OF AVON  
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TOWN CLERK

## **New Business:**

### Senior Suggestions

Winter fruit can be put out as uncut items in a bowl.

Clearing plates before dessert started off well but has become in need of more support. Gene will work with the Volunteer Coordinator to give additional support and oversight.

### Director's Report

Howard Trust Letter: Final draft was of use from last grant was approved and sent to the Howard Trustees. A copy was presented for the record.

Outreach Position: Louise has hired as our full time Outreach Coordinator. A copy of the final job description was submitted for the record.

Parking Lot Modifications: The issue was discussed with Frank Crimmins who stated the project is on hold per Town Meeting approval but he took note of the senior concerns about better access.

Van Driver Assistance Responsibilities: Some seniors need extra help from the drivers to get on and off the van. Some seniors need extra help to get from their door to the van or from the van to their appointment. It is not clear what best practices are. Gene will look at surrounding town and check with BAT and our contracts for guidance. Board members suggested Gene ask drivers to write out growing job responsibilities to compare to original job description.

Van and Kitchen Staff Compensation Letters to Selectmen: Copies of the Board and Director letters to the Selectmen were submitted for the record. Both were given to Frank Crimmins who agreed to pass them on to the Selectmen for consideration.

Change of COA Hours Letters to Board of Selectmen: Copies of the Board and Director letters to the Selectmen were submitted for the record. Both were given to Frank Crimmins who agreed to pass them on to the Selectmen for consideration.

Fellowship Circle Outreach & Monthly Meal: Now that Louise is working more hours she can concentrate on a survey to see if there is interest in a lunch being served there.

Avon Library: The hold books volunteer is available to assist and bring books to the COA for pick up. Gene will ask Jane to move this project forward.

Alternate Van Driver: An applicant has come forward per an ad in the Town Newsletter. Gene and Shanna will conduct an interview soon.

Antique Appraisals at COA: – Gene is working on a scheduling a Tuesday or Thursday after lunch for this show.

Wednesday Lunches: Wednesday lunches are rapidly growing in attendance. It's probably the wonderful arts & craft class that brings in so many eager crafters. Gene plans to extend through the winter then re-evaluate again. It is also helping bring additional support and nutrition to the homebound.

FY13 Personnel Board Rate Changes: Gene & Jean Kopke will research the last set of approved rates and bylaw changes. A copy of the notes from 2012 and Rate Changes for FY13 were submitted for the record. It appears this is last time they were updated.

Transportation Analysis: A memo was submitted to the Selectmen regarding Avon transportation rates. A copy was submitted for the record.

### **Other Business:**

Arts & Craft Class: Karen & Linda had a craft class on Wed. Dec. 6th after lunch. It was well attended. Everyone enjoyed making a holiday candle, a pine cone Christmas tree and a ribbon wreath. Karen will think of something spectacular for the Jan. 3rd class.

Kitchen: Board members discussed food management and choices.

Building Maintenance: Board members discussed items in COA budget vs items in Town budget.

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A motion to adjourn was made by Deb Greene and seconded by Jean Kopke. The meeting was adjourned at 12:15.

The next meeting will be scheduled ahead of the Budget meeting between Gene and Frank Crimmins.

Documents and Exhibits: COA Hours of Operation Change Request Board and Director Letters, Van Drivers and Kitchen Staff Rates Review Board and Director Letters, FY18 State Grant Budget, FY13 Personnel Board Rates and Notes, Outreach Position Job Description, Howard Trust Report Letter, Selectmen Transportation Memo, October Board of Selectmen COA Report, Director's Report Notes

Approved on: 12/27/17

Respectfully submitted,

*Linda Chute*

Linda Chute, Secretary