

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 June 15, 2018 10:00 am

Meeting held at Civic Center – 65 East Main Street, Avon, MA 02322

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

Minutes:

Motion was made and carried to accept the minutes of the May 11, 2018 as written.

Old Business:

FY18 Budget

The COA is within budget to purchase a replacement stove and other small items for the kitchen. Funds may also be available to replace the freezer if needed. Research on repair and lifespan is needed. The COA blinds also need attention if funds allow.

Deb will assist with stove and freezer research.

Gene asked Jean Kopke about buying items and getting reimbursed by the town. The town has a home depot credit card that can be used to purchase the new stove for the kitchen. Karen said the money could be encumbered.

Memory Café

Linda and Karen will have a craft class on August 8th.
They will be making towel puppies.
COA can cover material costs.

West Wing Door and Office Space

The new door for the back offices is being installed at a cost of \$1,200 which will come from the town budget. Gene will need to encumber the funds.

TOWN OF AVON
2018 SEP 17 P 12:11
TOWN CLERK

New Business:

Director's Report

Gene reported on the following:

Dementia Friends (at COA July 10th), MoneySaver COA news flyers, COA Appointment letters, Emergency Management Training (Gene will attend), Elder Abuse Walk, Public Health Slip and Fall Fair, Van Update, BAT Paratransit Program (potential funding cuts may impact service to Avon – COA may need to develop alternative transportation), Trips and Events, May Report to Selectmen and Father's Day cookout.

Senior Suggestions

Chef salad with hard boiled eggs on side with pizza great!
Gene to implement a menu change to include it moving forward.

Visitors in kitchen during service is distracting.
Gene to implement rule to keep no essential staff out of kitchen during service.

Grilled cheese sandwich served uncut.
Gene to implement protocol to ensure all sandwiches are cut before being served.

CDBG Funds

Gene reported there is money coming back into the account, but it has restrictions for the use of it. This money is from original recipients selling their homes.

The CDBG has guidelines for low income households. Louise may know seniors who are eligible to use this money for home repairs. The Health Agent may know non-seniors in need of the funds.

The grant may need modification to open the returned funds up to specific community programs.

Jean K. asked who oversees this funding. Gene said the Board of Selectmen oversees it.

Gene will connect with the Board of Health and coordinate a meeting with the Selectmen and/or Town Administrator on finding out more.

The Board agreed it would be good to secure access to the funding for new projects and supports Gene to bring to Selectmen.

Step Start Dates

Union employees and 2nd term plus contract employees have a July 1st as a rate increase date. The part time employees go by the date of hire. Gene will inquire about converting the COA part-time employees to a July 1st rate increase date.

The Board agreed it would be good if possible and support Gene to bring to Selectmen.

Non-Avon Resident Lunch and Event Fees

A food cost vs revenue analysis was presented demonstrating a steady increase in deficit over the past two years. A number of factors were discussed as root causes such as: increase number of people from outside Avon the cook needs to project for, home delivered and others not paying for meal as donation and increase in home delivered meal supplies.

Gene will watch the pattern in the new fiscal year and work to separate food for supply costs. We also expect to retain more funds with the switch over to OCES for home deliver meals. However, if the program continues to lose money adjustments will need to be made.

The Board supports Gene to bring to the Selectmen if the problem continues.

There was discussion on raising the cost of lunch to \$5.

It was suggested to put a label on the small lunch envelopes stating the cost and do away with a "suggested donation" idea.

Another idea was to charge nonresidents \$1 more than residents.

Gene will inquire on how other towns collect for meals.

Deb Greene volunteered to try and do a cost analysis by comparing shopping receipts with how much is collected for each lunch.

The Board also agreed all non-Avon residents need to pay full price for trips and events and give Avon seniors priority for meals, trips and events.

Activity Space for Seniors

Some of the programs going on are compromised because of our limited space. The park & rec office area is not suitable for a large class and the town hall meeting room is only available on Friday mornings. (The new Park & Rec director will only be for Park & Rec, not for the COA use as we thought).

The Board agreed the space issue needs to be brought before the Selectmen as an area of concern.

Other Business:

Father's Day Cookout – there was a discussion on how things ran for the day. Some of the volunteers felt overwhelmed with the structure. There were many suggestions for organized help. Gene will take a new approach at the next Fish and Game event.

One of the main complaints was that a couple of senior who arrived late, we told there was no food left for them. The food had been wrapped up and was sitting behind the bar area

and people were told it was for the fire department. Gene will discuss this with Cindy and report on it at the August meeting.

Code of Conduct at COA – there was a discussion on the need to develop a code of conduct at the COA that includes grounds for suspension or barring participation at the COA.

Gene will bring some guidelines to the next meeting.

The meeting was adjourned at 1:00

The next meeting to be determined.

Documents and Exhibits:

Agenda, May COA Board Minutes, Director's Notes, Memory Café Calendar, Senior Suggestions, Lunch Cost/Revenue Analysis, Dementia Friends Materials, MoneySaver COA News Flyers, Selectmen Report and COA Event and Trips Schedule

Approved on: 9/14/18

Respectfully submitted,

Linda Chute

Linda Chute, Secretary