

## Council on Aging Meeting

January 17, 2020

Council on Aging, 65 E. Main St. Avon

TOWN OF AVON

2020 JUL -9 P 12:46

TOWN CLERK

Present: Karen Johnson, Deb Greene, Nancy Puckett, Joanne Grenham, Jean Kopke, Gene Mazzella, COA Director. Selectmen Beckerman attended as an invited guest as he is to be the liason between the Board of Selectmen and COA.

Meeting was called to order at 9:10 a.m.

Minutes: The minutes of the previous meeting held on November 22, 2019 were reviewed. A motion was made to accept as recorded with Karen signing in the absence of Linda Chute, Secretary.

### Old Business:

Van Policies and Procedures: A discussion was held in regards to cell phone use in the van. This was in response to a new law being enacted involving cell phone use. At this time we use a hands free cell phone. Gene reported that he had reached out to Bat on what their response was to this new law, as the van actually belongs to Bat. Bat indicated that their policies state no cell phone use on their vans. However Bat utilizes a two way radio system. Gene stated that several of the local COA's are also looking to BAT for clarification with this new law going into effect. It was thought that we may need to include new language in our policies and procedures to address this. After some discussion, it was felt that we were all right with the present rules in regards to cell phones but that using a two way radio might be the better way to go. A motion was made and seconded to have our director, investigate getting two way radios for the van. This motion was voted on and affirmed by all present. A motion was made and seconded to allow our bus drivers to swipe the cell phones for incoming messages. This motion was passed by all present.

### New Business:

#### COA Blinds:

The blinds in the COA Building were discussed. There is a need to replace the current blinds with a product that will let light in but not produce the glare the current blinds have. It was noted that Caremark has a two way system that may be just what we are looking for. A motion was made and seconded and passed by all to take a field trip to go take a look at this system, to determine if this will work for us. Gene will try to get a price for this purchase, if made, so we can determine how to fund this project.

#### Kitchen Update:

It was noted that a change has been made to the weekly menu to accommodate our cook Cindy's disability, due to an injury. There will be more sandwiches and cold foods served. Cindy only has the use of one arm which limits her ability in the kitchen. Volunteers are not allowed to use the stove or oven when helping. It was thought that this will probably be the situation for a couple more weeks. The seniors seem to understand and are on board for the changes.

#### Supervisory and Leadership Training:

Selectmen Beckerman discussed the report received from Mary Beth (the liason conducting the initial training).

Gene indicated that he would like to share a review of the various sections of the report over the course of the next year (maybe reviewing one or two points each meeting) and giving us the opportunity to discuss the suggestions made.

#### Warrant Procedures:

The review of the weekly voucher warrants was discussed. In the past we had signed a letter giving our Director the permission to be the sole signature if necessary. This decision was made when we did not have a full active board and it was difficult getting the four necessary signatures. It was felt that now with a full board it should not be a problem obtaining the signatures required. After some discussion we decided that the vouchers will be ready on Tuesday for members to come in and review and sign but that if four signatures are not obtained Gene will add his signature in the absence of the required number. The vouchers will always be available for the board to review.

#### New Budget:

Selectmen Beckerman asked if we had reviewed the new budget. Gene indicated he is submitting a level budget as requested and that the only changes are contractual. After the initial budget is approved by the Selectmen the board and Director will review to see if there are any changes we would like to see before the final budget is submitted.

The Board thanked Selectmen Beckerman for attending our meeting and for his input.

The next meeting will be held on Feb. 21, 2020 at 9:00 a.m.

A motion was made and seconded to ajourn the meeting at 10:55 am

Respectfully submitted,