

Wellesley Council on Aging  
Board Meeting  
March 29, 2018

**Location:** John and Dwin Schuler Multipurpose Room, Tolles Parsons Center

**In Attendance:** Diane Campbell, Anne Marie Gross, Thomas Kealy, Jacqueline Mahoney, Frank Pinto, Dianne Sullivan, Penelope Lawrence, Lisa Heyison, Kathleen Vogel

Associate Members: William Murphy, Sheila Nugent

Board of Selectman (BOS): Thomas Ulfelder

Staff: Gayle Thieme, Linda Clifford

FWCOA/NEF: Cynthia Sibold

Absent: Miguel Lessing, Barbara Offenhartz

**Call to Order:** Diane Campbell called the meeting to order at 4:00pm.

**Citizens Speak:** None.

**Approval of February 26 March 7 meeting minutes:** Tom Kealy called for a motion to approve the February 26 meeting minutes and Lisa Heyison seconded. The Board voted unanimously to accept the minutes. Kathleen called for a motion to approve the March 7 meeting minutes and Lisa Heyison seconded. The Board voted unanimously to accept the minutes.

**Board Chair Remarks – Diane Campbell**

Confirmed the following dates for upcoming Board meetings: Thursday 4/26, Monday 5/21 and Monday 6/18 (all at 4:00pm). The FY 19 meeting schedule is not yet established.

Other upcoming events:

- Wednesday 4/4, 10:00am – Open meeting with the Board. Representatives from FMD and PBC will attend to answer questions and provide updates on building issues.
- Sunday 4/8, 1:00-3:00pm – Dedication Celebration
- Saturday 5/19, 10:00am-1:00pm – TPC Open House (part of Wellesley's Wonderful Weekend)

Diane said she has noticed TPC visitors bypassing the volunteer greeters and approaching staff directly, which results in numerous interruptions to staff. Diane asked Board members to model appropriate conduct by going through the greeters. This led to general discussion about the location of staff in TPC compared to the layout of the COA office at the Wellesley Community Center, and the difference in day-to-day operations at TPC. Gayle Thieme and Linda Clifford noted operations are larger overall with expanded programs and increased foot traffic and phone calls. The volunteer greeters play a pivotal role by handling many face-to-face interactions that enable staff to complete their core job functions.

**Discussion re: Working Groups**

Gayle and Diane reviewed current working groups. The Program Pricing working group has concluded. The Transportation working group consists of Dianne Sullivan, Miguel Lessing, Gayle Thieme and Linda Clifford. The Board Procedures and Policies working group consists of Diane Campbell, Dianne Sullivan and Kathleen Vogel.

Gayle suggested two new working groups. One to identify priority areas and draft policies regarding COA programs and services, and another to explore newsletter circulation methods. Gayle asked Board members to email her to express interest in joining either of these groups. The group discussed other areas for potential working groups including finance, programs and services needs assessment, and marketing/communication.

### **Board Procedures and Policies**

Diane Campbell referenced the BOS Operating Policies and Procedures and the current draft version of the COA Board Policies and Procedures. Next steps include finalizing the roles and duties of Board Officers. Kathleen Vogel asked about Section 4 of Article 33 of the Town Bylaws: “The Council shall appoint a Director and such staff as it deems necessary”. Tom Ulfelder clarified the appointment of staff is done via the annual budget process. The COA Board and BOS approve a COA budget that recommends staffing levels for each fiscal year. The Board Procedures and Policies working group will reconvene and circulate an updated draft prior to the next Board meeting.

### **TPC Fitness Room**

The keying system is complete. 90 people have been oriented to date, with 44 paid members. Inquiries about when the room will open come in daily. Dianne Sullivan expressed concern about the policy because it is different from high school’s fitness center policy, which requires a doctor’s note clearing the individual to use the equipment. Dianne distributed a document with information regarding the policies of the high school and other COAs. Gayle said she benchmarked with other COAs prior to developing the policy and confirmed with HR Director Scott Szczebak and Executive Director Blythe Robinson that it is fine for the COA and high school to have different policies. Lisa Heyison and Tom Kealy both noted the liability waiver as written places the responsibility on the user and protects the Town. Lisa Heyison put forth a motion to move forward with the TPC fitness room documents as they exist and to review as needed. Tom Kealy seconded. The motion passed with six votes and one abstention.

### **TPC Project updates**

Diane Campbell provided an update of the 3/22 PBC meeting. The first floor restrooms are reopened. The toilet flushometers were replaced, and the new ones provide more gallons of water per flush. Meetings to resolve the ongoing HVAC issues are underway. The carpets will be cleaned the Saturday before Patriots Day. Awaiting further updates from FMD regarding other outstanding items, including the flooring on the staircase and the transition strip connecting the floor of the fitness room to the dance studio.

### **Group Fitness class update – Gayle Thieme**

Gayle distributed a flyer announcing new offering. Free trial classes will happen in April with the multi-week session beginning in May/June. Staff will circulate mass communications regarding registration for the free trial classes, which are not advertised in the March/April newsletter.

### **Director’s report – Gayle Thieme**

Gayle referred to her written remarks previously shared with the Board, and distributed a flyer for the upcoming “Remembering the Roaring ‘20s” event on 5/18 at Wellesley College. Gayle added that Emmett Schmarsow, Program Manager of COAs and Senior Centers at EOEA, is hosting a regional training for COA staff and board members on the EOEA Formula Grant at TPC on 5/11.

**New Business:** None.

**Meeting adjourned:** Diane Campbell adjourned the meeting at 6:03pm.

**Next Meeting(s):** April 29, 2018 at 4:00pm

### **Documents and/or Exhibits referenced at this meeting:**

- “Working groups to address matters important to the Board and that are unresolved” (previously distributed)
- Article 33, Town of Wellesley bylaws (previously distributed)

- “Exercise Room Safety Issues” (distributed by Dianne Sullivan)
- Director of Senior Services report (previously distributed)

Minutes prepared by Linda Clifford