

**Council on Aging Minutes of January 20, 2022
Online Remote Board Meeting**

This meeting will be aired live on Comcast 8 and Verizon 40, and will be available on demand the following morning. When two meetings are being held simultaneously, the second meeting will be live on Channel 9 or Verizon 39. Also, meeting agendas are posted on wellesley.ma.gov at least 48 hours prior to the meeting, and protocol for participating in Citizen's Speak is at the bottom of that agenda.

Members Present: Marlene Allen, Chair; Tony Parker, Vice Chair; Susan Rosefsky, Secretary; Tory DeFazio; Lori Ferrante; Bob Ferrell; Dianne Sullivan; Kathy Trumbull; Kathleen Vogel; and Tina Wang.

Absent: None

Also Present: Gregory Wilson, Assistant Director of Senior Services; Corrine Monahan, Advisory Committee Liaison; and Beth Sullivan Woods, Select Board Liaison

Meeting Documents:

Agenda
Minutes of November 18, 2021
Minutes of December 16, 2021
Director's Report including:
November-December Fitness Center Survey
Summary of Subcommittees Proposed Goals of 2022

I. Call to Order:

Ms. Allen, Chair, called the meeting to order at 4.03pm. There was a Roll Call for attendance.

II. Citizen Speak: None

III. Meeting Minutes:

Ms. Sullivan asked for a follow up of a suggestion for a video repository for patrons. Mr. Wilson has not yet pursued this. The minutes for November 18, 2021 were approved.

A motion was made by Kathleen Vogel and seconded by Bob Ferrell to accept the November 18, 2021 minutes. In a Roll Call vote by Members Present named above, the motion passed unanimously, 10-0.

Question asked by Ms. Vogel was about follow up of comments from the previous meeting. Ms. Monahan suggested a "to-do" list following a Board meeting including who should follow up.

The minutes of December 16, 2021 were approved.

A motion was made by Bob Ferrell and seconded by Kathleen Vogel to accept the December 16, 2021 minutes. In a Roll Call vote by Members Present named above, the motion passed unanimously, 10-0.

IV. Director's Report:

A. Finances

I. FY22 Gift Acceptance

A donation of \$248.00 was made by the Friends of the Wellesley Council on Aging (FWCOA) for December 2021 subsidized lunches.

A donation of \$910.00 was made by the FWCOA for December 2021 free lunches.

A donation of \$207.32 was made by the FWCOA for December 2021 subsidized coffee supplies.

A donation of \$150.00 was made by Linda Boodro for the Fitness Center.

A donation of \$200.00 was made by Anthony and Paula DeMarco as a general donation to the COA.

During discussion, a correction was made to the gift acceptance in the Director's Report, changing "Subsidized Coffee (November 2021)" to "Subsidized Coffee (December 2021)."

A motion was made by Kathleen Vogel and seconded by Susan Rosefsky to amend the coffee line item and accept the gifts. In a Roll Call vote by Members Present named above, the motion passed unanimously 10-0.

B. Programming

Mr. Wilson highlighted the November/December Fitness Survey report. There are mixed results, but a wait list of twenty five people was cleared, and demographic data was included. There was no further information on drop-in programs or the six week fitness cycle adjustment. This will be discussed at the next meeting after the Director has returned. Ms. Vogel would like to schedule an annual review of programs to be added to the policy and procedure manual.

C. Other

A request about small expenses for food items being included in food item funding from the Friends for the coffee was accepted. It can be in the current line item budget.

In answer to comments about Community Read, for the "Highlights" program in the report, Mr. Wilson noted that the Program and Activities staff are working on the newsletter for March/April and early publicity will be Town-wide within the next week to help people register. There will be a limit on the number of participants for both programs. The Town event is on Zoom, and whether the event the COA is hosting will be in-person or on Zoom has not yet been determined.

V. Proposed Vaccine Policy:

At the last Board meeting, the board opened discussion on a proposed vaccine policy and voted to proceed on a draft proposal, including staff input on options for its administration.

The Vaccine Subcommittee, consisting of Ms. Allen, Ms. Wang, and Ms. Ferrante, presented to the board a draft of a potential vaccine mandate policy. The draft has been reviewed by the Town's legal department. The discussion was to determine whether or not to amend or accept the draft to possibly then be followed with a public hearing, or not to proceed at all. The proposed draft is to be considered a first read but not necessarily in final form. Board members asked about various

exemptions and various wording. Mr. Wilson has been making calls to surrounding COA's to learn of policies elsewhere. Dr. Ferrell suggested we discuss this with the Board of Health and the Select Board. Ms. Allen noted that process needs to be full and complete and is time sensitive. Dr. Ferrell said that this has the potential to become controversial and is neither right nor wrong. He said that if this effort is worthwhile, we should proceed with a draft and consult with the Board of Health and the Select Board prior to a public hearing. Ms. Sullivan Woods reminded the board that other boards collaborate with the Board of Health over any health related policy issues. At the last COA meeting, the Board of Health members attending expressed skepticism at a vaccine mandate. However, given that the COA patrons are all 60+ years of age and the most vulnerable group, a vaccine mandate might be more appropriate only for the COA.

Mr. Wilson discerned that we are the only COA in the area discussing a vaccine mandate. Ms. Ferrante noted that the intent is to provide the safest possible environment for patrons. Ms. Allen noted that the TPC is a place where masks are dropped when food is served, and patrons are encouraged to visit with one another or assemble into activities for significant time periods, unlike other Town departments. There was a discussion about making sure all services could be continued and the possible ways this policy would be administered and enforced. The policy would apply to non-employees who are patrons, volunteers, or instructors / presenters attending COA functions and/or activities at the TPC. Mr. DeFazio thought that a mandate would be difficult to enforce. With any edits and/or amendments, a next draft would be discussed further.

A motion to move forward with a proposed policy to be discussed further and shared with the Board of Health and the Select Board was made by Bob Ferrell and seconded by Tina Wang. In a Roll Call vote by Members Present named above, the motion passed 9-1.

VI. Reports/Updates:

Advisory Committee Update:

Developments following Advisory Committee's discussion about the COA Capital Budget request included learning that FMD had responded to inquiries from Advisory about the status of the COA Kitchen. Information in the FMD document lead to discussion about whether or not the \$50,000 Capital request for two studies should be broken down into \$30,000 for the kitchen study of options and \$20,000 for the entrance study of options, or should the total request be lowered to \$30,000 for the kitchen study of options. The Select Board had yet to discuss this Capital Budget. Two visits to the TPC Kitchen were made by FMD, BoH, and others. It was confirmed that the kitchen required reconfiguration to be licensed for ANY use. While the kitchen has commercial grade appliances, it is lacking some elements required for licensing, such as food preparation space and storage space for food and serve ware.

A motion to move forward with an amendment to the Capital budget request for \$30,000 for the kitchen renovation study and cost estimate, and \$20,000 for entry way renovations and cost estimation as our use of the \$50,000 was made by Tony Parker and seconded by Bob Ferrell. In a Roll Call vote by Members Present named above, the motion passed unanimously 10-0.

COA Goals:

Ms. Allen stated that a reshuffling of the previously identified three goals (3 V's) had been done to eliminate duplication of work. Further work on these categories as well as assignments for members would be done at the next meeting, due to the lateness of the hour.

VII. Nominating Committee:

Ms. Allen explained that Vice Chair Mr. Parker would like to have a Co-Vice Chair with whom to share some of the responsibilities of the position for the remainder of this fiscal year. It was noted that the current Chair, Vice Chair, and Secretary will all be completing their final year in their positions at the end of June.

Since the bylaws are silent on a co-vice chair position on Town boards, to accomplish adding a co-vice chair position requires 1) a vote to authorize these co-vice chair positions, and 2) a nominating committee be formed to recommend a candidate. The current Vice Chair, Mr. Parker, would remain listed at Town Hall as the Vice Chair. The new position(s) of co-vice chair would not obligate the new officer to a position in the FY23 officer role position. In April, the board would form a nominating committee to develop the slate of officers for FY23.

A motion to authorize a position of two Co-Vice Chairs for the remainder of FY22 was made by Bob Ferrell and seconded by Kathleen Vogel. In a Roll Call vote by Members Present named above, the motion passed 8-0-1 (Dianne Sullivan) (Tony Parker left the meeting and returned after the vote had passed).

A motion to delegate three Board members to nominate the position of a Co-Vice Chair for the remainder of FY22 was made by Tina Wang and seconded by Bob Ferrell. In a Roll Call vote by Members Present named above, the motion passed unanimously 9-0 (Tony Parker left the meeting and returned after the vote had passed).

Board members for the Nominating Committee for a Co-Vice Chair nominee for the remainder of FY22 are Kathleen Vogel, Bob Ferrell, and Susan Rosefsky.

VIII. Old Business/New Business:

Ms. Vogel asked for a review of the COA Operating Policies to be on an agenda each July/August for any amendments or changes that are appropriate.

Ms. Allen stated that there will be a special board meeting before the regular February meeting in order to further address a draft vaccine policy that is time sensitive.

IX. Next Meeting Date/Time:

COA Board Meeting Thursday, February 17, 2022 at 4:00pm.

X. Adjourn:

A motion to adjourn the meeting was made by Bob Ferrell and seconded by Tina Wang. In a Roll Call vote by Members Present named above, the motion passed unanimously 10-1. The meeting was adjourned at 6:27pm.

Approved at the March 17, 2022 meeting.