

Wellesley Council on Aging
Board Meeting
February 26, 2018

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

In Attendance: Diane Campbell, Anne Marie Gross, Thomas Kealy, Miguel Lessing, Jacqueline Mahoney, Barbara Offenhartz, Frank Pinto, Dianne Sullivan, Kathleen Vogel
Associate Members: William Murphy
Board of Selectman (BOS): Thomas Ulfelder
Staff: Gayle Thieme, Linda Clifford
FWCOA/NEF: Cynthia Sibold, Fred Keuthen
Absent: Lisa Heyison, Penelope Lawrence, Sheila Nugent

Call to Order: Diane Campbell called the meeting to order at 4:00pm. Diane announced the next informal conversation with the COA Board will take place on 4/4 at 10:00am.

Citizens Speak:

Dr. Elizabeth Pleck, Diane Griffiths, Helen Hegblom, Elaine Elliot, Betsy Wise and Marsha Goldsmith expressed disappointment in the recent program pricing changes and reflected on their positive experiences participating in fitness classes with Leslie Worriss and Judy Scribner-Moore.

Betty Garvey expressed concern about several building issues. Most notably, the first floor restrooms are out of order, leaving only one single-stall restroom in use on the first floor. In addition, the sink in the handicap stall of the second floor women's restroom is not working, and the kitchen doors pose a risk because they are too heavy. A volunteer injured her finger when it caught in the door shortly after TPC opened.

Approval of January 22 and February 12 meeting minutes:

Anne Marie Gross called for a motion to approve the January 22 meeting minutes and Barbara Offenhartz seconded. The Board voted unanimously to accept the minutes. Anne Marie called for a motion to approve the February 12 meeting minutes and Kathleen Vogel seconded.

Discussion of next steps following February 12 meeting re: Program Pricing Changes

Frank Pinto called for a motion to approve Judy Scribner-Moore's request for a pay rate of \$100 per 60 minutes of instruction, starting with the March/April 2018 session. Kathleen Vogel seconded. Barbara Offenhartz said Judy might want to reduce the number students in her classes. Gayle Thieme said that Judy asked to reduce the number of students in her second class from 12 to 10, due to space constraints in the rooms where that class takes place. The Board voted unanimously to approve the motion.

There was general group discussion regarding the timing of Leslie Worriss giving her resignation notice. Gayle noted the COA did not have a lot of time between Leslie giving her notice and the March/April newsletter deadline, and staff are working to increase fitness offerings in the coming months.

Diane said one of her main takeaways from this experience is importance of clear communication. How can communication between the COA and participants be clearer? Diane is seeking thoughts and feedback on this. The group discussed opportunities for participants to try out new fitness classes, and ways current participants can provide feedback, e.g. via the informal conversations with the Board.

TPC Project updates – Diane Campbell & Gayle Thieme

Diane spoke to Project Manager Dick Thuma and requested updates on a number of building items. Architect

John Catlin provided brief written responses in the document Diane distributed via email prior to the meeting. A meeting on the building temperature/HVAC issue is scheduled for 3/8. The first floor plumbing issue involves FMD, the architect, contractor (Castagna), and Project Manager. Several blockages have been snaked out. FMD and Castagna each ran a fiber optic cable to see where the dips in the line are, and came to the same conclusion. Resolving the issue may involve a significant amount of work. The groups discussed how this affects TPC participants; the fact the COA has programs and events scheduled through the end of April and possible next steps. Gayle will begin consult FMD Director Joe McDonough.

Tom Ulfelder said the COA has raised building issues with the appropriate parties quickly. The COA is not the owner of the building. There is a process involving the PBC, contractor, architect, and engineer that needs to be completed before the building is turned over to the Town. The BOS will not allow the building to be turned over without satisfactory resolution of all outstanding issues.

Discussion re: relationship between COA Board and Friends of the Wellesley COA (FWCOA)

Cynthia Sibold plans to attend COA Board meetings going forward as a liaison from FWCOA/New Era Fund (NEF). Cynthia added NEF would be at an upcoming BOS meeting to request naming of an activity room in honor of the American Legion. There will also be a plaque designating the TPC site as the location of the original American Legion in Wellesley. The named rooms will be dedicated on April 8. NEF has raised \$800K to date.

Diane Campbell acknowledged Dianne Sullivan's suggestion for a FWCOA grant application. A next step is to identify and prioritize areas that will benefit from grant funding.

Almira N. Simons Fund update – Gayle Thieme and Fred Keuthen

Gayle provided a history of the COA's relationship with the fund, named for former Wellesley resident Almira Simons, who passed away in the 1920s. The fund provides financial assistance to Wellesley residents over age of 60, typically for "one-off" circumstances, e.g. roof repair, furnace replacement, and short-term in-home services. Referrals from the COA go through the Health & Social Services Administrator and requests historically have been for "big ticket" items, such as the ones listed above. Eleanor Sullivan was point person for many years, prior to Linda Cohen assuming the responsibility in 2015. Both Eleanor and Linda have served on the COA Board. Eleanor and Linda would review applications submitted by the COA, approve use of the fund and contact Bank of America who would make individual distributions as needed.

Bank of American began to find this process cumbersome and recently expressed a preference to make one annual distribution to a 501(c)(3) non-profit organization associated with the Town, which is when FWCOA became involved. FWCOA Treasurer Fred Keuthen looked into the history of the fund and reviewed the trust documents. Fred said the trust documents originally indicated that after the death of Simons' heirs, the fund was intended to build a home for elderly women in Wellesley. After the last heir passed away in the 1970s, it was determined building such a home was not feasible and the probate court ruled to change the trust to its current use. Fred, Gayle, and Linda Cohen recently met with two philanthropic managers from Bank of America to review the process going forward. The bank will make an annual disbursement of \$35-40K to FWCOA.

Miguel Lessing asked about Linda Cohen's involvement going forward. Fred said previously Linda (and Eleanor Sullivan prior) had full discretion as to how funds were spent, which does not adhere to the language in the trust documents. Bank of America has also asked the COA to broadcast the availability of funds. Gayle said the COA will promote the Simons Fund in upcoming issues of the newsletter, on the COA website and by letting other organizations that serve seniors in Wellesley of the fund. Gayle added the Simons Fund previously gave \$3K to the COA scholarship fund, which has its own internal application.

Discussion re: working groups

Diane Campbell reviewed recent working groups. The Program Pricing & Cost Structure working group consisted of Tom Kealy, Anne Marie Gross, Penny Lawrence, and Gayle, Linda and Ashley Shaheen from the staff. The Board Policies and Procedures working group consists of Diane Campbell, Dianne Sullivan and Kathleen Vogel. The Transportation working group (Dianne Sullivan, Miguel Lessing, Gayle and Linda) is ongoing and meets periodically. The Board also has liaisons to other projects, e.g. the Unified Plan.

Miguel Lessing distributed a document suggesting potential working groups to address the following areas: Governance, Financial Fiduciary Obligations and Needs Assessment. Miguel said five board members developed this document because some members have not been satisfied with the progress made to date. Dianne Sullivan said the development of the document came from the results of previous Board evaluations.

Diane said developing Board operating procedures and job descriptions for the officers are a priority, and the Board would benefit from a retreat to take a step back and recharge the COA's Long Range Strategic Plan. Tom Ulfelder suggested working groups could be a repeat agenda item for a while to allow the Board to focus on the topic and continue the discussion. He will get the BOS policies and procedures document to Gayle to circulate to the Board. Diane asked Board members to review the document Miguel circulated and think about how they would like to participate.

Director's report – Gayle Thieme

No comments on remarks previously sent. Gayle will share the contents of the prospective vendor packets electronically.

New Business: The March Board meeting is rescheduled to 3/29. The April meeting may move to 4/26 and the May meeting may move to 5/24. Diane Campbell asked members to check these dates.

Dianne Sullivan asked for a discussion of the TPC fitness center policies to be on next month's agenda. She noted there is no requirement for physician approval, while the fitness center at the high school has one. Diane said the COA's forms went through the Selectmen's Office and Town Counsel. Gayle will consult Town Counsel and Blythe Robinson regarding Dianne's concern.

Meeting adjourned: Diane Campbell adjourned the meeting at 6:23pm.

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

Documents and/or Exhibits referenced at this meeting:

- Director of Senior Services Report (previously distributed by Linda Clifford)
- TPC Project updates (previously distributed by Diane Campbell)
- "Working groups to address matters important to the Board and that are unresolved" (distributed by Miguel Lessing)

Minutes prepared by Linda Clifford