

**Council on Aging Minutes of June 23, 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](http://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 (joined at 5:24pm); Dianne Sullivan; Kathy Trumbull; Kathleen Vogel; and Tina Wang**

**Absent: None**

**Also Present: Gregory Wilson, Interim Director of Senior Services**

**Meeting Documents:**

Agenda  
Minutes of March 17, 2022  
Minutes of May 26, 2022 Special Meeting  
FY22 Year-End Transfer for HR Benefits Line

**I. Call to Order:**

Ms. Allen, Chair, called the meeting to order at 4:04pm. There was a Roll Call for attendance. Additionally, Ms. Allen shared sentiments followed by a moment of silence in remembrance and recognition of recently deceased Board Member Dr. Robert Ferrell.

**II. Citizen Speak: None**

**III. Meeting Minutes:**

Minutes of the March 17, 2022 meeting were reviewed. An edit was found on page 7, where the motion to adjourn should read, "...and seconded by Kathy Trumbull to adjourn..."

**A motion was made by Kathleen Vogel and seconded by Tony Parker to accept the minutes of the March 17, 2022 meeting with the abovementioned edits. In a Roll Call vote by Members Present named above, the motion passed unanimously, 8-0. Lori Ferrante was not present at this time to vote.**

Minutes of the May 26, 2022 meeting were reviewed. An edit was found on page 1, where the header of the minutes should read, "Online Remote Special Meeting."

**A motion was made by Tony Parker and seconded by Susan Rosefsky to accept the minutes of the May 26, 2022 meeting with the abovementioned edits. In a Roll Call vote by Members Present named above, the motion passed unanimously, 8-0. Lori Ferrante was not present at this time to vote.**

#### **IV. Director's Report:**

Highlights of the report included:

- Gift Acceptance;
- FY22 Budget Updates;
- FY23 Revolving Fund Pilot allocation;
- Senior Activities Coordinator Job Description;
- Lunch Policy;
- Revolving Policy;
- Gift Policy; and
- Day Trip Model

#### **A. Finances**

##### **I. Gift Acceptance**

A donation of \$89.11 was made by the Friends of the Wellesley Council on Aging (FWCOA) for the Red Sox Watch Party.

A donation of \$131.73 was made by the FWCOA for gardening supplies.

A donation of \$238 was made by the Friends of the Wellesley Council on Aging (FWCOA) for May 2022 subsidized lunches.

A donation of \$310 was made by the Simons Fund for May 2022 free lunches.

A donation of \$58.67 was made by the FWCOA for May 2022 Subsidized coffee.

A donation of \$1,800 by the Wellesley Hills Junior Women's Club as a grant for FY23 evening programs.

A donation of Foam Core signs for the Wellesley Wonderful Weekend Parade was made by Tony Parker.

**A motion was made by Kathleen Vogel and seconded by Kathy Trumbull to accept all above mentioned monetary and nonmonetary gifts given to the COA. In a Roll Call vote by Members Present named above, the motion passed unanimously, 8-0. Lori Ferrante was not present at this time to vote.**

##### **II. FY22 Budget Update- Operating, EOE, and Capital**

Mr. Wilson mentioned that the COA's original FY22 budget request was for \$489,218 in addition to the \$52,600 we receive from grants. The COA to date has spent 86% of the FY22 budget. With our projected expenses, the COA should anticipate using about 91% of the FY22 budget leaving a remaining balance of roughly \$44,882.09. Ms. Vogel asked Mr. Wilson if he saw this as a turn back and Mr. Wilson replied that he thinks they will be turning back funds. Ms. Vogel asked if there were

any needs for the bus. Mr. Wilson said that the AC was up to date and they will be receiving a new bus in the next fiscal year. He also mentioned maintenance costs.

Mr. Wilson stated that the FY22 EOEAFunds cover sheet details current EOEAFunds. The current balance is about 12-13% of the budget remaining, or about \$9,000. He mentioned that FY21 currently has \$15,630 remaining. He mentioned that they will be able to carry both balances forward into FY23 for further appropriation. Ms. Allen mentioned that with extra funds the Board would like to have some capital outlay and equipment for hybrid capabilities.

Mr. Wilson mentioned that the COA has not used any of the FY22 Capital Budget at this time, and the remaining balance is \$12,500. The remaining FY21 Capital Budget balance is about \$5,400. Both accounts will automatically be carried forward into the next fiscal year. Ms. Allen mentioned that they had no Capital funding for FY23.

### III. FY23 Revolving Fund PILOT Budget

Mr. Wilson wrote in the director's report asking for \$3,000 to be transferred to the TP052 PILOT line from the General Revolving Fund for FY23. At the end of FY21, the previous Director asked for \$10,000 in order to experiment with new programs as the Tolles Parsons Center reopened in FY22. Since the building has reopened, the COA has regained much more of its regular following and has tailored down the need for as many experimental or popup classes and programs in FY23. The COA will, after the fiscal year ends, ensure that the revolving fund policy is followed so that at least \$3,000 remains in the General Revolving Fund to cover credit card fees. Ms. Allen asked Mr. Wilson to clarify if they would be using some left over from the PILOT line this year. Mr. Wilson said that he was taking everything out from the project codes so he could see the money that remains without project codes. They have over \$5,000 and will ensure that \$3,000 remains and would like to transfer up to \$3,000 from the general Revolving Account to the PILOT lines to cover credit card fees..

**A motion was made by Kathleen Vogel and seconded by Kathy Trumbull to approve up to \$3,000 to be transferred from the General Revolving Account to the PILOT Revolving Account to fund FY23 PILOT Programs. In a Roll Call vote by Members Present named above, the motion passed unanimously, 8-0. Lori Ferrante was not present at this time to vote.**

### **B. Personnel- Senior Activities Coordinator/Program and Activities Manager**

Mr. Wilson mentioned that one of the COA bus drivers will be away for five weeks (the end of July through August), leaving 11 shifts currently open. The COA is attempting to source coverage from the schools as well as the MWRTA. As a backup, the other two bus drivers can cover Friday rides, and we can work with the MWRTA to possibly use the Catch Connect to help cover Mondays. Mondays are not generally too busy with rides, so the COA does not anticipate much issue dealing with this temporary gap. Ms. Sullivan and Ms. Vogel asked if there would be a fee and Mr. Wilson mentioned that there should not be. Ms. Vogel asked what would happen if another bus driver wanted to take vacation time. Ms. Allen stated that this situation is different and the other drivers volunteered to fill in on Fridays. Ms. Sullivan said the Board talked about the vacation policy but it was never developed. She clarifies that this is a new issue and should be addressed.

Mr. Wilson mentioned that the COA has worked to update the Senior Activities Coordinator position description. With these changes to the position description, the COA is proposing to also change the title to "Program and Activities Manager." With approval from the COA Board, this can be

submitted to Human Resources for review and rescoring. Mr. Parker asked if generally the Board works on job descriptions or if that is the job of the Director. Ms. Vogel said that the Board was often involved in job descriptions in the past. Ms. Allen mentioned that waiting for a new Director to get to this change would be a delay of perhaps 6 months. The person was already doing the work, and the desire was to have this completed and the person properly compensated sooner than later. Ms. Sullivan asked how long it will take for the HR department to receive and process this, and it was noted that the time frame was unclear because the process is overseen by the HR Board at this point.

**A motion was made by Kathleen Vogel and seconded by Susan Rosefsky to approve the current version of the presented job description to be submitted to Human Resources for processing. In a Roll Call vote by Members Present named above, the motion passed, 7-0-1. Tony Parker abstained. Lori Ferrante was not present at this time to vote.**

### **C. Policy**

#### **I. Lunch Policy**

Mr. Wilson mentioned the first read through of this policy occurred at the April 21, 2022 Board meeting. He said that the COA is looking for a vote from the Board to approve this policy as we enter FY23 with some final edits. He recommends changing the pricing back to \$11 for non-resident/non-seniors; \$10 for the full price payment for Wellesley seniors; and \$5 for the subsidized payment for qualified Wellesley seniors before voting for approval. This is what the COA currently charges for those tiers, and the Friends of the Wellesley Council on Aging is willing to cover any rising costs during this next fiscal year. Ms. Vogel asked Greg to remove the date 6-17-21 on the policy because it was never approved and never voted. Ms. Sullivan said that the lunch policy was never reviewed, it was deferred in April. Ms. Allen asked if they would like to delay the approval date for the policy. Ms. Allen suggested that since this was really a review of the original policy, now suggesting no changes to the original pricing, the COA Board could and would vote on the approved policy at this meeting.

**A motion was made by Kathleen Vogel and seconded by Susan Rosefsky to approve the Lunch Policy with the original (current) pricing. In a Roll Call vote by Members Present named above, the motion passed unanimously, 8-0. Lori Ferrante was not present at this time to vote.**

#### **II. Revolving Policy**

The first read through of this policy occurred at the April 21, 2022 Board meeting. The COA is looking for a vote from the Board to approve this policy as we enter FY23. Ms. Allen reminded the Board that the Board approved it for the first time a year ago and reviewed it again sometime (April 2022). Ms. Vogel said that there were many edits made and they were never put into the documents. Ms. Allen asked if the Board would consider this a first reading and see if there are any changes for the next time. After further discussion, the Board agreed that they could in fact vote on this policy, as it accurately reflects current COA operations.

**A motion was made by Kathleen Vogel and seconded by Susan Rosefsky to approve the Revolving policy. In a Roll Call vote by Members Present named above, the motion passed unanimously, 8-0. Lori Ferrante was not present at this time to vote.**

### III. Gift Policy

Mr. Wilson mentioned that the first read through of this policy occurred at the May 19, 2022 Board meeting. The Board is asked to approve this policy in order to provide better guidance to staff and Board members on proper gift acceptance for the COA. Ms. Trumbull brought up edits identified to replace all instances of “Board of Selectmen” or “BOS” to read “Select Board.”

**A motion was made by Susan Rosefsky and seconded by Kathleen Vogel to approve the Gift Policy with the above-mentioned edits. In a Roll Call vote by Members Present named above, the motion passed unanimously, 8-0. Lori Ferrante was not present at this time to vote.**

### V. Day Trip Model:

As the COA reintroduces day trips to various locations throughout New England, she staff is providing the Board with a format for how these trips are structured and organized. First, the COA discusses pricing per person with the vendor, which is dependent on the number of seats we can fill. Once that cost per person is determined, the COA works with the FWCOA to determine how much they are willing and able to sponsor Wellesley seniors for the trip. The COA then takes the total cost of the trip, subtracts the total contribution from the FWCOA, and determines the remaining costs. The Programs and Activities Coordinator then determines the cost per resident, and if there is any remaining amount unaccounted for costs, the COA covers the remainder with the Programs and Activities budget. Nonresidents pay the full cost. For the Newport Flower Show, residents contributed \$25 each. In September, the COA is planning a Fall Foliage day trip to Quechee Gorge, and the cost will be \$59 for Wellesley patrons. The COA is hoping that this structure will resolve any issues resulting from the Newport trip, as this structure is more akin to how trips were run pre-pandemic.

Ms. Sullivan asked for clarification about advertising. Mr. Wilson mentioned that they will add it to the Newsletter, giving residents priority. Ms. Sullivan asked if there would be advertisements anywhere else and if non-resident prices would be adjusted. Mr. Wilson stated that non-residents would be paying full costs. Ms. Sullivan brought up monitors on the bus. Currently the staff accompanies these groups and are CPR and AED certified. Ms. Allen said that a working group is discussing monitors and chaperones. Ms. Sullivan asked if the bus had an AED and Mr. Wilson said he did not know.

### VI. Vaccine/Mask Policy:

Ms. Allen asked if there were any issues. None were identified, so the Board left the policy as is.

### VII. Reorganization of the Board

#### **A. Announce Potential New Board Member for FY23**

Ms. Allen stated that prior to Dr. Ferrell’s passing, only had one Board position was open, and the Board expects that the Select Board will be filling that position at their meeting next week. Our Board will go through the procedure again to help to identify a new Board member to fill the position open due to Dr. Ferrell’s passing.

### **B. Review of all Nominations**

Ms. Allen mentioned that Mr. Parker explained that the nominating committee proposed Tony Parker as Chair, Bob Ferrell for Vice Chair, and Susan Rosefsky for Secretary. With Bob Ferrell's passing, the Vice Chair position will be open. The current plan is that Ms. Allen and Ms. Vogel, past chairs, will help as requested. Mr. Parker agreed with the plan and shared sentiments about Dr. Ferrell.

### **C. Call for Nominations from the Floor**

Ms. Allen asked if there were any nominations from the floor and none were raised.

### **D. Elections for Chair, Vice Chair, and Secretary**

**A motion was made by Kathleen Vogel and seconded by Diane Sullivan to vote Tony Parker as Chair and Susan Rosefsky as Secretary for FY23. In a Roll Call vote by Members Present named above, the motion passed unanimously, 8-0. Lori Ferrante was not present at this time to vote.**

## **VIII. Reports/Updates:**

### **A. Director Search**

Ms. Allen stated that the Search Committee has met and received 40 applications to date. A smaller group of about six has been identified with whom a first round of interviews will begin soon.

### **B. Expansion Working Group**

Mr. Wilson said the group met on the 17th and were working to continue the concept of expansion. Possibilities included collaborating with Wellesley Neighbors, looking into events and food ideas to partner with the FWCOA, expanding hours, smaller bus trips, and a five-year anniversary open house. Ms. Allen was excited to talk about the possibility of monitors and chaperones on trips. Ms. Vogel mentioned that MWRTA will supply the COA with another bus as soon as one is available. It was also suggested that some staff members create CPR certification courses, free of charge, at the COA for monitors and chaperones, should that program develop.

### **C. Outreach Working Group**

Mr. Wilson said the group met on the 13th and are looking into outreach through the Food Pantry and communicating with volunteer, Michelle, who helps communicate with Chinese speaking patrons to compile a list of programs and a list of people receiving groceries. Ideas included creating interviews with the staff through Wellesley Media, check internally for people whose first language is not English, and check the internet privileges for social media websites and shared accounts so all members of the COA staff can access social media, etc. While this working group has identified some short term goals, it is still working on identifying longer term goals.

Ms. Allen suggested that if these groups try to meet once a month, it will eliminate our being static.

## **IX. Old Business/New Business:**

*Matters not anticipated by the Chair at the time of posting*

Ms. Vogel asked for new fiscal year Board meeting dates and time. Mr. Wilson said that the next meeting will be on July 28, 2022, which is a week later than our usual 3<sup>rd</sup> Thursday of the month, due to his vacation. Ms. Vogel asks if he can make a calendar for the board meeting dates. Ms. Sullivan also asked for a new roster. Mr. DeFazio asked about the status of the kitchen. Mr. Wilson said that he is waiting on updates for this from FMD and will update the Board regularly through his reports.

Ms. Trumbull reported that Sustainable Wellesley is very interested in opening up communication lines with the COA on topics involving the environment and suggests we consider that in future planning. Ms. Allen believes we should be involved in informational and educational events but not encourage a specific business to approach the patrons as customers for sales purposes. Ms. Allen also mentioned the upcoming Health Fair at the TPC on October 13<sup>th</sup>.

**X. Next Meeting Dates/Times:**

Community Outreach Session – July 12, 2022 at 1:00 PM (In Person)

COA Board meeting Thursday, July 28, 2022 at 4pm (possibly online via Zoom).

**XI. Adjourn:**

**A motion was made by Tony Parker and seconded by Kathleen Vogel to adjourn the meeting. The motion passed unanimously, 9-0, and the meeting was adjourned at 5:48 pm.**

**Approved at the July 28, 2022 meeting.**