

Council on Aging Minutes of July 15, 2021
Schuler Multi-Purpose Room - Tolles Parsons Center
500 Washington Street, Wellesley, MA 02482

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 wellesleyma.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; Bob Ferrell (joined at 4:14pm); Dianne Sullivan; Kathy Trumbull; Kathleen Vogel; and Tina Wang

Absent: Liz Becker and Lori Ferrante

Also Present: Heather Munroe, Director of Senior Services (left at 4:25pm) and Gregory Wilson, Assistant Director of Senior Services

Meeting Documents:

Agenda
Minutes of June 17, 2021
Director's Report including:
 Reopening Plan July/August Survey Results
 Class Participation Survey Results

I. Call to Order:

Ms. Allen, Chair, called the meeting to order at 4:01 pm and introduced Tina Wang and Kathy Trumbull, the newest members of the Board.

II. Citizen Speak:

None

III. Meeting Minutes:

Minutes of the June 17, 2021 meeting were reviewed. An edit was identified on Page six, line five, which should read, "A motion was made by Kathleen Vogel and seconded by Susan Rosefsky to approve the Revolving Fund FY22 Pilot update."

A motion was made by Tony Parker and seconded by Kathleen Vogel to accept the minutes of the June 17, 2021 meeting as amended with the above mentioned edits. The motion passed unanimously, 8-0 (Bob Ferrell was not present at this time to vote).

IV. Director's Report:

Highlights of the report included:

- Finances;
- Programming; and

- Wellesley's Wonderful Weekend

A. Finances

1. Capital Updates

Ms. Munroe presented the following capital updates:

FY18- Replacement iPads. Five iPads have been ordered and shipped, totaling at \$2,745 and meaning that \$255 will be returned to the Town to close out this project.

FY19 – Replacement Equipment TPC.

- **Clocks-** 12 clocks have been ordered, received, and installed.
- **Conference Room Shades-** The COA is awaiting the estimate.
- **Attic Shelves** – Five shelved have arrived and have been assembled.
- **Storage Containers** – The COA has received several bins, and more will be ordered.
- **Chair Cushions** – Cushions have arrived and brought up to the Arts & Crafts Room.
- **Pool Room Sound Panels** – These items still need to be procured.
- **Cabinet Locks** – Locks have been ordered, and FMD will install them when they arrive.

FY20 – Security. Two security mirrors have arrived, and FMD service will install them.

FY21 – Photocopier/AV Modifications. After purchasing a black and white copier, color copier, and three desk scanners, \$5,097.96 remain. The COA would like to carry this over to FY22 to upgrade AV equipment for hybrid presentations.

2. Gift Acceptance (Vote)

A donation of \$1,278.35 was made by the Friends of the Wellesley Council on Aging (FWCOA) for newspaper subscriptions for FY22.

A donation of \$155 was made by the FWCOA for June 2021 subsidized lunches.

A donation of \$20 was made by the Simons Fund for June 2021 free lunches.

A motion was made by Kathleen Vogel and seconded by Dianne Sullivan to accept all above mentioned monetary gifts given to the COA. The motion passed unanimously, 8-0 (Bob Ferrell was not present at this time to vote).

After the gift acceptance vote, Ms. Allen asked for clarification on lunch limits for Wednesday meals starting in September and asked if the limit could be changed from 40 to 45 orders to accommodate both the hot meal deliveries and the 15 current lunch meals served at the TPC, and that all patrons have the option of eating that meal at the TPC to encourage socialization rather than have them all delivered. Ms. Munroe clarified that 30 meals are allocated to the home-bound hot meal recipients and 10 are allocated for other residents, and the COA will look into funding sources to see if the Wednesday limit could be raised. Additionally, it was clarified that a third in-person lunch day would be added for the November/December newsletter cycle. Discussion ensued about balancing room utilization and program offerings in the multipurpose room, while also continuously promoting socialization. It was clarified that the COA is meeting program requirements based on initial usage of the building, with anticipation that it will grow.

B. Programming

1. We're Open – Status Report

Ms. Munroe informed the Board that the first few days of reopening have gone well overall, highlighted the various in-person activities for each day of the week, and presented in-person activity statistics from the first six days of being open. While the numbers look a bit low, this is likely attributed to people traveling.

During discussion, the issue was raised about getting the word out to encourage people to visit the Tolles Parsons Center. Ideas were raised about how to do so, including utilizing our Wellesley Media programming, banners, and flyers as avenues. The Board requested that staff look into the possibility of allowing lunch on Wednesdays to include an in-person option in addition to delivery if logistics allow for it.

2. Drop-in Classes – Status Report

Mr. Wilson informed the Board that drop-in classes have received positive feedback. While enrollment is lower in some classes, this could be attributed to the time of year and paying “as you go.” Restorative Yoga did not receive enough participants to continue running, and the COA is working with the instructor to alter the format of the class for the Fall. Further analysis on all drop-in classes will be completed in early September.

During discussion, Ms. Wang suggested utilizing programming data from previous years to help in future analysis.

3. September/October Plan

Mr. Wilson informed the Board that data was collected from fitness class instructors and students to guide the plan. After analyzing the results, classes that run twice per week will have one class in-person and the other on zoom each week. Groups will come back to the TPC to meet. Lunch will be hosted onsite twice per week, and the third day will be a home delivery day for Hot Meal Program recipients, as the Hot Meals program is merging with Lunch.

C. Other

Wellesley's Wonderful Weekend

The COA is working on an Open House for Wellesley's Wonderful Weekend in early October, and the preliminary date is Wednesday, October 6th. Pilot funds will cover any programming costs, and current ideas include exercise sessions, facilitated conversations with Kate, and a guided craft.

During discussion, Mr. DeFazio clarified that the Weekend events will take place October 2nd and 3rd, and the parade is on Sunday, 10/3/21. The Board requested that the open house take place on 10/2/21, and suggested that it does not need too much structured programming. The rain date for parade is the following weekend.

V. Reports/Updates

A. Chair's Report

Ms. Allen informed the Board on the following items:

- An orientation was held for Ms. Wang and Ms. Trumbull on Monday, 7/12/21, via Zoom;

- Board members are reminded to complete the trainings required by the Town if not yet completed;
- Board members are reminded to complete evaluations for Ms. Munroe's one-year review, which must be completed without discussion with other members;
- Ms. Munroe is hoping to work on the Request for Proposal (RFP) to address the café and library areas within the next month;
- The Development Working Group should meet again to work on building needs, including expanding the Fitness Center;
- The Transportation Working group will continue to work through bus policies and procedures; and
- Working group assignments will be updated at the retreat.

B. Retreat - Ideas & Dates

Ms. Allen inquired about dates for the Board retreat, and a preliminary date of August 21, 2021 was proposed. The agenda includes goals for the Board and Director, preparing for a strategic plan, revisiting the COA mission statement, and revisiting working group assignments. Ms. Allen will follow up with Board members not currently present for their availability.

C. FY22 Board Meeting Schedule

Ms. Allen proposed to continue moving forward with the third Thursday of every month at 4:00pm. Ms. Allen will check with Board members not currently present if 4:00pm or 4:30pm start times will work for them.

VI. Old Business/New Business:

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

Ms. Allen asked if the Tolles Parsons Center can be designated as a cooling center. Mr. Wilson will check on requirements and parameters to see if this is a possibility.

Ms. Sullivan expressed concern that fitness class structure changes were entered into the July/August newsletter before the Board voted to approve the changes. Ms. Sullivan continued to express concern about the process in which this happened, highlighting a need to clarify the involvement of the Board and working groups in these types of changes. During discussion, points were raised about improving communication among Board members between meetings without violating Open Meeting Law requirements as well as understanding potential gaps in fitness programming and its impact on patrons. It was decided that this topic will be further discussed during the retreat.

VII. Next meeting dates/time

COA Board Meeting Thursday, August 19, 2021 at 4pm

VIII. Executive Session

M.G.L. CH. 30A, § 21(a)(1). "To discuss the reputation, character, physical condition or mental health, rather than professional competence of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual." Ms. Allen presented agenda items to approve the minutes from the Executive Sessions

on April 1, 2021; April 15, 2021; and May 20, 2021. Ms. Allen called for a motion to enter executive session and only return to open session for the purpose of adjournment.

A motion was made by Bob Ferrell and seconded by Kathleen Vogel to enter into Executive Session under Purpose 1 to approve the minutes of the April 1, 2021; April 15, 2021; and May 20, 2021 Executive Sessions, to invite Gregory Wilson to attend the executive session, and to return to open session for the purposes of adjourning. In a Roll Call vote by Members Present named above, the motion passed unanimously, 9-0.

Entered Executive Session at 5:27pm.

Returned to Open Session at 6:00pm.

IX. Adjourn

A motion was made by Kathleen Vogel and seconded by Bob Ferrell to adjourn the meeting. The motion passed unanimously, 9-0, and the meeting was adjourned at 6:02pm.

Approved by the COA Board at the August 19, 2021 meeting.