

**Council on Aging Minutes of August 19, 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; Lori Ferrante (joined at 4:35pm); Kathy Trumbull; Kathleen Vogel; and Tina Wang

Absent: Liz Becker, Bob Ferrell, and Dianne Sullivan

Also Present: Heather Munroe, Director of Senior Services, and Gregory Wilson, Assistant Director of Senior Services

Meeting Documents:

Agenda
Minutes of July 15, 2021
Director's Report including:
 FY21 Year End Budget Report
 FY21 EOEI Report
 New Era Fund Grant Request

I. Call to Order:

Ms. Allen, Chair, called the meeting to order at 4:34pm and noted a change to the agenda to reflect that the Board will not discuss the Annual Town Report at this meeting.

II. Citizen Speak: None

III. Meeting Minutes:

Minutes of the July 15, 2021 meeting were reviewed. The following edits were identified:

- Page two under Gift Acceptance, line nine of the bottom paragraph should read, "...room utilization and program offerings in the multipurpose room..."
- Page four, third bullet item should read, "Ms. Munroe is hoping to work on the Request for Proposal (RFP) to address the café and library areas..."

A motion was made by Tony Parker and seconded by Kathleen Vogel to accept the minutes of the July 15, 2021 meeting as amended with the above mentioned edits. The motion passed unanimously, 8-0.

IV. Art Policy & Working/Advisory Group

Ms. Allen informed the Board about previous discussions on hanging art at the TPC, highlighting the necessity of policies and procedures for approving and hanging art in the building. Ms. Allen noted

that she obtained a sample artwork policy from the Library for reference. Mr. Parker informed the board about the importance of a policy to address items such as art rotation, artwork wall placement, and types of art, with the intention to draw people to the TPC. Mr. Parker also reiterated that a committee for this does not have to be comprised solely of Board members, but expressed that board representation is important. Ms. Wang and Ms. Vogel offered to take part in this working group, and a staff member at the TPC will also take part in the working group.

V. Director's Report:

Highlights of the report included:

- Finances;
- Programming; and
- Wellesley's Wonderful Weekend

A. Finances

I. FY21

1. FY21 Year End Review

Ms. Munroe informed the Board that the COA expended close to 99% budgeted funds and highlighted that no funds were spent in the Equipment Maintenance, Other Professional Services, and COA Survey lines. It was also highlighted that budget lines exceeded in Salaries, Computer Equipment, Newsletter Printing/Mailing, Copy Machine, Office Supplies, and Equipment maintenance/Repair Supplies, however, line overages should not occur in the future.

During discussion, Ms. Vogel asked for clarification on the breakdown by position in the Salaries account. Ms. Munroe clarified which position salaries apply to each line item in the account. A request was made to provide a clearly itemized breakdown for end of year purposes. Ms. Monroe will gather specific information on all personnel costs related to this entry to be presented at a future Board meeting. Additionally, it was clarified that certain lines on the summary sheet show a total amount expended that is greater than the Town Funds amount because of additional funding sources. For example, the Wellesley Hills Jr. Women's League gift monies were transferred (after receiving Board approval) to cover a deficit in the Programs and Activities line. Ms. Monroe will provide quarterly finance reports moving forward, which will provide additional clarity.

Ms. Allen asked for clarification on the Printing and Mailing account overages. Ms. Munroe clarified that the newsletter services provided by Sherry Hanks contributed to the overage, since the current newsletter software, InDesign, requires too much staff time to be completed in-house. It was further clarified that the COA plans to use new software in the future, eliminating the recurring payments to Sherry Hanks. Several Board members expressed concern for the large offset in the cost of preparing the newsletter, since the current cost of out-sourcing the InDesign component is \$775.00 six times a year. This was to be a temporary arrangement, but due to COVID and the increase in virtual programming, the staff has not been able to assume the InDesign responsibilities. After a discussion that highlighted the need to re-examine position descriptions, Ms. Munroe clarified that new job responsibilities have emerged for the Senior Activities Coordinator and that the job description for that position is currently under review. Mr. Parker suggested that this matter be further discussed during the Board retreat. It was agreed that this item needed further discussion, as well as a discussion related to the balance of responsibilities in the general office job description. A suggestion was also made to review each year in relation to goals and the strategic plan.

Ms. Allen asked for clarification on the computer and technology equipment purchased in the FY21 fiscal year and the implications for the next fiscal year. Ms. Munroe clarified that on the Computer Equipment line, the COA procured replacement computers (Surface Pro laptops) and Fire Sticks to replace cable. From the capital project, the COA procured a new HP black and white printer, a separate color printer, and three desktop scanners. Additionally, unused money in the Photocopying account was spent on replacement ink and paper, and it was clarified that the COA should not need to invest in as much technology during the next fiscal year.

2. FY21 EOEI Annual Report

While directions for the FY21 EOEI Report have not yet been released, a preliminary report using the format of the previous year has been created for Board approval. If EOEI Report guidelines change, a revised report will be submitted for additional Board approval. The data provided in this report comes from multiple databases, resulting in a best estimate.

During discussion, the Board decided to wait until September to vote on this report. It was clarified that the report serves as a general summary of how Councils on Aging across the State of Massachusetts utilize funds to serve the senior population. It was also clarified that due to current software constraints, it is difficult to report exact numbers. While the COA plans on implementing a new database, it has been difficult to find software that communicates effectively with the Town's financial system.

II. FY22

1. FY22 New Era Fund Grant Request – Fitness Center Equipment (Vote)

Ms. Munroe informed the Board that in October of 2020, seniors using the fitness center at the COA were surveyed about equipment they currently use and equipment they would like to see added. With support of the Friends, the COA wrote a New Era Grant Request to obtain new equipment. Initial equipment ideas were reviewed with the Development Working Group, but not costs, and the Facilities Maintenance Department has been consulted to ensure weight constraints have not been exceeded. Additionally, two COA fitness instructors familiar with the fitness center have been consulted to identify any potential risks with equipment location and safety. The total request is for \$9,698.42, the proposed vendors are Amazon and Precision Fitness, and the equipment includes a treadmill, rower, and hoist system.

During discussion, Mr. DeFazio offered support for the treadmill and the rest of the proposed plan and advocated for assessing existing equipment for gradual replacement in the future. It was clarified that the fitness center has wall-mounted fans and that the COA could look into obtaining different bikes in the future. Ms. Vogel asked if the COA should look into extra air filters given survey responses about having people from multiple households work out simultaneously. Ms. Munroe stated that it might not make a difference, but the COA must also consider potential mask mandates if they come into effect and how that would impact the fitness center.

A motion was made by Kathleen Vogel and seconded by Tina Wang to accept the New Era Fund Grant Request for submission. The motion passed unanimously, 8-0.

2. Gift Acceptance (Vote)

A donation of \$132.39 was made by the Friends of the Wellesley Council on Aging (FWCOA) for July 2021 subsidized lunches.

A donation of \$10 was made by the Simons Fund for July 2021 free lunches.

Two Mahjong sets were donated by Marjorie Freiman.

Flowers were donated by Rani and Charlotte Elwy.

Flowers were donated by Sylvia Cordova.

Books in Mandarin were donated by Peggy Ho.

A motion was made by Tony Parker and seconded by Kathleen Vogel to accept all above mentioned monetary and non-monetary gifts given to the COA. The motion passed unanimously, 8-0.

B. Programming

I. Al Fresco Night Review

Ms. Munroe informed the Board that the COA held two Al Fresco dinner events; one in July and one in August. Funding was provided through the EOE budget out of the Holiday/Event designation previously approved by the Board. Between both evenings, 23 seniors attended and four seniors used the COA bus for transportation. With food from Fiorella's and music performed by Ken Batts, the seniors provided positive reviews.

II. July Attendance

July in-person attendance proved be steady but not very high. There are generally between two and eight pool players daily, five to eight mahjong and cribbage players, and a handful of ping pong, bridge, and scrabble participants. Movies drew 10-19 people each week, and more attendance is anticipated in September.

C. Other

I. Lunch Plan for November/December

1. In-Person

Ms. Munroe informed the Board that the plan is to work with the FWCOA to have three dedicated in-person lunch days, which will be on Tuesdays, Thursdays, and Fridays.

2. Delivery

Ms. Munroe informed the Board that the plan is to have a delivery option on Wednesdays, pending evaluation from Sept/Oct.

During discussion, Ms. Allen expressed concern that an automatic delivery with the option to opt out may promote isolation over socialization and asked members of the Board for their opinions on the matter. Ms. Vogel expressed support for delivering meals, but also expressed that this conversation should be separate from the lunch program. It was clarified that the FWCOA, who funds the Hot Meals Program, asked the COA to merge the program with the lunch program. Ms. Ferrante expressed support for the COA's current plan of keeping Wednesday delivery and gathering data on the success of the merging of the two meal programs, considering the current climate around the pandemic. Ms. Vogel asked that the messaging around the delivery option be improved to promote socialization.

II. COVID-19 Update

The COA is in touch with the Health Department and monitoring updates from the State. At this time, no mask advisories or mandates have been issued by the Health Department. Other departments within the Town, such as the Library, are adopting their own policies. If a mask mandate becomes effective for the TPC, the current plan is for in-person fitness classes to revert to a Zoom format to protect seniors' health. No formal policy has been adopted by the Health Department on staff vaccination requirements or mandatory testing at this time. Some departments within Wellesley have informally collected vaccination status information, but that data is confidential. Additionally, while various news outlets as well as the CDC and FDA are recommending an additional vaccine shot for those with compromised immune systems, the COA does not have any information on this at this time.

During discussion, Ms. Allen informed the Board that the Select Board must approve any changes to protocol. The Board agreed that having the Executive Members of the Board draft a letter to the Select Board requesting protocols on masks and vaccinations would be beneficial. Ms. Munroe reminded the Board about logistical impacts on fitness classes and the fitness center if a mask mandate comes to fruition. Mr. Parker expressed that the Director has jurisdiction on handling the logistical impacts in such case.

A motion was made by Tony Parker and seconded by Tina Wang to have the Executive Members of the Board write a letter to the Select Board to establish COVID-19 protocols at the TPC. The motion passed unanimously, 8-0.

VI. Reports/Updates

A. Wellesley's Wonderful Weekend

Ms. Allen informed the board that so far four individuals have indicated that they are available for the Open House on Saturday, October 2nd. Additionally, so far, three individuals have indicated that they can participate in the parade on Sunday, October 3rd.

B. Retreat Update

Ms. Allen informed that Board that the retreat will take place over two days; October 7, 2021, and likely October 14, 2021. Both sessions will take place from 4:15-6:30pm. The first session will likely cover goals for the Director and the Board, the COA mission statement, and working group assignment. The second session will be dedicated to the strategic plan as well as questions relating to the pandemic.

VI. Old Business/New Business:

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

Ms. Munroe informed the board that the second Departmental Assistant position has been filled, but the current Departmental Assistant has resigned from the other position. Ms. Munroe advocated for converting the two positions into a singular full-time position. All relevant parties, including the new hire, Human Resources, Ms. Allen, and Finance and all support this. Finance claims that the COA must allocate \$20,000 for the benefits coverage, but clarification is needed on if that amount must be paid or if the COA must show the funds exist. After clarifying that the COA has the budget for this conversion, Ms. Munroe asked for Board approval to move forward with this position conversion.

A motion was made by Tony Parker and seconded by Susan Rosefsky to convert the two part-time Departmental Assistant positions into one full-time position. The motion passed unanimously, 8-0.

Mr. DeFazio inquired about the status of the Open Meeting Law complaints made earlier this year, and Ms. Munroe offered to follow up with Town Counsel.

Mr. DeFazio clarified that for Wellesley's Wonderful Weekend, there is an open house at the COA on Saturday, October 2nd from 1:00-3:00pm. Additionally, Ms. Ferrante, Mr. Parker, and Ms. Trumbull will be involved in the parade on Sunday, October 3rd. It was clarified that no bus drivers will be available to drive the bus in the parade, and Mr. DeFazio offered to help with transportation during the parade.

Ms. Allen will resend Mr. DeFazio the link to the Open Meeting Law and Public Records training.

VII. Next meeting dates/time

COA Board Meeting Thursday, September 16, 2021 at 4:30pm.

The Board will decide at a later time if the next meeting will be in-person or online via Zoom.

VIII. Adjourn

A motion was made by Kathleen Vogel and seconded by Tina Wang to adjourn the meeting. The motion passed unanimously, 8-0, and the meeting was adjourned at 6:37pm.

Approved by COA Board September 16, 2021