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The Commonwealth of Massachusetts
Town of Acushnet, Council on Aging
59 ½ South Main Street, Acushnet MA 02743
Telephone 508.998.0280

Council on Aging Board of Directors

Meeting Minutes
December 13, 2017

Present: Linda Guilbeault, chair; Marcia Mitchell, vice-chair; Marie Hardy; Pauline Teixeira; Maurice Samson; Heather Sylvia, Interim Director.

Excused: Paulette Hudson

Absent: Diana DeFrias

Guest(s): Richard DeBalsi

Meeting called to order at 10:00 a.m. by Chairman Linda Guilbeault with a seconded by Pauline Teixeira. Meeting minutes from November 2017 were not available to be voted on.

MEETING MAIL

The Council on Aging Board reviewed a letter of interest to be appointed to the Board as an Associate Member from Gerard Bergeron of Acushnet. Marie Hardy motioned to accept Mr. Bergeron as an Associate Member. Maurice Samson seconded the motion. The vote was unanimous.

OLD BUSINESS

FRIENDS of the ACOA - Linda Guilbeault discussed the possibility of organizing a meeting in January for those who have expressed interest in forming a *Friends of the Council on Aging* fundraising group. Marcia Mitchell and Marie Hardy offered to reach out to others who have been involved with forming such groups to see if they were available to meet with our group and explain the process of organizing and applying for 501(C)3 status.

SATURDAY PROGRAMS - Ms. Guilbeault also described some of the Saturday programming that has taken place at the Senior Community Center and listed future scheduled events. Marie

Hardy, Pauline Teixeira and Marcia Mitchell volunteered to help with building coverage for those events.

MEMORY CAFÉ - The COA Board of Directors reviewed a tri-fold brochure that will be distributed as marketing material for the upcoming Memory Café program. Memory Café will launch Friday, January 19, 2018 from 10:00 a.m. – 11:30 a.m. and be held every Friday. It was also announced that the first volunteer training will be held at the Senior Community Center on Monday, January 8, 2018, 1:30 p.m.

A motion was made by Marie Hardy to accept the Old Business and seconded by Maurice Samson. The vote to accept was unanimous.

NEW BUSINESS

BUILDING USE POLICY – The Council on Aging is committed to making the Senior Community Center available to the citizens of Acushnet. Council on Aging activities will always have priority over non-COA activities. All facility users will observe all fire and safety regulations as posted and bands, DJ's, etc. will cease ½ prior to closing by 11:00 p.m. in order to comply with the Town's Noise Ordinance. Smoking, alcohol and controlled substances are prohibited on all town premises. Fees to use the building will be determined by whether or not the group has a 501(C)3 designation. Pauline Teixeira motioned to adopt, for first reading the Building Use Policy as presented, Maurice Samson seconded and all were in favor.

NEW DAY TRIP PROCEDURE – The Council on Aging offers planned motor coach trips and *mini-outings* utilizing town-owned vehicles that are open to individuals age 50 and older. Travelers requiring special assistance must bring an adult companion. Some trips may be *family friendly* and allow for younger travelers. All trips will originate from the Acushnet Senior Community Center, 59 ½ South Main Street and travelers are asked to arrive at least 20 minutes prior to the scheduled departure time. Reservation preference will always be given to Acushnet residents and all participants are required to sign a release of liability. Checks or money orders should be made payable to the Town of Acushnet and must be presented at the time of reservation. Reservations cannot be accepted without payment. Cash will not be accepted. Cancellations are accepted 14 days prior before the tour to receive a partial refund (50%). If cancellation is made within the 14-days prior and we cannot resell your seat, your payment is forfeited. Pauline Teixeira motioned to adopt, as presented, Marcia Mitchell seconded and all were in favor.

ACOA BUDGET, FY19 – The COA Board reviewed a memo from Town Administrator Brian Noble regarding the FY19 budget process. They then reviewed the Interim Director's ^{PAC}proposed budget which has an overall **decrease** of 1.2% which is due, in part, to the elimination of the Program Coordinator position. Maurice Samson motioned to accept the proposed budget, Marie Hardy seconded. The vote was unanimous.

ACOA 2017 REPORT - The COA Board reviewed a memo from Town Administrator Brian Noble regarding the Town Report for the calendar year ending December 31, 2017. They then

reviewed the draft copy of the report presented by Interim Director Heather Sylvia. The Board was very responsive in offering suggestions of programs and activities that should be added to the report including the Veteran's breakfast, volunteer recognition event and the New Bedford Garden Club plant sale. Pauline Teixeira motioned to accept the report with corrections, Marcia Mitchell seconded and all were in favor.

DIRECTOR'S REPORT

The Interim Director reported that custodian Brad Schick was in the process of painting the entryways and one (1) activity room within the Senior Community Center. She continued on to thank Scott Alexander and his staff for moving the vending machines in the building which will now be cleaned and maintained by Boy Scout Troop 51. Troop 51 will also use the building to hold a spaghetti supper in the Spring 2018. Boy Scout Troop 11 has reserved the building for Saturday, March 3, 2018 to also hold a spaghetti supper.

OUTREACH WORKER'S REPORT

The COA Board again discussed running a telephone reassurance program for Acushnet's elderly residents. Marie Hardy stated that she felt the *Are You OK?* program sponsored by the Bristol County Sherriff's Office should be advertised more rather than starting our own program. The Board then discussed ways to promote the program including the monthly newsletter and brochure distribution.

FUTURE BUSINESS

The next meeting of the Council on Aging Board of Directors will be held on Wednesday, January 10, 2018 at 10:00 a.m.

Respectfully Submitted,



Heather Sylvia
Interim Director

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