



Rehoboth Council on Aging

FRANCIS HALL- 27 FRANCIS FARM RD
REHOBOTH, MASSACHUSETTS 02769

REHOBOTH COUNCIL ON AGING (COA) BOARD MEETING MINUTES

May 24, 2023

Meeting Location: Francis Hall, 27 Francis Farm Rd, Rehoboth, MA 02769

Meeting Date: May 24, 2023

Meeting Time: 7:00 PM

1. **Call to Order:** The meeting was called to order at 7:03pm.
2. **Pledge of Allegiance**
3. **Members Present:** Brittany Bixenman, Joan Levesque Arguin, Dr. Robert Lambe, Ron Whittemore, Neal Harrington,
Members Excused: Susan Laverdiere, Associate Member MaryBeth Moriarty
Director Present: Linda Sherman
Administrator: Brigitta Hart
Guests Present: Dr. Richard Panofsky, Jane Williams, Kim Ciociola, George Solas
4. **Review Meeting Minutes:** The April 26, 2023, COA Board Meeting Minutes were reviewed, all board members in attendance received a copy of minutes. Dr. Robert Lambe made a motion to approve the meeting minutes as amended with the update of "APRA" to "ARPA: and with the spelling correction of "Bazaar." Joan Levesque Arguin seconded the motion. The April 26, 2023, COA Board Meeting Minutes were unanimously approved as amended.
5. **Presentations:** None
6. **Expense Report:** The COA Board reviewed the COA expense report. Dr. Richard Panofsky discussed certain revenues and how to better appropriate the use of those funds. BESI (Bristol Elder Services Inc.) funds, for the Meals on Wheels Program - BESI calculates the history of the mileage and the cost of gas to determine payment to the COA in order to distribute Meals on Wheels to Rehoboth residents. This is a set contract amount that is provided by BESI, there are no restrictions on how this money is utilized. In the past, the COA has used the money towards Meals on Wheels mileage re-imbursement and meal services at the Senior Center. Dr. Panofsky recommends to carryover about a 6 month amount of funds as a reserve. Gifts and Bequests funds – these funds come from prior donations and suggested donations for services and activities. COA Formula Grant funds - \$42,000 was distributed to Rehoboth from the state for Senior Center funding based on census data for the fiscal year. Formula Grant funds support Senior Center activities to assist in re-imbursing instructors and supplies; surplus in this account can now carry-over to the next year. It was clarified that expenses indicated in the "Mass Mailers" item were the informational postcards sent out to Rehoboth residents; and "XAVUS Solutions" is payment for the My Senior Center Software. The COA Board discussed further reviewing the overview of the expense report at each meeting and continuing to look at trends in meal costs as the senior center kitchen continues to provide meals.
7. **Director's Report:** Linda Sherman presented the director's report. (1) Food services: Meals on Wheels continues; Last meal from the Cooks House has been served beginning to cook out of our own kitchen. Breakfast will begin to be served on Friday, May 26th. (2) Therapy Dog visited this week. (3) Country Flavored Band and South Coast Bell Ringers play during lunch. (4) TRIAD is being discontinued however as a team have decided to carry on. Looking to use Fisher Bus instead of the Sherriff's van to transport people. Firefighter Randy asked due to the Intergenerational Lunch on June 5th the students from the Beckwith School Chorus can usually get transportation from the PTA however this may fall on us to pay for and will use TRIAD money to do so. (5) MCOA Walk-Off Challenge- Thank you to Ralph who has spent a lot of time on this to organize the Walking Club was a huge success, Tara Hammes from MCOA spoke to the seniors about exercise and nutrition. This challenge is state wide for all Senior Centers, Rehoboth is in the lead in the state with the number of participants being over 70 people registered. (6) Bradley Marshall has retired as of May 15th. We have posted the Outreach position. Bill Laplante and Debra Bonin will help until we find a replacement. (7) Pickleball – posts and nets have arrived. (8) Un-Masquerade Ball: The date is set for June 13th from 4-7pm, presented in conjunction with the Taunton COA. The menu has been set, there will be a DJ and Photo Booth. Lt. Larrivee will build a smores bar and have a small fire pit. (9) Kim Ciociola and Nurse Geri Hammel had a presentation for the seniors about Health and Exercise. (10) Relationship with Cooks House remains intact for future use.
8. **Old Business:**
 - a. Update on COA staffing and positions: Bradly Marshal has retired; an Outreach person has been posted. Requesting a full-time person, the position is posted on the Mass COA website. The position requires experience and certifications, have only received 2 applicants at this time. Revised posting from requiring 7 years of experience down to 5 years along with the salary range for the position. This is a non-union position. Will consider posting the position to other job websites if needed. Dr. Richard Panofsky will be leaving his position as the Interim Director of Public Health as of June 2nd, Elizabeth Doyle will be coming on as the Interim Deputy Director of Public Health, this is a 1 year contract position

at this time. Transition will be happening next week, the last week of May. We thank Richard for his work and dedication.

- b. Further discussion was held on the possible formation of a COA Board Growth and Development Subcommittee (COA goals for Fiscal Year 2023-2024). The board received an outline of the ARPA Project Funding Plan for guidance on areas where the Growth and Development Subcommittee might focus or provide input on. Dr. Richard Panofsky expressed support for the subcommittee. The focus is to develop a collaborative committee with the COA Board and the Senior Center members for goals for years to come, member services, meals, and how to support projects. The COA board Chair, Brittany Bixenman, will coordinate with Elizabeth Doyle to determine the best way to utilize this committee as indicated.
- c. Board Positions – Secretary or Clerk on hold. Treasurer position – Ron Whittemore was recommended for position; position would be focused on the budget analysis and how to best utilize funds. Ron Whittemore accepted the nomination. The COA Board voted unanimously to appoint Ron Whittemore to the position of Treasurer during the COA Board Meeting in April upon his acceptance.
- d. COA water and kitchen – The water tanks are in place and kitchen is now open. The first meal will be served on Friday the 26th for breakfast. ARPA funds will be re-imbursing the funds for the water in the tanks, which will be flushed and refilled monthly. The building well and water system is estimated to be fixed within next five months. All inspections for the kitchen were passed.

9. New Business:

a. Kitchen and Meals:

- The COA kitchen will serve meals on three days of the week. Monday will have Gert's Café for lunch, Wednesday will have breakfast followed by a light lunch in the afternoon, and Friday will have a Continental Breakfast. We are estimated to serve 13,000 meals per year; this increase in meals will help with food insecurity, increase membership retention. As the meal services continue to grow, planning on continuing to monitor and evaluate. The money for meals is a suggested donation; currently the suggested donation is \$3.00. The town website will indicate that the kitchen is open for meals. The goal is to continue to increase meal services to be more frequent during the week.
- The Director Linda Sherman, noted that the Senior Center has retained a Volunteer Chef, Chico Charbonneau. The Senior Center is planning on providing a weekly stipend for his services and management of the kitchen; BESI Funds will support the stipend for the Volunteer Chef. Having a professional chef ensures a professional environment and safe oversight of the kitchen. The Chef will place orders, create menus, and unpack and date the products. Regarding the nutrition of the meals at the senior center, Chef Charbonneau, Kim Ciociola, the Town's Public Health Nurse, and the Senior Center Director will continue to collaborate on the nutritional value of the meals and help develop appropriate meals for seniors.

b. Transportation and Services:

- GATRA Advisory Board (Dr. Richard Panofsky has joined), Dr. Richard Panofsky is looking forward to future development of these programs. Dr. Richard Panofsky will be doing a further transportation assessment and explore options to increase transportation services to Rehoboth Seniors.
- c. Senior Center Signage: The Senior Center Signage was brought up in open forum during the April COA Board Meeting. Dr. Richard Panofsky has been working on a welcome sign. Elizabeth Doyle will also continue to focus on these areas of concern once her position starts. The COA board and Dr. Richard Panofsky expressed support for clearer signage for the Senior Center so the community feels more welcomed and to increase awareness as to location.
- d. Parking Spaces: The parking spaces and design was brought up in open forum during the April COA Board Meeting. The Board of Selectman and town meeting voted to re-locate some of the buildings and re-shaping the lawn to increase parking for the Senior Center. Currently there are 11 ADA handicap spaces available on location; the COA Board will continue to monitor and provide input as indicated as the parking continues to be addressed and updated.

10. Bristol Elder Services, Inc. (B.E.S.I.) Report: None.

11. Correspondence: None

12. COA Building Usage Requests: The Rehoboth Senior Citizens club had submitted a Building Usage Request Form for reservation of the Arcade building for their monthly meetings. It was determined that the COA Board would not make determination for the use of the Arcade building and this should go to the Town Administrator for approval.

13. Open Forum:

- a. George Solas posed a question regarding how old an individual has to be to attend the Senior Center and if they have to be town affiliated. The COA Board clarified there is no certain age or town affiliation required to attend the Rehoboth Senior Center, the Senior Center continues to strive to be all inclusive. If needed, can direct individuals to call into the Senior Center if they have further questions about membership.
- b. Jane Williams asked if the Senior Center Bazaar had been approved. The COA chair confirmed the Senior Citizens Club Bazaar was approved during the April COA board meeting.

14. Any other business that may come before the COA Board: The next COA Board meeting was confirmed to be scheduled for Wednesday, June 28th, 2023 at 7:00 PM.

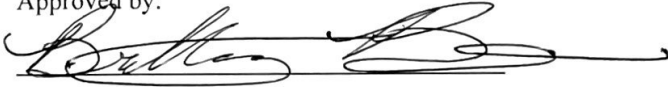
15. Adjournment: The meeting was adjourned at 8:51 PM

Next Meeting: Wednesday, June 28, 2023 at 7:00 PM

Respectfully submitted,

Brigitta Hart – Health and Human Services Office Administrator

Approved by:

A handwritten signature in black ink, appearing to read "Brittany Bixenman", written over a horizontal line.

Brittany Bixenman, COA Board Chairperson