

COUNCIL ON AGING
Cafeteria, 18 Jacobs Road
Meeting Minutes Monday, November 15, 2021

Present: Victoria Burrington, Margaret Freeman, Donna Hyytinen, Sue Lively, Cathy Tallen

The meeting was called to order at 11:02 a.m.

M/S/P Cathy, Sue, unanimous: to approve the 11/04 minutes as written.

The Council (COA) discussed preparing to meet with the Select Board (SB) at 6:15 p.m. Tuesday, November 16. The meeting was posted, so that Victoria can call COA members to order for participation in the discussion. A question was raised as to whether the town owns the zoom account; currently SB zoom meetings are held on the SB chair's own account.

Senior Program Coordinator (SPC): Recommended was an open discussion with the SB on how the SPC is funded. The job description calls for 9 to 12 hours a week not to exceed 500 hours a year. The appropriate salary needs to be determined. Is the SB willing to put money in the budget for the position? Also discussed was the timeline for hiring, preferably by the first of the new year, and the need to clarify COA responsibilities regarding interviewing, decision-making, and supervision. There was a consensus that the SPC should be on board by the time programs start operating.

General update on COA activities: The major work so far has been the Senior Survey, with phenomenal participation, thanks to COA's method of distributing and collecting surveys. The tally results show well above 70% participation, with results of responses to activities across the three age groups (60-69, 70-80, 81-90+), and rich information on additional suggestions of what seniors would like to have. The COA is still working on analyzing survey data to plan age-appropriate activities, volunteer pools, developing communication lists, and what activities to prioritize as activities start up again. The results also enabled COA to update the town list of senior information with regard to moves, change of contact information, and deaths.

Continuing tasks: COA identified five immediate tasks with primary responsibility for managing:

- Sending Victoria agenda items for next meeting (all)
- Updating town list of seniors with changes (send to Donna)
- Categorizing senior suggestions by age group (send to Cathy)
- Organizing list of volunteers by 1) collating name+contact, 2) categorizing by group for specific needs, and 3) begin contacting volunteers (send to Sue)
- Seeking eligible funding sources for grants, including SPC salary (Victoria)
- Updating and finalizing survey results and tallies (send to Margaret)

A question was raised concerning application requirement for the formula grant. Victoria will check with Lynn Feldman at LifePath.

Next meeting: Thursday, December 2 at 2:00 p.m. Cafeteria.

M/S/P Margaret, Cathy, unanimous: to adjourn at 12:13 p.m.