

Council on Aging Minutes

September 20, 2022

**Meeting called to order at: 1:00PM**

**Attendance:** Deb Lanou, Jim Whitcomb, Frank Froment, Tony Stavely, Judie Tate, Colleen Letourneau  
Meg Livingston, Debby Wiesen Kelly

**Minutes:** First order of business was to review the minutes. All were in favor and the minutes were accepted/approved unanimously.

**Treasurer's Report:** All were in favor. The treasurer's report was approved unanimously.

**Chair's Report:**

**Bylaws:** Deb said thank you for all the hard work on this document. Changes reflect corrections to the Bylaws discussed by board members. Meg corrected the formatting. Bylaws is one word and we want to be consistent with other documents. On the Town website Bylaw is one word.

Article III - use a capital for proper nouns. CoA Director is a proper noun. Be consistent with use of capital letters. Tony mentioned that shorter sentences are clearer. Delete first section 7 in favor of second section 7. Frank made corrections to the use of titles, spacing, dashes and periods. The Director is responsible for the distribution of the meeting agenda in conjunction with the Board Chair. Liaison section added to Policy and Procedures. Changes don't need to be formally approved. There was a discussion about the purpose of Liaison positions. Motion to approve the edits by Meg. Tony seconded the motion. All in favor and unanimously approved.

**Policy and Procedure:** Code of Conduct discussion. Tony said to follow the Town's mandate. Deb asked what should be included in the Policy and Procedures document. Frank said the Policy and Procedures is a fluid document. If policy or a procedure is "set in stone", it should be moved to the Bylaws. Tony said that the Town supersedes our version and suggested we review the current document. The document includes information for the Nominating Committee and committee guidelines and it is outdated. Deb wants to know should there be an overarching document. The overarching document would be the Bylaws. Statement of Purpose for the Policy and Procedure committee - Tony described the purpose of a Policy and Procedures manual for a CEO. Board members gave examples of what would be in the document such as code of conduct, email policy, harassment policy and expected behavior. Debby mentioned to start with Town's Policy and Procedure document and update for CoA as needed. Frank suggested reviewing some of the previous Board documents. Deb, Meg and Frank are the Policy and Procedure committee. Meeting date to be determined.

**Nominating Committee:** Frank said all members of the CoA should be recruiting new members. Tony mentioned that new members previously had a "mentor" on the Board. Tony didn't have a suggestion for a member of Neighbors to join the CoA Board.



**Community Preservation Committee:** CPC update from Deb Lanou - reported that the last meeting was canceled. Deb Lanou will be attending next meeting.

**Director's Report (Colleen Latourneau):**

**Update:**

ADA research completed for the upcoming grant. Life path provided statistics. 25% Northfield residents had a hearing loss and the average is 14%. After 75 years of age, the statistics are more severe. Deaf and hearing impaired people are more isolated and there is a causal relationship with dementia. Colleen collected the cost information for the "Looped room", head sets and new floors. Andrea collected information for the Select Board and Misha is responsible for the bottom room in the Library and sound proof panels. We are asking for approximately \$45,000.

**Program Update:**

- Working with SHINE
- COVID19 and Flu Clinic
- Happy Little Walk Sept 29 Walk with Jim Trill, Interim Principal
- Art Class
- Warm the Children –the Recorder will be at CoA on Oct 13<sup>th</sup> for picture and article
- Bridge Classes – 2 classes
- Newsletter articles – Friends of Northfield Seniors will write articles. Karen Boudreau will be the first contributor.
- Age and Dementia Survey now managed by Carol Foote. They are reviewing the survey. Survey shows the need for a new senior center. We discussed taking over the police space, not the booking room.

Friends of Northfield CoA want to know what we need

Frank mentioned fee to use pavilion. Deb mentioned CPC money. Debby suggested updating the pavilion. Tony wants us to hire a consultant to determine the potential for a new senior center. Tony wants to know what the residents want/need with additional funds. Colleen suggested we could expand food program or cater food with additional funds and staff. Brief discussion about Charlene Manor.

**Legislative update:** Get more active. Do some Thank You letters from the Board. Formula Grant -\$12 per person and \$1.3M elder mental health care money. Waiting for 2020 Census to be released

**Neighbors at Home:** Potluck brunch 12pm-2pm in the pavilion, refrigerator magnets distributed to clients and volunteers. Frank mentioned that Jeanette needed a ride, but no available drivers.

**Friends of Northfield of CoA:** no meeting report

Motion to adjourn by Frank. The motion was seconded by Debby. Meeting adjourned at 2:27pm.

Approved date: 10/12/22

Approved by: Deb Lanou