

## Council on Aging Minutes

October 12, 2022

**Meeting called to order at:** 1:04PM

**Attendance:** Deb Lanou, Jim Whitcomb, Betty Whitcomb, Tony Stavely, Colleen Letourneau, Debby Wiesen Kelly

**Minutes:** Minutes need to include "Approved on: and Approved by:" to be certified. Town Clerk said the Bylaws can be signed by the Secretary or designated appointee. Board reviewed the notes during a board meeting. There was a motion to accept the minutes by Jim and seconded by Betty. There was no discussion. One abstention. The minutes were approved.

**Treasurer's Report:** There were some minor discrepancies in the report. Betty was unable to match the town's number of *Funds Remaining*. All expenditures and revenue are correct. Tony said the discrepancies result from timing (recording) differences from the town and not to be concerned about this issue. Tony made a motion to accept the report and Jim seconded the motion. No discussion. The report was unanimously accepted.

**Chair's Report:**

**Bylaws:** The Bylaws have repeatedly been edited. Will not be able to bring the document to the town meeting until May. Still operate under current Bylaws. Deb said take a break.

**Policies and Procedures:** Policies and Procedures committee met. Discussion followed regarding legislative guidelines and nominating a new member. New Bylaws will replace the Policies and Procedures document. We are currently working on a new Policy and Procedure document. It was suggested that we change the language to be uniform and to start with the Town's Code of Civil Conduct

- Tony mentioned the use of Board Members (#2 and #3). We are a council, should be referred to as Council members. Change language to Council Members not Board Members. We are listed as Board members on the Town's website.
- #3 Let Board know where advocacy is needed and what needs to happen. This is not about meeting once a month- change language- "expectation for council members"
- #5 Proposal members should be brought up to the Council- reverse the order- proposed candidate should be mentioned to the Chair and forwarded to the Board pending the Chair's decision
- The purpose of new member orientation is to introduce a new member to Board/Council expectations
- #7 Assure that new members know they must be sworn in by the Town Clerk, complete CORI check, complete multiple required training modules –include with new member checklist
- Discussed a membership point person to provide new members information, new manual, mail information to new members and mentorship
- Colleen mentioned that there are finally new Board member manuals, Chairman training, future training will be scheduled
- #4 Change intention of open meeting law – keep conversations regarding council business in the meeting, not side conversations – use of discretion when dealing with council business
- #3 New member orientation – rewrite last sentence

**Liaisons discussion:** Deb may step back from CPC and appoint a member looking for a committee appointment

- Neighbors at Home ( need another liaison member) Tony hoped for a candidate from Neighbors to join CoA (interlocking membership)

- No Age Friendly and Dementia Friendly Institute Liaison at this time – hired person to replace Noor- want to share results of survey (AARP and Life Path Initiative) Based on the Age Friendly Franklin County survey results, will want to do more fundraising and grant writing for identified priorities
- May need a committee to address an Age and Dementia Friendly community/town issues
- What is the Town/ Select Board commitment to identify and continue responsibilities based on survey results
- Colleen – Life Path is the boss – AARP – initiatives - may be new liaison opportunities

CPC report: how do small towns function – no housing authority in Northfield, Deb asked if affordable housing information flow through Neighbors at Home (\$900,000 for 17 units rehab grant for local communities) looking for interested citizens who could be part of the planning board. Discussed Franklin Regional Housing Authority- how to allocate CPC funds through housing advocate. Colleen – need housing advocate and affordable housing. Debby – people do not know how to access money or services.

#### **Program Update:**

- Souper Social Congregate Luncheon scheduled for November 10<sup>th</sup> instead of take and go – socialize with others in the community ( 4 per table and real plates) Betty mentioned asking singers such as Ted and Joe to events- just use the TV. This is a pilot project for the holiday season.
- Greenfield Bank Coffee Socials are continuing
- Happy Feet – short walk with kids and 10:30 -12:00 walks for adults
- Andrea submitted Hearing Loop proposal- decision in December
- Art Classes continue
- Warm the Children –the Recorder will be at CoA on Oct 13<sup>th</sup> for picture and article
- SHINE starting in November – Crystal McGuire
- Newsletter articles – Friends of Northfield Seniors will write articles. Karen Boudreau will be the first contributor.

#### **Legislative update:**

**Neighbors at Home:** Successful potluck brunch 12pm-2pm in the pavilion, Steady renewals and new members

**Friends of Northfield of CoA:** Treasurer's report: September balance: \$1654.15, 1 \$10 deposit, November will elect new officers, Friends want to know CoA long-term goals and Northfields commitment to be more age and dementia friendly

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

Approved date: 11/15/22

Approved by: Debby Wisniewski