

## Northfield Council on Aging Minutes

February 21, 2023

**Meeting called to order at:** 12:59 PM

**Attendance:** Deb Lanou, Jim Whitcomb, Judie Tate, Meg Livingstone, Colleen Letourneau, Debby Wiesen Kelly, Pete Vearling

**Minutes:** Board reviewed the minutes. Made a few corrections. Meg made a motion to accept the minutes and Jim seconded the motion. All in favor. Minutes accepted.

**Treasurer report:** Accounts still out of sync. Betty wants to meet with Erin. Town records money on a different basis from CoA. Debby mentioned the timing of account reconciliation. Debby made a motion to accept the Treasurer's report and Jim seconded the motion. All in favor. The Treasurer's report was approved

### **Chair report:**

- Deb collated the Bylaws and she passed them out later in the meeting.
- Chris is out sick. Chris will be an acting secretary until she has been on the board for several months. Deb thanked Debby for filling in.
- Deb handed out a clean copy of the contact list. Meg said the PO Box was incorrect. It should be 20 not 29.
- Deb mentioned that the Council on Aging in Bernardston got a \$16K grant. Deb suggested we form a committee to support our marketing efforts. Meg and Jim will be on this committee and maybe Chris. Discussed a radio/ TV community calendar. Betty mentioned a community calendar last month. Debby supports a community calendar too.
- Colleen mentioned that the Senior Center calendar is already widely distributed. There is a Neighbors newsletter with a small distribution. Colleen discussed the Audiology event and Hear Here Northfield. We are doing events that fit the Lifepath/AARP Age and Dementia Friendly mission.
- Keep the most recent Bylaws. These will be forwarded to the Select board. Andrea said to provide the Bylaws to the Select board. This document will be brought forward at the Town meeting in May.
- Policies and Procedures- handed out copy of Policies and Procedures document from 11/15/22 and the link to Town Code of Conduct. Jim wanted us to think about Chain of Command and how to work with the Chair. Deb reviewed most recent copy of this document. She mentioned new members and the onboarding process and the new member orientation. She needs to add a communication section. She will add new information and hand out the revised copy at the next meeting. Jim and Meg will work to update the document with Deb.
- Colleen mentioned that we need to review the Inclement Weather policy for the Senior Center. Colleen wants to contact members about local weather conditions. If Northfield school closes for inclement weather, the Senior Center will be closed. The closing are posted on channel 22.



**Senior Center update:**

- Mentioned First Light event on the 350<sup>th</sup>. Colleen secured the draft horses for the 350<sup>th</sup> Parade at a cost of \$1000 for the event. Can fit 16-18 adults. Children need to be assigned an adult. The ride could accommodate lots of kids. Takes 4-steps to enter wagon. There is a contract. If there is a rain date he needs to contact by 4:30am. We can use the Formula Grant to pay for the ride. Jim mentioned the custodial issues. Make sure there is liability insurance.
- Shelby may get 2 golf carts. Still need more carts and vehicles.
- Grant proposal for shed and grill – Total cost: \$5703 - \$2703 from CPC was approved. Colleen plans to attend March 7<sup>th</sup> Select board meeting. Let's make the updated Pavilion a community resource. Need a policy- if you use the space, responsible for cleanup. Won't share grill with the Town. We can invite groups to use our new space. After Town approves it on May 1<sup>st</sup> we can spend the funds.
- Audiologist doing coffee social and holding a clinic – there are different loops and we will work with the Audiologist and installer. Event is from 1-3pm. Free screening from 2pm-3pm. Great news for a small Town to offer this unique service.
- March 6<sup>th</sup> presentation from Franklin Savings Bank
- HEAR HERE Northfield was not funded by ADA, but \$50K awarded by ARPA funds
- Brunch to be offered on March 9<sup>th</sup> - 10:30 music and 11:00 Brunch with 12:30 TED talks and Knitting at 1:00pm. Volunteers needed at 10:00 am. RSVP the Monday before
- Happy Feet on March 13<sup>th</sup> at 10:30
- March 16<sup>th</sup> art class at 12:30 - make Celtic knots and music at 11:30 with snacks
- March 23<sup>rd</sup> Northwestern DA office event – consumer protection game (senior safety to senior scams) at 11:00am
- Pitch to Mass Council on Aging Walk contest –marketing event for senior center, no kids this year
- Pam Eldridge submitted an article for the newsletter. Shelby asked to contribute to the next newsletter
- Fred Wells Grant – funds to be put towards yoga
- Colleen works with the Salvation Army to provide vouchers for the family on Pine Street who lost their home through a fire.

**Legislative update:** none

**Neighbors at Home:** Colleen will share the new newsletter. Went bowling. Neighbors wrote a piece on Ask the Audiologist event.

**Friends of Northfield CoA:** \$1869.75 in the bank, CPC funds to support shed project, need pricing for new benches. Need to make a plaque for all the places. Want to offer programs at different times to attract more seniors. Discussed upcoming summer concerts and to hire another band next summer.



**CPC:** Mentioned 2 applications. One for the Field Library and another application to support a Northfield citizen. Don't have a housing advocate, but Andrea will support pool of money going to the CoA.

Motion to adjourn by Jim. The motion was seconded by Judy. All in favor. Meeting adjourned at 2:25pm.

Approved date: 3/21/2023

Approved by: Debbie W. Kelly