

Northfield Council on Aging
Meeting Minutes for Tuesday, May 16, 2023

Attending: Colleen Letourneau, Director; Meg Livingstone; Debby Wiesen Kelly; Betty Whitcomb, Treasurer; Christine Harris, Acting Secretary; Deb Lanou, Chairperson; Jim Whitcomb, Co-Chair; Pete Vearling

The meeting was called to order at 1:00 p.m. by Chairperson Deb Lanou.

Approval of minutes for 4/18/23: Following clarification on the procedure for filling the open Administrative Program Assistant position as stated in the meeting minutes, Betty Whitcomb moved that we approve the minutes as written, seconded by Debby Wiesen Kelly, and passed unanimously.

Treasurer's Report: Betty Whitcomb reports that the town gives us \$65 more, in our favor, than accounted for in our budget. Betty will keep an eye on that in the coming months. Otherwise, the budget balances. There was discussion about whether to continue disclosing salary information in the report. It was decided that including wages is part of a standard budget format. Meg moved, Debbie seconded, that we accept the treasurer's report; it passed unanimously.

Chair's Report

- At the Annual Town Meeting on May 1, voters passed our bylaws, so we now officially have legal bylaws. Voters also approved Community Preservation Committee recommendations for the money for our storage shed and propane grill.
- Outreach: Discussion on how to get the word out about Senior Center activities and education about eldercare. Several members plan to attend a networking event at LifePath to introduce their new Executive Director, Gary Yuhas, on Thursday (5/18/23).
- A coffee social with the new Executive Director of LifePath has been planned at the Senior Center on June 14 at 1 p.m. LifePath will share their mission with townspeople. This could be expanded to offer additional information on how to be a caregiver, and how to get support being a caregiver.
- Update on reclassification of Administrative Program Assistant: A lengthy process involving COA and Selectboard members and Town Administrator, member of the Finance Committee to upgrade this position ultimately got approved and now the job listing is out, on Indeed, the town website and MCOA. The listing will be open until we choose a candidate. Depending on the salary, there could be a gap, so we applied for \$8,000.00 more of ARPA money to cover a salary gap until the next fiscal year.
- Project updates: Hear, Here Northfield: The final piece in play is the flooring and Colleen is still trying to get bids.

BBQ Grill: The grill is approved and so is the shed. The back parking lot is going to be repaired so coordinating with the Town Highway Department is important as they will also be doing some work near the area where the new shed will be constructed. The back parking lot will be closed down at some point.

- Preparation for our annual COA meeting June 20 will include election of officers. People should feel comfortable in expressing an interest in all positions on the board. Anyone interested in nominating someone or being nominated themselves should send an email to Deb Lanou or Colleen Letourneau.

- COA Policy and Procedures: Members received the updated Policies and Procedures document from the chair. Various comments and suggestions were offered. There was discussion about liaising with other town boards and organizations. The chair will update the Policy and Procedures again and send it out to board members for their final review.

Director's Report

- Update on MCOA Walk Challenge Kickoff Event: Speaker was late to arrive at the live event but once she got there it went off well. People reported having trouble signing on at the website. MCOA says they think they got all the glitches fixed.

- We are not having a take-and-go lunch or brunch in June because there are many other events for that month, such as the volunteer appreciation party at Four Star Farms on Thursday, June 22, 2 to 4 p.m. We will use their food truck for refreshments such as finger foods. Approximately 50 invitations will be mailed out.

- Memorial Day Parade: Members are asked to wear their "Happy Feet" T-shirts or any brightly colored T-shirts and march in the parade. Meet at the Trinitarian Church for those who aren't going to be golf cart drivers. This year the PVRB band will play. The Kindergarteners and First Graders have also been invited to join us.

- Monday, May 22, is our next Happy Little Feet walk. Meet at Town Hall at 9:30 a.m. There will be a performer who has an Intergenerational program of music and sing-a-longs in store.

- Next bio for June newsletter: Shirley Keech of Neighbors at Home.

Debby made a motion to adjourn, seconded by Meg. All were in favor. Meeting was adjourned at 2:25 p.m.

Respectfully submitted,

Christine Harris

Approved date: 6-21-2023

Approved by: Christine M. Harris