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HATFIELD COUNCIL ON AGING MEETING MINUTES
June 3, 2019

JUL 1 19 3:14PM

Welcome new Board member Shawn Robinson to the Board.

Meeting called to order at 9:02 AM by Acting Chairperson, Amanda Zygmunt with Board Members Susan Hurley, Shawn Robinson, Director Jane Betsold, and Town Administrator Marlene Michonski present. Also present was Cindy Doty. Jill Tucker was unavailable due to her work schedule.

- a. A motion was made by Susan Hurley, and 2nd by Amanda Zygmunt, to accept the minutes of the May 1, 2019 meeting as written. So moved.

1. COMMITTEE REPORTS:

a. **Van Transportation Reports:**

1. **2011 Van** – The van is mechanically running well but not built for adults.
2. **2013 Van** – The van is mechanically running well but not built for adults.

b. **HVES Nutrition Program:**

1. **Hatfield Nutrition Program** – Jane Betsold reported that there will be a need for volunteers for the Nutrition Program starting July 1. Some will be leaving. She will work on replacements. If anyone knows someone who may be interested refer them to the COA Office. Program is running well.
2. **NPC Meeting HVES** – Report is on file at the COA office. Jane emails reports monthly to Highland Valley as there is no one available to represent Hatfield.

c. **Programs & Activities:**

1. **Volunteer Recognition Report** – The event was excellent! 66 people attended, with entertainment by Dan Daniels, great food prepared by volunteers Pat Crafts, Al Zygmunt,, Jane Betsold. A donation from Care One in Leeds of a veggie tray was received. Total cost of the recognition was \$1773.93. \$900.00 from Formula Grant, \$125.00 from COA Expenses, and \$748.93 from Donations Account. A special thanks to all who helped make the event so special.
2. **Reiki**– Nancy Shea, a trained and licensed Reiki Instructor will be having free Chair Reiki sessions every other Wednesday at the Senior Center. She has committed to giving back to the community with free sessions through the end of the year.

3: OLD BUSINESS:

- a. **Town Hall Renovations Update/Relocation of COA** – Marlene Michonski passed along that the date for the relocation should be around August 1, 2019.
- b. **COA Director Position/Posting update** – Chair Zygmunt reported that the posting will be put in the MMA online and in the Gazette by Marlene Michonski. We have money in the COA Expense line to pay for the postings.
- c. **Van Driver Job Description, Van Policy & Conduct on Vehicles** – The updated van policy that Jane, Susan and Amanda have been working on was submitted. Shawn Robinson made a motion to accept the Van policy as written, 2nd by Susan Hurley, so moved. Jane will have copies for the next COA meeting. This document be distributed to all van clients, signed and returned to be kept on file at the COA office, and copy given to the van client.

4. NEW BUSINESS:

- a. FY'20 Formula Grant Training** - Jane Betsold brought up the Formula Grant Training on June 12th. Since Kerry Flaherty resigned from the COA Board, and she was going to represent the COA at the training, we should have someone else attend to get any updated information and meet the Executive Director of Elder Affairs Emmett Schmarosow. He can be of assistance with the Grant submission this coming year after Jane retires. Amanda recused herself from the conversation due to a conflict of her being paid in part by the Formula Grant. Since no one from the Board can attend, Jane will contact Emmett by telephone and discuss the situation with him. The Formula Grant starts July 1, 2019 and pays for the Volunteer Coordinator/Office Assistant, Volunteer Recognition and part of the COA Newsletter.
- b. COA Board Resignations** - The COA Board received notice that Judy Zahn resigned from the COA Board on May 1, 2019. Kerry Flaherty resigned from the COA Board on May 17, 2019. We acknowledge and thank both for their service and dedication to serving the Senior citizens on the Council on Aging Board.
- c. New Board Member**- Shawn Robinson was appointed by the Board of Selectmen to the COA Board to fill the 3 year term expiring in 2020. Cindy Doty left the meeting so the Board could discuss the next topic. The Board received a letter of interest from Cindy Doty to fill the vacant 3 year term expiring in 2021. She has provided documentation from the State Ethics Commission and was cleared with the Town Administrator and Town Attorney so there is no reason why she cannot serve on the COA Board after her recent departure from the Select Board. The Board will pass along their recommendation for Cindy to fill the position as she has been involved with the COA during the renovation, and has been liaison and an advocate to the Council on Aging Board for the past 2 years. A letter will be sent to the Board of Selectmen.
- d. Food Bank Meeting – Brown Bag Program** - Jane Betsold met with the Brown Bag Director, Mark Lincort and his assistant Xio, and Stephen Gaughan at the Emergency Complex meeting room on May 22 to discuss using the space for the Brown Bag Distribution program during the renovation process. All agreed that the space will work fine, it being once a month, the first Tuesday. The COA and Food Bank will clear all trash generated from the program and make sure the space is returned the way it was found. Mark will draft a new MOU when the move takes place.
- e. HVES Nutrition Relocation Meeting- O.L.G. Church** - Jane Betsold and Amanda Zygmunt met with Nutrition Director, Nancy Mathers, on May 30th, at Our Lady of Grace Church to discuss the Nutrition Program moving to the Church kitchen and downstairs area during the Renovation process. After viewing the space all agreed that the steam table, and set up will work fine for the COA Noon Lunch Program. A temporary ramp has been installed by the Hatfield DPW to enter through the back door. The stage area is large enough to put a storage cabinet for supplies and tables for the participants to have lunch.
- f. Donations** - A donation of \$300.00 was received from the Hatfield Book Club for the use of the Senior Center for their meetings during the year. Jane will send an acknowledgement to them for their very generous donation.
- g. Reorganization of COA Board** - Tabled until there is a full Board. Amanda Zygmunt will fill in as Acting Chair until the reorganization.
- h. COA Director Search Committee** - A motion was made by Shawn Robinson, to create a Search Committee for the COA Director position to consist of all COA Board Members, Town Administrator, Marlene Michonski, and resident Betty Kotch. 2nd by Susan Hurley, so moved. A motion was made by Susan Hurley to elect Shawn Robinson to Chair the Search Committee and Council on Aging Board, 2nd by Amanda Zygmunt, so moved. Discussed was a need to set protocol for applicants. Shawn will provide information on the proper process for the next meeting. T.A. Michonski mentioned that the 1st round of screenings can be in Executive Session. Chair Robinson will contact all the applicants that have applied so far. Amanda Zygmunt reported that she had contacted the Ethics Commission pertaining to one application received as far as the eligibility date to be viewed by the Search committee. They have to wait 30 days, or June 17, 2019 before reviewing the application. T.A. Michonski reported she had contacted the Town Counsel about the application and Ethics concern. He reported that the COA Board needs to file written disclosure to the Ethics Commission if the Board considers hiring the applicant. It is important to keep the process totally transparent. The Search committee set up meeting dates for June 11th at 8:00 AM and June 17th at 8:00 AM. Jane will post the June 11th meeting and the committee can determine when the next meetings are needed.

5. **UNANTICIPATED NEW BUSINESS:**

- a. **BOS Reorganization** – Diana Szynal is the Select Board liaison for the Council on Aging. Jane will meet with her to update on COA programs and activities.

6. **ADJOURNMENT:**

A motion was made by Shawn Robinson, and 2nd by Susan Hurley, to adjourn the meeting. So moved. Meeting adjourned at 10:30 AM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jane Betsold". The signature is written in dark ink and is positioned above the printed name.

Jane Betsold, Recording Secretary