

Received and Filed
[Signature]
Town Clerk

HATFIELD COUNCIL ON AGING MEETING MINUTES

September 6, 2017

OCT 5 17 3:13PM

Meeting called to order at 9:05 AM by Chairperson, Kerry Flaherty, with members Amanda Zygmunt, Susan Hurley, Judy Zahn, Jill Tucker and Director Jane Betsold present.

1. a. A motion was made by Amanda Zygmunt, and 2nd by Jill Tucker, to accept the minutes of the June 7, 2017 meeting. So moved.
 - b. Next Council on Aging Meeting to be held on October 4, 2017 at 9:00 AM.
 - c. **COA Board Reorganization** – A motion was made by Jill Tucker to keep the current positions of Kerry Flaherty, Chairperson, and Amanda Zygmunt, Vice Chairperson for the next year, 2nd by Judy Zahn, so moved.

2. **COMMITTEE REPORTS:**

a. **Van Transportation Reports:**

1. **2011 Van** - Running fine, no issues.
2. **2013 Van** - Running fine, no issues.

b. **HVES Nutrition Program/BOD :**

1. **Hatfield Nutrition Program** – The Dining Center is not being cleaned properly especially since food is being served in that room and also the Kitchen area. The floors are dirty and are not being washed on a weekly basis, not even swept on a weekly basis. An email was sent out and we were told that the current cleaning company's contract is up in September and they will looking for someone else to clean. The Town Administrator is recommending a custodian so there will be someone in the building during working hours to clean and be available. The DPW Director is recommending a cleaning service again, which means no one is available during the day when things need to be done. We will be notified.
2. **Hatfield Project Council Report** – HVES would like to have a representative from each site attend the meetings every other month as our input is important to the meals program. Jane emails a monthly report to them and receives their report, which is kept on file.
3. **HVES Board of Directors Meeting** – There is no representative from Hatfield. Shawn Robinson is on the BOD, however we do not know whether or not he will continue or has stepped down from the position. Jane will email him and ask for our next meeting.

c. **Programs & Activities:**

1. **Misc. Health & Foot Clinic** – Debra Deane, our Registered Nurse for the clinic, has reported everything running great. It was discussed about having a little more privacy instead of the hallway behind the divider. Kerry has offered the BOH office for the next clinic. We will try it and see how that works.
2. **Laughter Therapy Program**- Trevor Smith, of Blue Sky Consulting provided the COA with an outstanding program on August 16, 2017 at the Senior Center. 27 People attended and enjoyed the Laughter Therapy Program sponsored by the Hatfield Cultural Council. Refreshments were served, everyone had a great time and learned how to really enjoy laughing and the benefits from it. It was definitely a program worth repeating at our Senior Center again.
3. **Exercise – Chair Yoga** – Our Exercise program, offered 3 days a week, has continued to be a wonderful strengthening program for all attending with so many positive stories of how it has helped them. We welcomed Hazel Adolphson back as she is healed from her fall to start up the Chair Yoga program on Tuesday mornings again.

3. **OLD BUSINESS:**

- a. **CPR Training report**- The CPR Training was held on June 14, 2017 by Kerry Flaherty through the Cooley Dickinson Hospital. The COA staff and van drivers have all been certified for 2 years now.

- b. **COA Needs – Senior Center Space-** The Needs Assessment study was discussed and a meeting has been set up with the BOS and COA for September 12th at 6:30 PM to discuss this and other issues we have due to upcoming renovations. A time frame has been requested from the BOS so we at least know when this is going to impact us and how it will impact our daily programs and activities. We have very limited options of where we can go that is handicap accessible for our lunch and other programs. John Robert has mentioned using one of the schools for lunch but we would have to meet with the School Lunch director Amy to discuss it further as to whether or not it is even workable. Jane will contact Amy at the school to set up a meeting.
- c. **Conduct on COA Vehicles Policy-** TABLE
- d. **BOS Meeting – Sept. 12th – Discuss COA During Renovations** –Reminder to Board members of meeting date and time. Jane needs to post the meeting for COA.
4. **NEW BUSINESS:**
- a. **Donations** – - We received a donation of \$50.00 from Jo Grose which was put into our Donations Account.
- b. **FY'18 Formula Grant** – Our Grant, which starts July 1, 2017 through June 30, 2018, is on hold as the State has not set a budget as of yet. Jane has sent back all paperwork needed so far and will continue to do so when we are notified. We will be again funding the position of Program Assistant, our Volunteer Recognition and Newsletter mailings. Jane reported that our MCOA dues have been paid for FY'18 of \$220.00. This figure is based on the number of over 60 residents in Hatfield. The Massachusetts Council on Aging is the agency that fights for our funding and provides support during the Budget process for our State Formula Grant along with other services they provide COA's.
- c. **BOS Liaison** – Our BOS Liaison this year is Cindy Doty.
5. **UNANTICIPATED NEW BUSINESS:**
- a. **Holiday Party** – The Board discussed having a Holiday Party in December this year. We won't be able to plan a date until the menu from HVES comes out. As soon as we know the date we will be set and we will again plan on the luncheon, hopefully some kind of entertainment, cookie plates for all. Jill offered to reach out to other facilities for donations for the party.
- b. **CORI checks** – Jane reported that she continues to work on updating all staff and volunteers for CORI checks. The staff is up to date on CORI and CPR. Most need to do the Ethics Training for the Town, which she will be reminding everyone.
- c. **2018 Volunteer Recognition** – A date of April 26, 2018 has been set for our Volunteer Recognition because we have been approached by John Root to provide our entertainment through the Hatfield Cultural Council which is due in October of this year. We do not know where we will be next year due to the renovation, but we have to plan in advance.
- d. **RSVP Luncheon-** We received a letter from RSVP about donating a raffle prize from the COA. Jane had donated 2 afghans a couple of years ago on behalf of the COA, but nothing has been done since then. Judy said she would reach out to a couple of local restaurants to see if they would like to donate for the Luncheon. She also has a gift card she would donate. Jane will pick up a couple of mums to put with them. The Retire Senior Volunteer Program of Hampshire & Franklin Counties consists of Volunteers over 60, from all communities who provide many different services to different agencies in the Counties. Their hours are tracked and each year the volunteers are honored at a Luncheon at the Log Cabin.
6. **ADJOURNMENT:**
A motion was made by Judy Zahn, and 2nd by Jill Tucker, to adjourn the meeting. So moved. Meeting adjourned at 10:10 AM.

Respectfully submitted,



Jane Betsold, Recording Secretary