

**STOCKBRIDGE Council on Aging
BOARD OF COMMISSIONERS
MINUTES**

Wednesday, November 9, 2022 10:00 A.M.

1. **Members Present:** Christina McCarthy, Chairman; Jack Gremli, Diane Sheridan, Ron Muir. **Members Absent; Nancy O'Brien Others Present:** Michael Canales, Town Administrator, Patrick White, Selectman, and Andrea Lindsay, Stockbridge Housing Authority

The Chairman called the meeting to order at 10:01 a.m.

2. **Minutes: Approval of the Minutes from meeting on September 14, 2022.** Minutes reviewed. **Jack Gremli makes the motion to accept the September 14th minutes and it is seconded by Ron Muir. Approval of the Minutes from meeting on October 26, 2022. J. Gremli makes the motion to accept and Diane Sheridan seconds. All in favor on both motions. 4-0**
3. **Director Position;** Michael Canales, Town Administrator hands out the job description for the Director position for review and suggestions. Christina McCarthy would like to add outreach as part of the job description. J. Gremli asks for a definition of outreach. C. McCarthy states it would be follow up with seniors to determine if referrals for services are necessary, especially with homebound individuals. JG suggests adding contact with neighboring COA Directors, CM points out that it is already listed. Brief discussion on whether seniors like to be identified as senior citizens. C McCarthy would like more clarification on the luncheon position, specifically a congregate meal site. M Canales suggests that a general description of duties is the best course of action, in this area. It was decided that set up and other duties regarding the lunch program would be added to job description. JG inquires on the title of the position, Council on Aging Director, M. Canales, suggests leaving as is, as the group is identified as the COA Board. JG asks about the details of the job being part time. M. Canales said the description will be part of the whole package, and will be advertised as a part time, non-benefited position C. McCarthy asks if the payrate will be in the advertisement. An hourly range will be provided. J. Gremli made corrections to the actual verbiage of the ad, removing s's and adding apostrophes. The application will run until position filled. Hoping to review applications the first meeting in December for a January start. It was asked if there were any other suggestions, Andrea Lindsay mentions that the board duties, such as minute taking should be listed. M.Canales agrees. To be discussed further as A. Lindsay is providing support as minute taker until the Director starts. D. Sheridan makes the motion to accept the position with the changes noted and it is seconded by R. Muir.

**** Michael Canales left the meeting after this discussion. Time not noted.**

- 4. Review of November 16th upcoming event.** Flyers going out today to registered senior voters. Need for more pies. Apple and Pumpkin. A. Lindsay offers to make a pumpkin dessert. Coffee, tea and cider to be served. Joshua at 3 PM, pie to be served as people arrive. The community sing has 8 individuals participating in reading / singing the Alice's restaurant song.
- 5. December events.** RLI luncheon December 13th, will be sit down, buffet style. 88 seats available. Individuals can reserve up to two tickets, first come, first serve. On flyer that is being distributed. Notice to go out to Heaton Court this date. Fire Chief as speaker on December 7 at 11 AM. Soup and rolls – schedule van for Heaton Court
- 6. January to March Events.** A January speaker presentation with Leslie Klein, showcasing her poetry and on her pottery work. February, a crafting class and March, a St. Paddy's Day event.
- 7. Communication Plan;** CM feels like flyers are still a good option. All options will be utilized Town wide. Boards etc. making announcements, press releases. Patrick White offers a BRTA free shuttle service. Grant received to provide free transportation. Tate Coleman, created program. Jamie Minacci is the representative to the program for the Town of Stockbridge. Jack will take over calendar planning from TZ.
- 8. Operational Guide Updates;** J. Gremler able to put together a base line plan with the help of MC, TZ and AL and will take time to step back and reassess how "we" do things. Reviewed 4 separate agencies by laws and operational guidelines. Very helpful the meeting had with M. Canales about meeting protocol. The terms of appointment will be 1 year. CM and DS thanked Jack for work on this piece. Discussion on assigning roles, titles, such as V. Chair etc.
- 8. Open Forum;** AL relayed a question from Antoinette Simms, yoga instructor, about the possibility of holding the yoga class every Wednesday, and when that might start. CM to discuss with Town Manager and will follow up.
- 9. Next Meeting;** Not discussed.
- 10. Adjournment;** A motion was made to adjourn @ 11:04 PM by J. Gremler and it was seconded by D. Sheridan. All in favor 4-0

Respectfully submitted,

Secretary of the Board

