

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

### **Wednesday, June 14, 2023 10:00A.M.**

**1. Members Present:** Christina McCarthy, Chairman; Jack Greml, Ron Muir, Nancy O'Brien, Diane Sheridan **Others Present:** Roxanne McCaffrey – COA Director, Michael Canales - Town Administrator, Patrick White – Board of Selectmen, Andrea Lindsay – Housing Authority Director

The Chairwoman called the meeting to order at 10:01 a.m. The Chairwoman asked all to stand and say the "Pledge of Allegiance" in honor of today's celebration of Flag Day

**2. Minutes: Approval of the Minutes from meeting on April 12, 2023.** Minutes reviewed. Diane Sheridan motioned for approval, Ron Muir 2<sup>nd</sup>. **All in favor 5-0**

The Chairwoman welcomed Board member, Nancy O'Brien, back after a year-long absence and stated that the recommendation of next term's Board members is a part of this meeting's agenda. Jack Greml suggested that the meeting move forward following the agenda with the recommendation being addressed later in the meeting. All agreed.

### **3. Old Business - Report and discussion of Policy for Activities**

The Chairwoman turned the meeting over to Secretary, Jack Greml, to report on and lead the on-going discussion of Board policy for COA Activities and Services. Jack Greml reviewed the purpose of this activity as being to inform the Board of on-going programs and to establish direction for the future of the COA. J. Greml presented points on this topic discussed at April's meeting:

#### **Activities**

##### **Budget**

\$50/class  
For contracted  
Instructor

##### **Expectations**

Expansion is welcomed  
and needed at this time.

##### **Possible areas of Expansion**

- Arts & art classes
- Coffee Café
- Social Games (Bridge,  
Pickleball, Mahjohg, etc)
- Line Dancing

##### **Timeframe**

Possible  
expansion to  
Mon & Fri

##### **Workforce**

As hired or  
as volunteered

Discussion followed as to the appropriate compensation and minimum participants per class. It was decided that \$50.00 and (to be named number of participants) should be the established amounts and if there is a potential warranted exception, the Director would approach the Board regarding approval of the exception – establishment of minimum participants to be placed on the July meeting agenda.

### **Monthly Luncheons**

#### **Budget**

Individual basis  
with limits to be  
discussed

#### **Expectations**

Monthly social and  
informational gatherings  
with food

#### **Timeline**

Planned at least two (2) months in  
advance & announced  
at least one (1) month in  
advance

#### **Workforce**

Director & volunteers

### **COA Trips**

#### **Budget**

Determined by  
each trip

#### **Expectations**

Determined by  
each trip

#### **Timeline**

Three (3) month  
in advance

#### **Workforce**

Nancy Wilcox (volunteer)  
to be point person

It was reported by Director Roxanne McCaffrey that a trip to The Isles of Shoals and Portsmouth, NH Harbor Cruise is planned for August 23, 2023. It has been announced and to date 36 people have expressed interest.

### **Communication and Outreach**

#### **Budget**

As researched  
And reported by  
Director

#### **Expectations**

- Newsletter
- Flyers
- Website
- Announcements at  
community  
organizations
- Local Media
- Word of Mouth

#### **Timeline**

- Every 3 months
- Monthly

#### **Workforce**

Dir. & vol.  
Dir. & vol.  
Dir.  
Dir. or vol.

Dir.  
Everyone

Jack Gremli asked about the progress of the Town website, particularly regarding the COA section. Michael Canales reported that much progress is being made and asked for patience as the website gets up and running. JG asked how the COA information was to be uploaded. MC reported that the COA Director would post all information directly on the website. Roxanne M. reported that 552 copies of the most recent flyer were mailed. Roxanne added that work is continuing on the Senior population (62% of total town population) data base. The Board thanked Roxanne for her research and report regarding the most economical mailing prices. Jack Gremli suggested that the policy exploration and discussion continue at the July Board meeting, highlighting the services offered to the Stockbridge senior population. JG thanked everyone for the open dialogue and on-going discussion then turned the floor back to the Chairwoman.

#### **4. Director's Report: Roxanne McCaffrey reported the following:**

- Roxanne, with the assistance of Michael Canales and Andrea Lindsay, applied for a Senior Technical Literacy Grant from the state of Massachusetts in the amount of \$31,120.00. The grant includes, but is not limited to, purchase and/or lease of hardware and appropriate software, tech. instruction and support for acquired hardware as well as personally owned laptops, tablets, phones, and home technical support. The establishment of a computer lab/workspace in addition to an ongoing "Tech and Coffee Café" are planned. Ron Muir asked about funding for tech support after the grant expires. Roxanne M. responded that costs for upkeep will be far less than establishment costs due to the reduced need for hardware and software purchases. She suggested that other grants are a possibility and town budgeted funds might be used to offset costs. Michael Canales added that the grant applied for was offered to senior groups throughout the state. He felt that there is a good chance that Stockbridge COA would be a recipient of the grant and that, if issued, the funds would be applied during the next fiscal year.
- Roxanne M. shared that a survey for needs of the senior population and suggestions for expanding COA activities is being prepared.
- As stated previously in the meeting, 36 persons have expressed interest in taking part in the upcoming trip. There will be a cap of 50 people.
- The announced "Farmers Market Coupon Project" has generated much interest.
- The guest speaker for the June luncheon is to be Mary Beth McDonough. She will present an Elder Services Program overview.
- Roxanne M. reviewed the logistics of the Town Senior Work-Off Program and suggested that it might be utilize to have people help with COA mailings.
- The Blood Pressure Clinic has moved from Heaton Court to Town Hall.
- There will be a Flu Clinic on October 6<sup>th</sup> 11:00AM to 1:00PM.
- Possible presentations for the July luncheon Speaker Series include a local historian and a speaker from the Berkshire Choral Group.

#### **5. COA Board Appointment**

All present took part in a discussion regarding the appointment of the Board members for the 2023 – 2024 term. The discussion included but was not limited to:

- How the role of being a member of the Board has changed since the resurrection of the COA as developed by the current Board
- The importance of commitment by each member to the work of the Board
- Random assignment for the ending date of each of the current member's term
- Possibility of creating an ex-officio position

Michael Canales suggested that a possible solution for current Board appointment could be to recommend to the Board of Selectmen that the COA Board be expanded from five to six members for the 2023 - 2024 term. Jack Gremler moved to recommend to the Board of Selectmen to expand the COA to six members. All five current Board members

would be reappointed and Andrea Lindsay would become the sixth member of the COA Board. Diane Sheridan seconded the motion. **All in favor 5 – 0.**

Michael Canales will make the recommendation for appointment on behalf of the COA Board to the Board of Selectmen at the Board's Thursday June 22<sup>nd</sup> meeting.

**6. Open Forum; N/A**

**7. Next Meeting;** Next meeting will be Wednesday July 12th at 10:00 am.

**Adjournment; A motion was made to adjourn @ 11:28 AM by D. Sheridan and it was seconded by R. Muir. All in favor 5 - 0**

Respectfully submitted,

Jack L. Gremli, Ed.D., Secretary