

**WAREHAM COUNCIL ON AGING**

**MINUTES OF MEETING**

**THURSDAY, May 4<sup>th</sup>, 2023**

**WAREHAM TOWN CLEI  
2023 SEP 7 AM 11:2**

Meeting called to order at 10:04am

**Roll call of members present:** Marie Riley, Sharon Boyer, Melissa Kauranen, Janet Wilson, Sharon Frank, Lynn Wheatley – Beaupre, Elaine LeMoine

**Guest attending:** Sharon Rice, COA Director, Nicole Botelho, COA Transcriber

Melissa Kauranen motion to nominate Sharon Boyer as Chair Pro Tem.

Minutes of Meeting from April 13, 2023 were approved.

A moment of silence for the sick and departed.

**Volunteer coordinator update**

Volunteer coordinate not available for update

**COA Director update**

- a. An offer has been extended to a full-time community outreach person.
  - i. Responsibilities include; Fuel assistance program, housing application assistance, medical transportation, food stamps, work with Old Colony Elder Service.
  - ii. Newsletter, in charge of programming (including set up and details of programming), work with COA on Partnerships (Cultural Council Reception, Land Trusts to offer Hikes), Housing Authority, Mobile Park liaison (to promote COA Services) and educate the public.
- b. COA received a donation of ice cream from Joe Salerno. Sharon Rice asks Sharon Boyer to please move the ice cream from 208 to the freezer.
- c. AED Update
  - i. Pads expired and replacement cost is roughly \$50
  - ii. Battery expires in June and the replacement cost is roughly \$386 with a 30-week back order.
  - iii. Annual service expected cost is \$485.
  - iv. The downstairs AED machine needs service.
- d. Safety Concern
  - i. A homeless man entered the senior center with a knife. Concerns for multiple people in and out of the senior center and concern for their safety.
  - ii. Sharon Rice reminds all that she needs to be the first call, so she can try to deescalate the situation.

- iii. Melissa Kauranen asked the policy on weapons. Does the town have a weapons policy that the COA can intermittently use until the COA has their own policy in place.
    - iv. Once staff are in place, Sharon Rice will look for grants to help fund additional security measures.
  - e. Decas School Update
    - i. Concerns with Vandalism
    - ii. Town going back to drawing board. As of right now the Town Hall and COA will not move.
  - f. Board Expectations
    - i. Board involvement on day-to-day operations.
      - 1. Policies
      - 2. Age Friendly Community Initiative (Top Priority)
      - 3. Looking for a chairperson who will take an active role
        - a. Runs Meeting, Keeps track of items, Accessible, Support, Lay Groundwork.
      - 4. Community Groups

#### **Chairman update:**

- 1. The bus trip was a big hit! Beneficiary to go on bus trip moving forward. All bus trips are advertised on the board across from the COA office. The next bus trip is already on a waiting list.
- 2. Gratitude extended to all volunteers who assisted with 5,000 Beacons.
  - a. Request to find room in the next Beacon to again extend gratitude to volunteers.
- 3. Jody Santagate still an active member, the Selectman has not signed.
  - a. Sharon Boyer, Chair Pro Tem to reach out to receive Chairmans Documents.

#### **Board Member update**

- 1. A few board members traveled to Duxbury for a conference, well attended and Wareham COA found benefit in the networking. Compliments on the event with limited resources.
- 2. Request to print our Board Member responsibilities and expectations.
- 3. Request for manual with descriptions for the COA Board.
- 4. Concerns brought forth regarding meeting vs chatting.
- 5. Request for policies and procedures on what funded staff expectations are.
- 6. Note that there are no documents from 2014 on.
- 7. Request that the COA Board work on COA Policies; code of behavior, code of hygiene, job descriptions. NOTE: No one should be make decisions without Directors approval.
- 8. Mention of Gratitude to the fresh start that Sharon Rice has provided the Wareham COA. The Senior Center is a happy place. The biggest challenge in the past 6 months is all of the stop signs.
  - i. Reminder to all that the COA Director is responsible and accountable to answering to the Board of Health, Town and State.

**Public Comment**

1. COA Associate Board Member Interest by Jim Smith, MBA of Onset. Jim is a retired Navy Officer and volunteers with Meals on Wheels and the Conversation. Jim has previously submitted an application.

**Unanticipated Business**

1. No Elections at this Time

Janet Wilson motion to adjourn second by Marie Riley.

Meeting adjourned at 11:10am.

*Elaine LeMay*  
*Clerk*

*Sept 7, 2023*