

MINUTES OF MEETING OF THE COUNCIL ON AGING

Date of Meeting: July 6th, 2023

Location of Meeting: 48 Marion Road, Room 320

Date of Transcription: July 13th, 2023

Transcribed by: Nicole Botelho

1. CALL MEETING TO ORDER BY PRO TEM CHAIR

MOTION: Board Member Janet Wilson moved to nominate Sharon Frank as Pro Tem Chair. Board Member Marie Riley seconded. Roll Call: Board Member Elaine Lemoine – yes, Board Member Lynn Wheatley-Beaupre – yes. The meeting was called to order at 10am.

VOTE: 5-0-0 (Unanimous)

WAREHAM TOWN CLERK
2023 SEP 7 AM 11:29

2. ROLL CALL BY PRO TEM CHAIR

Board Members Present: Janet Wilson
Sharon Frank
Marie Riley
Elaine Lemoine
Lynn Wheatley-Beaupre

Also Present: Sharon Rice, Wareham COA Director
Nicole Botelho, Wareham COA Transcriber
Judith Whiteside, Wareham Select Board

Not Present: Melissa Kauranen
Sharon Boyer

3. REVIEW AND VOTE ON MEETING MINUTES FROM MAY 4TH, 2023

Postponed until Wareham COA Board Meeting on August 3rd, 2023.

4. MOMENT OF SILENCE FOR THE SICK AND DEPARTED

5. DIRECTOR'S REPORT

a. PURCHASES MADE PRIOR TO NEW FISCAL YEAR STARTS

- i. New Freezer - will allow COA to accept donations from United Way.
- ii. Portable Dishwasher
- iii. Miscellaneous Items
 1. Programing items, detergent, plates and napkins

b. BEHAVIORAL POLICY

- i. Betsy Connell, MCOA Director is working on a Behavioral Policy of attendees at COA. Once completed the policy will be submitted to the Town Administrator for approval. Board Members would like to enforce on social media once approved.

c. HIGHLIGHTED EVENTS

- i. August – Disco
- ii. September – BBQ
- iii. October – Country Fest and Halloween Party
- iv. November – Turkey Carving
- v. December – Holiday Party

d. UPDATE ON COA STAFF MEMBERS

- i. Melissa Quirk, Community Outreach and Program Coordinator
- ii. Kelley Brophy, Outreach Coordinator

e. MISCELLANEOUS UPDATE

- i. Postcard mailings was a success. The MCOA grant paid for the mailing.
- ii. Beacon mailing list – ongoing efforts to consolidate mailing list.

6. VOLUNTEER UPDATE

a. VOLUNTEERS NEEDED

- i. To maintain flowerpots around property
- ii. To move freezer onto a pallet – volunteer to seek assistance from Wareham Fire Department
- iii. To maintain and biweekly update Notice Board.
 - 1. Recommendation from board to type a list of events that don't change to make updating easier.

7. BOARD MEMBER UPDATE

None

8. CHAIRMAN UPDATE

a. NOMINATE JIM MUNISE AS FULL BOARD MEMBER TO COA

MOTION: Board Member Sharon Frank moved to nominate Jim Munise as a full Board Member to the Council on Aging Board Member. Marie Riley seconded. Roll Call: Board Member Elaine Lemoine – yes, Board Member Lynn Wheatley-Beaupre – yes, Board Member Janet Wilson – yes.

VOTE: 5-0-0 (Unanimous)

b. BOARD SEATS REMAINING

- i. 2 Associate Members of the Board
 - 1. Applications received from William Smyth, Carolyn McClure and Judy Riggle. Board Member Sharon Frank to send notes of apology in delay to applicants.
- ii. Sharon Rice, COA Director recommends procedure on handling Board Member applicants moving forward.

9. PUBLIC COMMENT

None

10. OLD BUSINESS

None

11. NEW BUSINESS

a. VOTE TO MOVE TO SILENT VOTING (POSTPONED)

b. POSTING OF GATEMAN SCHEDULE

- i. Recommendation on posting Gateman schedule around the COA.
- ii. DA Office and Gateman to do a joint event. Date to be announced at Triad Meeting scheduled for Tuesday, July 11th, 2023. The event will offer free hot dogs to Senior Citizens in attendance.

c. CORN HOLE DEMO

- i. Melissa, Program Director to set up a demo.

d. DONATION REMINDER

- i. Donation reminder for Durable Medical Equipment
- ii. Sharon Rice, COA Director notes concerns on the quality of donations that the COA is receiving. Reminder that no donations should be accepted without talking to the COA office first.

e. ACTION ON SOCIAL MEDIA POLICY COMMUNICATION

Postponed until Wareham COA Board Meeting on August 3rd, 2023.

f. ELECTION OF CLERK (TERM TO EXPIRE 1/1/2024)

MOTION: Board Member Sharon Frank moved to nominate Elaine Lemoine as Clerk, serving until Term expires on January 1, 2024. Marie Riley seconded. Roll Call: Board Member Lynn Wheatley-Beaupre – yes, Board Member Janet Wilson – yes.

VOTE: 5-0-0 (Unanimous)

g. ELECTION OF CHAIR (TERM TO EXPIRE 1/1/2025)

MOTION: Board Member Sharon Frank moved to nominate Melissa Kauranen as Chair, serving until Term expires on January 1, 2025. Marie Riley seconded. Roll Call: Board Member Lynn Wheatley-Beaupre – yes, Board Member Janet Wilson – yes, Board Member Elaine Lemoine – yes.

VOTE: 5-0-0 (Unanimous)

12. ANY OTHER BUSINESS NOT ANTICIPATE WITHIN 48 HOURS

a. PROPOSAL TO MOVE COA MEETING DAY AND TIME

Postponed until Wareham COA Board Meeting on August 3rd, 2023.

b. COA DIRECTOR WORKING ON ANNUAL REPORT

13. ADJOURNMENT

MOTION: Board Member Janet Wilson moved to adjourn the Council on Aging Board Meeting at 10:52am. Board Member Marie Riley seconded. Roll Call: Board Member Elaine Lemoine – yes, Board Member Sharon Frank – yes, Board Member Lynn Wheatley-Beaupre – yes.

VOTE: 5-0-0 (Unanimous)

Respectfully submitted
Nicole Botelho
Wareham COA Transcriber

The foregoing minutes were submitted to the Board of Selectmen on:

Attest: Elaine Lemoine
Elaine Lemoine, COA Clerk

Date Signed: Sept 7, 2023