

COA BOARD of DIRECTORS**Meeting Minutes – February 8, 2023**

HOLBROOK

Attending: Gary Newton, Sandra Lemieux, Cindy Brennan, Elaine Hyland, Rosanne Carlo, Louise Currie, Roger Davenport, Kathy Bussolari, Maria Malinowski, Dwight Nevins, Thelma (Jean) Douglas

1. Meeting called to Order
2. Minutes (1/11/23) were unanimously approved/voted (w/date correction #22)
3. Cindy Brennan reviewed the Budget:
 - a. We are operating at 54.9% of the Town budget. A little high in general expenses but not to be concerned
 - b. When Cindy met with FINCOM she requested level funding for the FY24 Town Budget
 - c. Our Donation account has \$4,700
 - d. Gift Cards to Market Basket are provided thru ARPA funding
 - e. Approximately \$58K is set aside towards a new smaller Van. Cindy will check on the “cost” to insure a 3rd Van. Our existing Vans are old and it’s best to have 3 vans available in case one of the older ones break down.
 - f. \$3,900 was spent to install the fencing around the outside oil tank
 - g. Budget was accepted/approved
4. Chair Hip-Hop on Fridays February 10th and March 24th at 11:00am
Future dates: 4/14, 5/12, 6/16
5. “FREE” Balancing classes will be held in the Library basement beginning 3/1/23 from 10am-12pm. Registration is required and it’s an 8-week consecutive course limited to 15 people. This program is a courtesy of the Norwell VNA.
6. Chris Eddington (Vice-Chair COA Building Advisory Committee) volunteered to teach basic tablet (IPAD) skills to the Seniors.
7. The curtains will be laundered in the Spring and re-hung in a scalloped design. Aveni Cleaners had mentioned donating their services.
8. There will be a movie/pizza day or a themed luncheon offered once a month throughout the winter months.

9. The Senior monthly luncheon at Lucky's 777 on the first Wednesday of the month will now meet at **12:30pm** (please note the "time" change).
10. We continue to move forward in our goal for Holbrook to become a Dementia Friendly Town.
11. During 2023, Cindy is attempting to arrange for Department Heads to visit the COA during the Social on Thursdays to introduce themselves and answer any questions Seniors may have.
12. Senator Keenan will visit the COA on February 23rd from 1:00-2:30pm.
13. The Cultural Council is sponsoring Line Dancing on February 15th and March 15th at 11am.
14. Elaine briefed the Board on the status of the Feasibility Study of the former JFK Elementary School as a possible location for a new COA building. Habeeb & Associates conducted a walkthrough on January 18th and we are awaiting the complete report. The Town is seeking State budget funding for the ongoing design and construction of a new COA. The deadline for submission in filing the 2024 State Budget Amendments was January 20th and is being handled thru the Town Administrator/Select Board.
15. The Library is offering CRAFT classes at the Holbrook Court the last Friday of the month from 12:30-2:30pm. *Amended: Holbrook Court is temporarily closed for renovations. All CRAFT classes are being held at the COA on Fridays 10am-Noon until further notice.
16. Blood Pressure clinics are now scheduled on the 2nd Thursday of the month at 1:30pm.
17. Advance notice for Van service to the Senior monthly Food Pantry is required and is for those who do not have transportation on the normal Saturday distribution. Masks must be worn on the Van. Avon has partnered with our Holbrook Food Pantry.
18. Medical appointments need to be scheduled at least one week in advance.
19. Soliciting local businesses as newsletter Sponsors, may not occur as Holbrook has a "no solicitation" policy.
20. During the winter weather, buckets of sand for use on steps/walkways in Senior homes is being researched.
21. Cindy Brennan has scheduled a COA Staff/Volunteer meeting on 2/13/23 at 9am in an effort to delegate daily duties and responsibilities in going forward.

22. It was suggested by Cindy to mail copies of our newsletter to the Legislators. Elaine will handle this.
23. There is a new system for entering info regarding newsletter mailing requests and Senior ID tags. A log book with a checklist has been created. Also, for all new individuals who request the newsletter be mailed there will be an "Intro Letter" included in the envelope welcoming them.
24. On 2/15/23, Cindy Brennan will update the Select Board with a report on our progress thus far. She plans to attend a SB meeting once a month.
25. Sandy Lemieux is exploring the cost of T-Shirts for COA Staff/Volunteers.
26. It was mentioned the COA should have a new sign out front to identify our location; however, no one offered to conduct the research on this.
27. Holbrook/Avon are hoping to partner with the costs of a tour bus for trips.
28. MA Grant Watch program offers a one-year subscription for \$199.00 and this was voted/approved by the Board. Cindy will expense it thru the COA Donation account. Jean Douglas has offered to spearhead the research of Grants.
29. We are arranging to take part in The "911" Cell Phone Bank program. Refurbished cell phones are wiped clean of all data and being given to Seniors at NO COST and are strictly used for dialing "911". We are limited to 10 phones at this time. In all fairness, these are for those individuals who do not have a cell phone so they can use it in the event of an emergency situation. Contact the COA for more information.
30. March 16th is the St. Patrick's Day luncheon at the Rockland CC and **sign-up** is required. There will be a cost.
31. Cindy was advised by Smith's Catering to book the Christmas Party early on as it gets filled up. Date is Thursday December 14th.....more to come.
32. Next meeting Wednesday March 8, 2023 at 3pm at the COA.
33. Meeting adjourned.

Respectfully submitted,

Elaine Hyland - Secretary