

Belmont Council on Aging Board Meeting Beech Street Center

Minutes Monday October 3, 2011

Present: Angela Mullin, Maryann Scali, Joel Semuels, C. Hegarty , Penelope Schafer, Ethel Hamann, Vincent De Novellis, Michael Cahalane, Nava Niv-Vogel

- Call to order at 7:32 P.M.
- 2 Senior Citizens' concerns
 - Ballroom dancing – Nava stated an opening is developing in multipurpose room
 - The multipurpose room is only 5% available during operating times
 - People will just dance- there will be no instruction
- d Review of past meeting minutes: the following changes were made- the meeting in April will be April 9th. The meeting in July will be July 9th. Item C – “board” should read “board’s”. Top of second page: “In addition to... there are”. The board approved the minutes as amended.
- e General Announcements
 - Selectmen may be appointing people to the COA. Ann Lougee was at the selectmen’s meeting. She may be asked to inform the board as to what transpires. Joel Semuels was able to comment on candidates to the selectmen.
 - Springwell – still looking to move offices It is the end of a ten year lease, with a built in, costly extension. Further, the building may be auctioned. Springwell will likely end up in Watertown or Waltham on the Waverly Oaks Road. An annual audit is taking place now.
 - Director’s Report –Nava stated that the layout of today’s agenda looks different. The town clerk is transitioning the procedure to all on line.

We must submit the agenda; the town clerk time stamps it. We are responsible for posting the time stamped copy on the website. This started October 1st. “Tentative” means there is no agenda yet. Nava learned in the department head meeting that there will be a different emphasis this year in the Warrant Committee work. There will be a focus on larger issues such as health insurance costs and union contracts.

This year, the budget process is different. On November 22nd, all documents must be in. One month later, they will be sent to the warrant committee. The town has hired a new accountant who previously worked for the town of Weston.

We will need to appoint people to go to each Warrant Committee meeting. They meet each Wednesday. Nava will send forms to Joel, Tomi and Penelope of the budget working group.

Nava's vacation will be from October 19 to November 2nd. Kristen will help to crunch numbers and Nava will give Joel a copy of this year's narrative.

Warrant Committee meetings are at 7:30 PM in the Chenery on Wednesdays. Maryann will go on October 26th, Joel will go on November 2nd, Penny on October 12th, Ethel on November 9th, and Angela on November 16th.

Our next meeting is November 7th.

To email Joel: jsemuels@verizon.net or jsemuels@yahoo.com.

Penny brought up that Tom Younger mentioned the possibility of consolidation the Recreation department and COA. His assistant is looking for models of cooperation. The departments are both service-oriented and have some similar activities. There was no response heard from others at the Warrant Committee meeting.

The board had a strategic discussion at which it was suggested that we have our own discussion of our mission, so that we are prepared to discuss this when others make suggestions.

We already collaborate with the SPORT program. Maybe we should dedicate ½ hour of time at next COA board meeting to discuss our mission and possible collaborations. We should be cognizant of synergies between the COA and Board of Health in human services. Nava will report on a related workshop at our next meeting. She will also research examples of collaboration between COA's, Health Departments and Recreation Departments in other communities. "Envision Belmont" is to have a meeting here on October 16, 2011. They talk of collaborations between the Human Rights Commission and us.

- d. Fitness Room Working Group The Town Counsel was away and did not review the documents submitted. We will get them in a couple of days. We will need an opinion regarding trainers coming into the center. BEC is still OK with it but "the candle is burning".

It was the sense of the Board that Joel should be empowered to interact with town counsel on the document, the proposal we sent to them, and may make changes. A motion stating this was passed. BEC awaits a formal request to purchase the equipment. The senior center building committee feels that the fitness equipment is an issue out of their hands. It was discussed that it is important for people to recognize that the equipment is a gift of the BEC. The Selectmen must accept the gift.

The board discussed the issue of access to the room. Nava mentioned that this issue was researched, and that an additional electronic system utilizing special cards for fitness room users would cost about \$1500.

The BEC worked with a fitness equipment company specializing in specially designed equipment for seniors, called Kaiser, as vendor for

the equipment. Notably, the YMCA is converting all their equipment to Kaiser.

There will be a need for towels. Hand sanitizer is here. There will be a need for a repair contract after the warranty expires. Mirrors are included with the equipment.

- e. Rental Working Group Nava met with Tom Younger this morning. He feels that it is not top priority. We recommended hiring someone at 15 hours to encourage rental growth. Staff is working on this.
- f. Director Annual Review Process Working Group On July 25th, Nava had her evaluation. The procedure is not yet completed. We have a draft of the procedure that we can use from now on. Tom Younger approved this. Joel has brought the draft up to date. In discussion, it was stated that according to the Open Meeting Law, It was possible that the Director's evaluation must be held in open session. It was the sense of the board that Joel consult with Tom Younger about whether we can ask town counsel for an opinion about whether the Director's evaluation can be conducted in executive session. Other changes were made to the draft.
A motion was passed that the draft is tabled. It authorized Joel to discuss with Tom Younger whether town counsel can be asked to comment on whether the Board can develop a narrative for the evaluation without the Director being present. The motion was passed.
Nava made copies of goals and objectives for the director already emailed to Tom Younger, that we would discuss at next meeting. A motion was accepted that goals and objectives for the Director for FY12 be tabled to next month. Nava will look for documents on areas to evaluate.
- g. Budget FY13 Working group Meetings were completed the board will work on preparing the narrative with Nava.
- h. Bocce Court A total of three estimates is sought and the irrigation system is marked.
- i. By-Laws Discussion Group Group consists of Penny, Mike, Joel and Neil. Meeting to be held.

1 New Business

The Secretary of the COA should make sure that minutes are taken at each meeting and work with the Director to get them filed. The Secretary should keep the minutes as long as the person is Secretary.

- a. Appointment of Nomination group for Chair, Vice-Chair, Treasurer and Secretary-We agreed on Ethel, Vincent and Maryann.
- b. Names of some people were mentioned who may be chosen to fill a position on the board. The names mentioned were; Allan Morgan, Matt Sullivan, Jan Cannon, Julia Burnham, Josephine Curtiss and Craig White.
- c. The next Board meeting will be at 7:30 PM on November 7th.
- d. The meeting was adjourned at 9:32PM,

Respectfully submitted,

Michael J. Cahalane