

**MINUTES OF THE BELMONT COA BOARD OF DIRECTORS MEETING**  
**Beech Street Center,**  
**December 7, 2009**

Present: E. Hamann, Chair, Michael Cahalane, Diana Dick, Neil Hegarty, J. Kantor, H. Kazarian, A.Lougee, J. Morrison, A. Mullin, J. Semuels, P. Solomon, N. N. Vogel, Executive Director.

Absent: None.

The Chair brought the Board to order at 7:44 p.m. in the new Beech Street Center Conference room.

- **Minutes:** The minutes of the November 2, 2009 Board meeting were read and approved.
- 2 **Guest Speaker:** Floyd Carman, Town Treasurer was introduced to the board by the Chair. Mr. Carman has served as treasurer for the past five years. He discussed working with Nava on the new Senior Center budget last year and the capital projects of the town and how they compete for funding. He stated that the annual capital town budget ext what is appropriated for the roads amounts to 1.2 to 1.3 million dollars. Thirty five to forty percent goes to the schools, while sixty to sixty percent goes to the town indifferent buckets. He suggested that the COA Board should think five years down the road and anticipate ways to compete for the capital needs of the senior center without seeking an override. He suggested looking into establishing a revolving account, putting part of program fees into an account to fix future specific needs. Otherwise, if there is a specific need, the COA would have to get into a priority line. Some future specific non-capital needs could be met by volunteers (Garden Club, Community Service volunteers). He stated that the Board would have to get specific approval for a revolving account for capital needs from the Warrant Committee and the selectmen at a public meeting. Nava stated that the COA has a revolving account for in and out program fees. She stated that revenues are supposed to meet expenditures with no build-up of funds. Any donations which are program related go in there. Mr. Carman gave as example of revolving accounts, the Cemetery Commission (\$300,000 which had to be redeemed), and landscaping ( a piece of capital equipment). He stated that a possible revolving account could be a building usage overhead charge (to repair building wear and tear). He discussed how the town pool has had a need for major repairs for many years. Discussion ensued regarding: 1/ the role of the friends and B.E.C in backing the new center; 2/ no other town meeting; 4/ now is a good time to begin brainstorming on short and long term priority needs of the Center; and 5/ we need a specific legal description of the type of account needed and we should explore this. After Mr.Carman left, the Board voted to set up a Building Stabilization Working Group on this issue with Joel Semuels, Anne Lougee, Judy Morrison, Michael Cahalane and Diana Dick volunteering to serve on it. .
- **Social Work Intern Presentation:** Carolyn O'Brien, Boston College Social work Intern at the Center was introduced by Nava. She discussed her work

regarding how the School Departments up to \$150 per family community service club fee for middle school clubs has adversely affected Belmont seniors receiving volunteer services. Because of the 2009 fee, there has been a 62.5% decrease in Middle School Community Service Club Volunteers. She read and the Board discussed a letter she had drafted to the Superintendent of Schools which discusses the cost and benefits of the club to Middle School Students, the School and community. Nava mentioned that she had spoken to Superintendent Entwistle and stated how Community Service serves his goal of educating good citizens, not just high achievers. Another board member opined that the School Committee did not anticipate this affect on seniors when the fee was voted on. After discussion, the Board voted unanimously as follows: “The COA requests that the annual Community service club fee at the Belmont Chenery Middle School be refunded and beneficial to the welfare of the students, the community and seniors alike.” Nava will work on the final draft with Carolyn and Chair Hamann will sign it on behalf of the COA Board.

- **Specific Concerns of Elders:** None were raised.
  - **Springwell A.S.A.P.:** Mr. Hegarty stated that there is no new report
- 6 **Directors Report:** Nava reported that the new reporter of the Belmont citizen Herald is very responsive to COA Stories. She will be sending more stories to him. The Census Bureau wants to work with the COA and Town Clerk as partners during the Census. Mr. Semuels cautioned that personal information regarding Center seniors receiving services held by the COA is confidential under GL.,c. 40,s. 8B. Nava stated the appreciation of COA staff for the luncheon put on by Board members for them in November after the Center opened. Nava stated that she is seeking a replacement for program Coordinator, India Hobel, who is leaving. Her position has been posted. Nava stated that a couple of hundred new people are using the new Center. Discussion ensued on the need to get new people, i.e. “Boomers” into the Center with lectures, clubs, and courses. Nava stated that there is a 1 and ½ month lead time necessary for any new programs are first approved by Nava and then scheduled in-house and publicly. With the departure of Senior Center Coordinator, India Hobel, a “shake down” period is necessary to staff the new Center before new programs are added. The town will vote in the Beech Street Center (2 precincts) tomorrow. Notice has been given that no noon meal will be served because of the voting here.
- 7 **After Hours Usage of Center:** Mention was made of the draft memo written by Mr. Semuels and Chair Hamann ( on behalf of the working group including Mr.Hegarty, Mr. Kazarian, Ms. Mullin, Mr.Kantor, Mr. Semuels and Chair Hamann) regarding suggested policies to the Town Administrator on After-Hours Use of the Beech Street Center. During the last month, Mr.Semuels, on recommendation of Mr. Schmarsow of Elder Affairs in Boston, set up a conference call between the Working Group and Joanne Moore, Executive Director of the Duxbury COA. The call sought best after-hours practices of the

Duxbury COA. As a result of the work of the Working Group, the memo delivered to Tom Younger stated the following, in pertinent part :

*“The working group would like to make the following suggestions as a statement of general principles for use at the new Beech Street Center.*

- 1 *For the time period 8 a.m. to 5 p.m., the calendar shall be available to indicate room availability only, not to schedule. Scheduling shall be done through the COA Director or her designee only;*
- 1 *Set up for after-hours activities should not start before 5 pm unless special permission is given by the COA Director or her designee.*
- 1 *Scheduling after-hours use of the classroom, multi-purpose room and conference room activities (after 5p.m.) shall be under Town Administrator control. The C.O.A. Director or her designee must be informed of such use at the time of booking.*
- 1 *Give senior groups priority in rentals*

*For your information, we are enclosing “Best Practice” materials we have received from Joanne Moore, Director of the Duxbury C.O.A (781-934-5774) upon the recommendation of Emmett Schmarsow of the Mass. Executive Office of Elder Affairs. We would appreciate the opportunity to discuss their applicability to Belmont with you and your staff.”*

Chair Hamann will inquire on the progress of after-hours procedures at the Town Manager’s Office. It was a sense of the Board that Nava needs to be involved in the after-Hour process.

- 8 **Friends of the COA:** Anne Lougee reported that the crafts fair over Thanksgiving Weekend attracted over 500 persons. It raised close to \$4000. Parking was tight. Next year we should consider hiring a police detail. The Town-Wide Friends Newsletter has in a short time attracted 60 responses and 14 new members. We are collecting pledges from existing 4<sup>th</sup> and 5<sup>th</sup> year time donors.
- 9 **Senior Center Building Committee:** The building Committee members on the COA board, Mr.Hegarty and Ms.Solomon, were given congratulations on their many years worked and hundreds of meetings attended to get the new Center built. Ms. Solomon reported that the committee and contractor went through a building punch list. The front door has been fixed.
- **Executive Session:** Nava requested that the Board vote to go into Executive Session to discuss a matter involving someone with a physical illness. Each board member present was polled and unanimously voted to go into executive Session. The Board then exited the Executive Session on a unanimous individual poll of each member.
  - 1 **Next Meeting:** The next meeting of the COA Board is Monday, January 4<sup>th</sup> 2010 in the Beech Street Center. Happy Holidays!

Respectfully Submitted:

Joel M.Samuels