

Council on Aging

Board meeting

January 9, 2012

Minutes

Present: J. Semuels, Chr.; P. Schafer, M. Calahane, A. Mullin, E. Hamann, N. Hegarty, A. Lougee, T. Olson, A. Morgan, M. Scali. Nava Niv-Vogel, COA Director.

1. Call to order at 7:35 pm

2. Minutes of December meeting were accepted as amended

3. Citizens Concerns: Solution to sending by email monthly bulletin resolved.

4. General Announcements: corrections of minutes will be sent to Secretary, P. Schafer then to Town Clerk's office .

Fitness Room equipment is coming next week.

5. Old business: Motion for *formal adoption of By-laws and Rules. Adopted unanimously Made and seconded (last voted for change in 2002).*

Secretary will keep a copy. Nava will send a copy to committee members.

Nava and Chair will send to Town Clerk. Nava will post meetings electronically. Whomever takes minutes sends to Secretary, P. Schafer.

Chr. will send formal adoption to Nava then to Town Clerk.

6. New business: Goals for Director-FY 13

Nava received a signed evaluation from Human Resources, but no goals for FY 13 from Town Administrator. Evaluation did say that the TA office would be more involved with budget process.

April-May - goals and objectives 7/11 to 7/12. The committee reviews the Director's goals. List immediate and less immediate goals.

In response to a question from the Board, Nava said there was a survey of the assessments of programs at the center. Developing social work performance measures is difficult.

Question: Origin of programs– for example the South Asia outreach worker. A federal grant was awarded for two years to have a Chinese Social worker here. Springwell determined that Belmont was underserved with the Asian population. Many senior are participating in programs. The Board approved her goals and complimented Nava on her job. Motion made and seconded to adopt goals of the Director. (In April need to develop a narrative which will help to evaluate Nava.)

7. Updates and correspondence

- A. Springwell – N. Hegarty reported referring to list in Springwell brochure which shows services provided. The new President is Mary Elizabeth Weadoch of Needham.
- B. Director–a. Brasco family donated a second TV for use in the second floor classroom when the larger room has a program.
 - b. J. Amdur is a part-time worker with the Board of Health and part-time with the COA. Request for upgrade of her position is in the B.O.H budget FY 12. K. Eaton will be upgraded next year at 2%.
 - c. Fitness Room Working Group – Equipment arrives January 19th. Chr. Semeuls and member wishes to thank the committee who made this possible: A. Lougee, N. Hegarty, E. Hamann, P. Solomon, A. Morgan and N. Niv-Vogel.

Cost for use: \$10 one time or \$35 for 3 months.

The Center will pay Susan Barbato an hourly rate (for the group orientation session).

The Chr. thanked Belmont Elderly Citizens who donated the fitness equipment.

Amended procedure and waiver go to Town Counsel. Finance thru Revolving Account–next phase is Marketing.

There will be no staff in the room. An audio monitor and telephone will be in the room. A suggestion was made for members to wear a lifeline. A

defibrillator will be installed. Staff will be trained. There will be no towels

.

Key cards have been purchased. An updates draft of the rules will be sent to Town Counsel.

The BEC will pay start up costs. Need to have 30 - 40 people to break-even - there are 12 machines, mats and free weights. People can bring in their own trainers. PT's must have \$500k evidence of insurance.

Who can use the equipment? People over 50 years of age, Belmont residents who joined the Fitness program.

Fitness equipment - will address after-hours use of other groups if the issue comes up. This is the last major designed program of the Building Committee

D. Friends Report- A. Lougee

Next meeting of the Friends is January 12 with many new members. Fuel assistance information will be sent throughout the schools for families who may qualify.

E. Budget FY13- P. Schafer

Format is the same for all departments. The sub-committee of the Warrant Committee has not contacted Nava to date.

Warrant Briefing will have a short discussion of the FY 13 budget at the end of the briefing session.

8. Other business: COA Annual Report is due January 20. Nava and the Chr. will meet to draft.

Staff Appreciation Luncheon is January 27th at Noon. Members of the COA will contribute the food etc.

Plans for a Neighborhood Open House- A. Mullin will chair. Members who volunteered: N. Hegarty, J. Semuels, E. Hamann , M. Scali and M. Cahalane.

A request of up to \$400 from the Friends is needed for the party.

Next meeting: Monday, February 6
Meeting adjourned – 9:15pm.

Respectfully submitted,
Maryann Scali, Secretary for January