

**Council on Aging Board Meeting
Monday, October 4, 2010 at 7:30 pm
Conference Room, Beech Street Center**

Present: Ethel Hamann, Chair; Neil Hegarty, Joel Semuels, Diana Dick, Dan Leclerc, Penny Schafer, Angela Mullin, Anne Lougee, Maryann Scali, Tomi Olson, Nava Niv-Vogel

Absent: Michael Cahalane

Meeting was called to order by E. Hamann at 7:40 pm

E. Hamann called for Senior Citizen concerns. There were none and the meeting proceeded.

Review of Past Minutes

The minutes of the September 13, 2010 board meeting were reviewed and approved as amended

General Announcements

E. Hamann thanked D. Dick and A. Mullin for the lovely reception for vendors, held the prior day at the Beech Street Center. She felt the tone was just right. Unfortunately, only a few vendors attended. See below for further discussion.

Updates and Correspondence

Springwell

N. Hegarty reported that Springwell's annual meeting will be November 19, 2010. The question of EOE's role in the hiring procedures for ASAP Executive Directors is nearly resolved.

Neil provided a brief overview of the Springwell Nutrition Program. In FY2009, they provided 41,925 congregate meals and 165,600 home delivered meals for a total of 207,526 meals provided to seniors in the Springwell area. In Belmont alone, for the first 9 months of FY2010, Springwell has provided 11,200 meals, with a projected 13,500 meals for the entire year. Springwell's revenues for last year, including donations from meal recipients, were \$1,470,985. Their expenses were \$1,538,359. The deficit of \$67,374 was made up through fund raising. Costs would be even higher if it were not for the on-site volunteers who help with the meals. A Quality Assurance program is in place to ensure the quality of the meals. Belmont is considered one of the more successful meal sites.

Director's Report

N. Niv-Vogel reported that:

- The Cultural Council gives small grants (up to \$300) for "equipment". The new Policy and Administration Intern is working with programs to identify needs and apply for these grants. Last year additional musical instruments were purchased for the Bel Aires thru this grant program.

- The Town requires that specific data protection procedures be in place for the Tax Volunteers. Nava has spoken to EOEI who suggests that instead they obtain waivers from clients to satisfy the requirements. The Town Accountant is looking into this. The Committee discussed what kind of restrictions (if any) should be placed on professionals who speak at the Senior Center. N. Hegarty suggested that, even though we are not aware of any problems, it would be good to review the guidelines for deciding who presents to Seniors. He suggested that an intern could collect information on what other Senior Centers do.

Senior Center Building Committee Report

P. Schafer reported that bids to purchase the generator are being solicited and that the final warranty list items are being addressed.

Friends of the COA

A. Lougee reported that the recent Swing Concert was a big success. Despite the terrible weather, about 180 people attended.

Another \$100,000 has been transferred to the town to fund the building of the Senior Center, bringing total private contributions to \$950,000 to date. The final \$50,000 will be delivered as the pledges are collected. A MOU was also signed with the town to assure the continued use of the Beech Street Center as a Senior Center.

There are two up-coming fund raisers:

- Nov. 17, 6 –9 pm, a Meat Raffle, sponsored by the Brasco Family
- Nov. 27, 9 am – 3 pm, the Annual Crafts Fair.

The town's requirement of a custodian fee was discussed. In the past this was not required if a town employee were present. In addition, there is a rental fee. While the Committee could see the need for a custodian fee, they felt that since the fair was a senior activity, we should not have to pay the rental fee too.

Long Term Financial Planning

J. Semuels reported that he is waiting for Tom Younger's staff to research the Stabilization Fund. An alternative approach would be to continue to rely on the contributions that can be made when people pay their property taxes. If this approach is used, we will need to publicize it widely, since only a small amount is currently collected each year. The Board asked the Friends to add information on building rentals and tax contributions to their new website.

Fitness

N. Niv-Vogel reported that she is still waiting for Town Counsel to review the draft MOU.

Rental/Events Planning

E. Hamann reported that the COA has now officially assumed responsibility for rental of the building. Nava will be talking with Tom Younger about regulations. Based on

discussions with other towns, a functions manager is needed for a successful program, especially to oversee large events. This needs to be factored into the rental fee.

Alternative methods for “getting the word out” were discussed. Holding another Open House was discussed, with invitations to all organizations in town including the Boosters Clubs, parent groups, and civic organizations. Also, it was suggested to invite the funeral homes.

Old Business

Board Strategy for FY’12 Budget

COA Board members volunteered to attend the Warrant Committee meetings. Also the Board briefly discussed the new budget reporting forms.

Policy Regarding Security Cameras at the Center

Currently there are 5 security cameras in the Center: 1 in the MP Room, 3 in the Lobby and 1st floor hall area, and 1 in the Computer Room. The one in the Computer Room is the only one currently in operation as reported to the director. The Board discussed their concerns about privacy, the laws governing protection of privacy, and the need to balance security and privacy. On a motion by N. Hegarty, seconded by D. Dick, the Board unanimously approved the following resolution:

It is the Council on Aging (COA) Board’s belief that the purposes of the interior security cameras are to ensure the safety of people coming into the building and to safeguard the equipment within the Center. Therefore, the Board believes that interior security cameras should not be operational when COA programs and activities are in progress. (See MGL Chapter 40, Section 8B and Chapter 66A.)

The COA Board also expresses its grave concern about the invasion of privacy posed by the camera in the Computer Room. Therefore the Board recommends that there be no camera in Computer Room and that instead a security protocol be placed on the computer screen which the user must attest to before using the computer.

This resolution is to be sent to Town Administrator Tom Younger with copies to the three Selectmen and to Kevin Looney, Manager of Building Services.

New Business

Board Appointments

E. Hamann announced that this was D. Dick’s last meeting. Diana was thanked by all the Board and a cake was shared in her honor. Ethel said that she welcomes suggestions about potential new Board members that she could pass on to the Selectmen.

On a motion by N. Hegarty, seconded by E. Hamann, the meeting was adjourned at 9:55 pm.

Respectfully submitted

Penny Schafer, Board Member