

**MINUTES OF THE BELMONT C.O.A. BOARD OF DIRECTORS MEETING  
June 10, 2013**

Present: P. Schafer, Chair, A. Mullin, M. Cahalane, T. Dukas, E. Hamann, T. Olson, M. Scali, J. Semuels, Nava. Niv-Vogel, Executive Director.

Absent: C. Qiang-Lai, S. Hammerlind,

P. Schafer (chair) called the meeting to order at 7:39 p.m.

1. Senior Citizens' Concerns: Ms. Scali raised her own concern seeking regular computer classes rather than computer tutoring. Ms. Niv-Vogel recognized that there were people with different levels of expertise which is why we have tutors. She announced that as of July 1st, we will have computer classes (beginner, intermediate and advanced) taught by our new National Senior Network (NSN) person Richard Berger using our former NSN person Margo's curriculum.

2. Acknowledgment of Angela Mullin: Longtime C.O.A. Board member Angela Mullin was recognized by the Board for her many years of Board Service and Board Working Group work (e.g. naming the Beech Street Center, improving building rental policies, improving publicity of Beech Street Center, improving neighborhood relations). Refreshments were served.

3. Acceptance of Minutes: The minutes of the May 13, 2013 meeting was reviewed. The minutes were approved upon motion and second with the following amendments: 1/ Fourth paragraph: "Motion: TO, Second EH, : Unanimous" on the 5th paragraph, should be "Motion: T.O., Second E.H. ; Unanimous."; 2/ Seventh paragraph: typo in China corrected; 3/ Ninth paragraph: last sentence should read "The number of Belmont Seniors "is" currently 5051.; 4/ Twelfth paragraph regarding guidelines for appropriate behavior should read: "Tomi, Nava and Penny will look into this before it is sent to Town Counsel for review.; 5/ Thirteenth paragraph: the spelling of "bocce" was corrected. After a motion and second, the amended minutes were approved.

4. Updates and Correspondence:

4A. Director's Report: Ms. Niv-Vogel reported that at the Annual Town Meeting, the C.O.A. budget was passed and the ceiling was raised on the C.O.A. Revolving Fund upon an amended Warrant Article from \$60,000 to \$80,000 due to increased C.O.A. program participation. Town Meeting also debated and raised the maximum allowable rate to be earned from the Senior Property Tax Work from \$750 to \$1000, after support from C.O. A. Board members, Town Officials and other Town Meeting members. She discussed the history of the National Senior Network worker program at the C.O.A. with Vincent in place for 3 years, Pam for 2 years, Margo for 3 years and a new person having started June 1st. She stated that the increased use of the Beech Street Center may be in part caused by the mass mailing recently done regarding center activities and the handing out of materials at the recent Town Meetings. She mentioned the increase in use of the bocce court and the fine job Judith Sarno did in neighborhood relations with the resident who lives next to the bocce court. She raised the on-going issue of parking of cars by

people not using the Beech Street Center and that staff is now parking off-site to make room. She stated that at 8 a.m. on weekdays, cars parked at the Center are supposed to be gone. There currently is a parking sign on site, but no enforcement policy. She has communicated to the Town Administrator about the issue. After discussion, the Board determined that rules and an enforcement policy are needed. It was recommended that Nava re-contact the Town Administrator (now that Town Meeting had ended), then seek resolution by e-mail to the Selectmen and Traffic Advisory Committee.

Ms. Niv-Vogel raised the issue that Town Hall closes at 1 p.m. in the summer (beginning in late June when school is out) and that the Beech Street Center remains open. This means that we have no custodian at that time. She has put in a request for a custodian. The Board discussed the fact that C.O.A. staff are working on Friday afternoons when Town Hall staff are not. The policy is a Town Hall only policy.

She mentioned that she has received information that the Alzheimer's Association is sponsoring a fund- raising Walk on September 29th and is looking for Team Captains, one from each Council on Aging. They seek to raise \$15,000 from all Councils on Aging.

4B. Transportation Report: Ms. Niv-Vogel raised the increase in rides overall with the new expanded service areas requested to Market Basket being popular. There was discussion of the popularity of the Longfellow House trip and lower meal site ride totals. She announced that the C.O.A. should expect a \$3000 grant from Mount Auburn Hospital for C.O.A. transportation.

4C. Friends, Inc.: Mr. Semuels reported that the C.O.A. Friends, Inc. Board met on June 6, 2013. Friends' Board members are working on the Newsletter which will come out in the late Fall. It will highlight Friends sponsored activities such as interviews with people new to the Center and why they like it; living healthy; the Brick Campaign; the Al Natale Concert to take place on September 12 or 19, 2013; the three C.O.A. honorees at the C.O.A. Volunteer Appreciation Dinner; the Annual Meeting; Tuesday night programs and performances at the Beech Street Center; and the Springwell Lunch Program. Also discussed were the Status of Friends' Supported C.O.A. Projects, the Scholarships to C.O.A. programs, the Volunteer Appreciation Dinner and the Social Services Directory which receive Friends, Inc. financial support during 2013. He stated that the Friends' Crafts Fair will take place on November 23, 2013. After five years, Jim Staton will be stepping down as President of the Friends in October, 2013. A Nominating Committee for next year's Friends officers was appointed.

4D. Springwell, Inc.: Ms. Niv-Vogel reported that the Springwell, Inc. Director has left and there is a new search for a Director. There is no affect of this on C.O.A. meal programs.

4E. Town Meeting Update: Ms. Schafer reported that the C.O.A. budget passed at Town Meeting as did an increase in the Revolving Account for C.O.A. Programs from \$60,000 to \$80,000. Town Meeting approval of the increase in the Property Tax Work-Off Abatement from \$750 to \$1000 was also discussed. Present and former C.O.A. Board members who are also Town Meeting members stood up and testified in favor of this increase in order for modest income seniors to be able to continue living in Town. There

was discussion of the need for Ms. Niv-Vogel to meet with Town Officials to clarify the definition of what type of gifts go into and what type of expenses come from the Revolving account. An example is that a small gift of \$100 currently goes into the Revolving Fund, not the Gift Account. The \$925 fee for C.O.A. Data Base Management comes from the Revolving Account.

5. New Business:

5A. Election of New C.O.A. Board Secretary: After discussion, Ms. Olson was nominated as Secretary to replace Angela Mullin. After second, Ms. Olson was unanimously elected to the post.

5B. Executive Director Evaluation: Ms. Hamann discussed the Draft Evaluation of C.O.A. Executive Director Nava Niv-Vogel for Fiscal Year 2013 developed by Ms. Schafer, Mr. Semuels and herself. This was done in accordance with Board procedures developed several years ago. Ms. Niv-Vogel chose to leave the room to foster discussion although she had the opportunity to be present during discussion under the Open Meeting Law. After discussion, the Board voted unanimously to approve the Evaluation. Ms. Schafer will discuss the Evaluation with Ms. Niv-Vogel and process the Evaluation with Town Personnel Officials in accordance with these procedures.

5C. Other Business, Reappointments: There was discussion of the reappointments of Ms. Schafer, Mr. Semuels and Ms. Scali to the C.O.A. Board by the Selectmen in July, 2013. There are now two open seats on the C.O.A. Board in addition to these requested reappointments. It was recommended that Chair Schafer attend the Selectmen's meeting where reappointments and new appointments are made as she will probably be questioned on her recommendations for appointment. Mr. Semuels stated that under Town Bylaws, if there is no action on appointments by July 1st, current appointees continue on the Board into the new Fiscal Year until are replaced by another appointee.

6. Next Meeting: The next C.O.A. Board Meeting will be at the Beech Street Center Conference Room on Monday July 8th, 2013 at 7:30 p.m.

7. Adjourn: The meeting was adjourned at 9:40 p.m.

Respectfully Submitted:

Joel Semuels, Revolving Recording Secretary