

## **BERKLEY COUNCIL ON AGING**

### **Minutes of Meeting**

**October 7, 2021**

A regular meeting of the Council on Aging was held in the Activity Room on Thursday, October 7, 2021 at 2:30p.m. The meeting was duly posted.

Board members present: Chairwoman Margaret Moroff, Vice-Chairwoman Nancy Thompson, Arlene Medeiros and Wendy Cochrane.

Staff present: Amanda Blais, Director.

Public present: Kathy Woodruff and Jeanne Russo

#### **I. Call to Order at 2:30p.m.**

Margaret Moroff called the meeting to order at 2:30p.m.

#### **II. Approval of Minutes**

Margaret Moroff asked for a motion to approve the minutes from the September 2, 2021 meeting. Motion to approve the minutes was made by Nancy Thompson and seconded by Wendy Cochrane. The motion passed unanimously.

#### **III. Director's Report**

In an effort to save time during the present meeting, the Director requested all Board members read the Director's Report prior to the meeting. The Director will not be reading the report during the meeting unless to provide clarification.

Nancy Thompson asked the Director for clarification regarding the balance of the Program Donation account. The Director clarified that the overall balance in the account at this time is \$6,082.65, however the available balance is \$3,457.65; \$2,625.00 is the balance of the money collected from seniors who paid out of pocket for the Turkey Train trip. Nancy Thompson asked the Director to follow-up with other COA's to see how they are able to "charge" for activities, as well as update MySeniorCenter to reflect the recommended donation for each activity. The Director will look into how to make this change.

Brown Bag Program – The Director informed the Board she would check-in with Freetown COA, as a date/time for pickup had not been established at the time of the present meeting. The Director asked the Board for guidance as to ways to supplement the program should Freetown COA decide not to continue. Suggestions provided by the Board included St. Thomas' Our Daily Bread, St. Vincent DePaul in Middleboro, and Open Shelves Food Pantry. The Director informed the Board she had spoken with Meg Connolly who fundraises to produce "Basket of Hugs" to include non-perishable food items for our eligible Brown Bag recipients.

#### **IV. Committee Report**

The Board discussed ways to engage senior males in participating in activities at the COA. Wendy Cochrane suggested ax throwing, fishing trips, and bowling. Wendy Cochrane suggested putting something in the newsletter such as "Is there anyone who would be interested in going out for a day of bowling? Call the COA."

## BERKLEY COUNCIL ON AGING

### Minutes of Meeting

**October 21, 2021**

An emergency meeting of the Council on Aging was held in the small conference room within Town Hall on Thursday, October 21, 2021 at 9:30a.m. The meeting was duly posted.

Board members present: Chairwoman Margaret Moroff, Vice-Chairwoman Nancy Thompson, Wendy Cochrane and Arlene Medeiros.

Staff present: Amanda Blais, Director.

Public present: Elisabeth Monkowski and Priscilla Martin

#### **I. Call to Order at 9:30a.m.**

Margaret Moroff called the meeting to order at 9:30a.m.

#### **II. Emergency Meeting Discussion**

Margaret Moroff stated the purpose of the emergency meeting was to review the Turkey Train trip from October 15, 2021, as well as matters related to trips altogether. Margaret Moroff stated the trip was an overall success and seniors would be looking forward to going on the trip again next year. Margaret Moroff then stated 2 busses (Lucini and Fisher) came to pickup seniors for the trip, although the Director had confirmed and paid Fisher Bus for pickup. The Director stated that after speaking with Lucini Bus, she was informed Priscilla Martin had made reservations for pickup for the Turkey Train trip. Priscilla Martin stated she did not reserve the bus; she only had inquired about a quote when the trip was initially being discussed whether this would be a trip offered through the COA or the Friends of Berkley COA. Discussion ensued regarding who is in charge of planning COA trips. Margaret Moroff stated the Director is responsible for planning and scheduling COA trips unless the Director asks for assistance. Margaret Moroff explained the importance of only having the Director plan COA trips, especially when it concerns finances. The Board was concerned with Lucini Bus submitting an invoice to the COA for pickup despite the COA not scheduling with the company. Priscilla Martin said she had spoken to Lucini Bus regarding this issue.

Concerning payment of the Turkey Train trip, Margaret Moroff stated trips need to be paid in full 2 weeks prior to trip date; the person who paid and did not show would not receive a refund, the person who did not pay and did not show would not receive a refund (Nancy Thompson stated this person should be blacklisted with future trips with money being required up front), however the couple who was ill and cancelled 2 days prior should receive a full refund. Wendy Cochrane stated the Town Administrator and Town Accountant do not want to issue a refund, however Margaret Moroff disagreed and stated the COA did not have a refund policy in place. Margaret Moroff asked for a motion to issue a one-time reimbursement to the couple for a full refund. Motion was made by Wendy Cochrane to issue a one-time reimbursement to the couple for a full refund and was seconded by Arlene Medeiros. The motion passed unanimously. Nancy Thompson suggested putting in the next newsletter that those who do not show for trips they sign-up for will still be responsible to pay.

Margaret Moroff stated all long-distance bus trips should have scheduled rest stops every 2 hours, as the bus driver for the Turkey Train trip had to cleanup a mess that was made in the bathroom on the bus, preventing anyone else from using the bathroom. Priscilla Martin stated the bus drivers should be stopping every 2 to 2 ½ hours.



**BERKLEY COUNCIL ON AGING**  
**Minutes of Meeting**  
**January 11, 2022**

A regular meeting of the Council on Aging was held in the Activity Room on Thursday, January 11, 2022 at 2:30p.m. The meeting was duly posted.

Board members present: Chairwoman Margaret Moroff, Arlene Medeiros, and Wendy Cochrane.

Staff present: Heather Martin-Sterling, Town Administrator

Public present: Nancy Thompson, Lorraine Mello, Walter Mello, Nancy Townley, Virginia Bryan, Sandy Melody, Barbara Rounds, Kathleen Woodruff, Elizabeth Monkowski, Joan Blake

**I. Call to Order at 2:30p.m.**

Margaret Moroff called the meeting to order at 2:30p.m.

**II. Meeting Discussion**

Margaret Moroff stated that Brown Bag lunches are continuing and that center will be closed on Fridays for the foreseeable future with agreeance from the Board of Selectmen. The public expressed concern about aerobics. Joan Blake asked if the COA was still receiving the formula grant. Wendy Cochrane stated that it has not come in yet but has the same level amount as last years. She also stated that there were no limitations on using the grant. Discussion continued about the formula grant. Margaret Moroff stated that the COA is spending \$360 a week on programs, including aerobics. She suggested if they were to cut some programs, they could supply to more seniors who don't participate in programs. Nancy Thompson noted that donations have improved and suggested asking Friends to help with programs and lunches. It was suggested that a survey be sent out to seniors about programs. Joan Blake explained how the formula grant has been used in the past. She is concerned that the money is being mismanaged. Joan Blake mentioned that she wrote a check to the Berkley COA but it was cashed in the Friend's account. Wendy Cochrane agreed with doing a survey and suggested putting it in the COA newsletter. Margaret Moroff stated that there has been interest in the Bowling League that was put in last months newsletter. She also suggested extending coffee hours for more socialization and for more people to stop by the center. Wendy Cochrane stated that she has a conference call with Adam Frank, EOE Program Manager for COAs, regarding the grant. Nancy Thompson stated that workshops, classes, arts and crafts, and manicures were paid out of the grant last year. Wendy Cochrane suggested waiting to discuss until they had more information about the grant. Walter Mello suggested making a required number of people present in order to do a class to not waste money. Margaret Moroff stated that it does not make sense to keep under utilized programs. She also mentioned that she is learning how to use the computer programs for the COA. Wendy Cochrane stated that all money since the director has left has been deposited. She also stated that she will never vote to cancel anything that is cost effective and beneficial to the seniors. Nancy Thompson noted

BERKLEY COUNCIL ON AGING  
Minutes of Meeting  
December 28, 2021

A regular meeting of the Council on Aging was held in the Moitoza - Pettey Hearing Room on Tuesday, December 28, 2021 at 9:30a.m. The meeting was duly posted.

Board members present: Chairwoman Margaret Moroff, Wendy Cochrane and Arlene Medeiros.

Staff present: Heather Martin-Sterling, Town Administrator

Public present: Elizabeth Monkowski

**I. Call to Order at 9:30a.m.**

Margaret Moroff called the meeting to order at the time stated on the posted agenda.

**II. Future Business**

Council on Aging to discuss the future needs of the Senior Center. Margaret Moroff stated that they need a plan going forward and that the senior center cannot operate with volunteers, possibly to run programs but not able to operate the office with volunteers. She mentioned that she looked at other COA newsletters and Berkley offers the most programs and pays sixty dollars a class. She noted that a previous director offered programs that were free such as crafts and trivia. Margaret Moroff stated that there are about 900 seniors and wants to have activities that attract more seniors. She suggested downloading cable programs for aerobics. She stated that they do not need an activities director but someone with strong computer skills, organized, and can say no to people. Elizabeth Monkowski suggested that the new director put someone else in charge of activities. Wendy Cochrane stated that the director needs to do more directing. She also noted that people have been listening to the messages for Outreach and the director who are not supposed to. Wendy Cochrane asked about getting another phone line strictly for Outreach. Arlene Medeiros stated that they need a strong director. Wendy Cochrane stated as a committee, they need to direct complaints to the director or Town Administrator. Margaret Moroff stated that she wants to set another meeting in two weeks before the Selectmen's meeting on the 19<sup>th</sup>. She stated that she will continue to dealing with the phones, working with Lucille, and the food programs. She mentioned that she wants to look at attendance for all of the programs. Wendy Cochrane suggested posting a person minimum for each class. Margaret Moroff stated that people want a place to congregate and they need more ideas with less money. Elizabeth Monkowski stated she is happy to help with anything.

**III. Adjournment**

There being no other business before the Board, Wendy Cochrane motioned to Adjourn, seconded by Arlene Medeiros. All voted in favor to adjourn.

Margaret Moroff  
Arlene Medeiros  
Wendy Cochrane