

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, EOEA 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

that the volunteer program has been shut down. Margaret Moroff stated that there is no one to administer it. Nancy Thompson stated that they need to remind the Board of Selectmen that the COA needs a director and needs more people to run the programs. Margaret Moroff stated that she will be going to the Board of Selectmen meeting on January 19, 2022 and asked to talk them herself and to not ambush the Selectmen. Wendy Cochrane stated that the first thing they need to do is create a better job description for the director position. She suggested paying more an hour but less hours working to get a more qualified individual. Wendy Cochrane proposed having a meeting in two weeks to make a better job description to bring to the Board of Selectmen. She also stated that the Outreach Coordinator felt very uncomfortable during the last Friend's meeting while she was trying to meet with someone. Wendy Cochrane suggested that Friend's possibly meet in the conference room. Joan Blake commented. Wendy Cochrane stated that they were getting another line for the Outreach Coordinator for confidential reasons. She suggested making the next meeting a round table discussion. Margaret Moroff stated that they cannot do anything else until they have a director. Wendy Cochrane stated they are trying to move forward with things as soon as possible and the Board is trying their best. She also stated that she would be willing to come in one Friday a month for Aerobics if needed. Wendy Cochrane stated that since 2015, only COA members could have a key, she proposed asking the selectmen to consider having more people allowed to open the center. Margaret Moroff stated that there might be a liability issue with that. Wendy Cochrane mentioned that it is important that people do not wander down the Town Hall hallway if the building is closed. Margaret Moroff stated she will look into the members vs volunteer liability.

### **III. Adjournment**

There being no other business before the Board, Wendy Cochrane made a motion to adjourn and meet again on January 25, 2022 at 2:30p.m. to discuss job description, hours of operation, liability, and review of programs, at a round table meeting. The motion was seconded by Arlene Medeiros. The motion passed unanimously.