

BERKLEY COUNCIL ON AGING
MINUTES OF MEETING
June 13, 2024

Board Present: Margaret Moroff, Carol Buote, Kathee Strozyk, and Arlene Medeiros

- I. **Call to Order** – Margaret Moroff called the meeting to order at 10.00 in the hearing room. She reminded everyone that the meeting is being broadcast live and recorded for future viewing.
- II. **Acceptance of Prior Minutes** – CB motioned to accept the May 02, 2024 minutes the motion was seconded by AM and the board voted to accept the minutes.
- III. **FY 2024 Budget** - Krista Celia presented the financial report as of May 30, 2024.
 1. Town Budget Balance: \$2,655.96
 2. Formula Grant: \$23,406.43
 3. Program Donations: \$9,480.42
 4. General Donations: \$4,589.64

MM said spoke about requesting an assistant for the COA from the Board of Selectmen. CB and KS suggested talking to the board before requesting next time. MM stated that time was an issue because the budgets were being finalized. KC suggested that next time we ask during our budget presentation. MM stated the town may use a floater employee in the town hall to fill in as needed. MM expressed reservations because the person filling in would need to be familiar with the COA. MM went on to say that she would like to ask again next year for an assistant in the COA. CB asked how many hours this person would work? MM suggested 19. KC said she would like to see the COA open more hours. She suggested, next year, requesting the town open the COA for half days on Fridays. KC went on to say that in regards to an assistant that she didn't think that there needed to be someone in the office as much as she was and that Karen Fisher works on Wednesdays and the office space is limited. KC suggested a 10 hour a week clerk similar to the assessor's clerk. MM said that it would be good to have someone in the office when KC is out. She said that she does not think it should be the boards responsibly to cover the office and answer the phones. CB agreed. KS said the COA has a full calendar and opening on Fridays would ease scheduling. MM expressed concern that more activities will require more money. CB said that we need to keep the fiscal reality of the town into perspective. KC talked about how the COA has made gains in the past year and we are on the right path forward. She said that she would like to see the COA grow but in steps that the town can swallow. The board discussed KC hours and the hours needed to successfully run the programs in the COA. KC said she is paid for 25 hours a week and some weeks more hours are needed because of various activities. CB motioned that if KC works overtime (over 25 hours) that she can be paid up to 5 hours a week from the Formula Grant. AM seconded the motion and the board voted unanimously in favor.
- IV. **Events** –
 1. **Crochet** – KC said that there is a small but loyal group gathering to make filters.
 2. **Brown Bag and Blood Pressure Clinic** – KC said that the brown bag program continues to expand and that over the past 3 months the program has gained 7 participants.
 3. **Rag Wreath Star** – KC said that there are 10 people signed up and room for more.
 4. **Crafting – Thursday, June 27th at 2:45.** KC said there are 12 people signed up.
 5. **Ceramics – Wednesday, July 17th at 12:00.** KC said that there are 11 people signed up.
 6. **Fran Heart – Monday, August 19th at 4:00.** KC said that the event is full and that there is a waitlist. De Avilas is the caterer and the meal will be ziti and meatballs.

7. **Card Workshop** – KC discussed two upcoming events. The project for August is a journal and there will be a holiday card workshop in November.
8. **BCS Forum – June 10th at 3:00** – KC discussed the upcoming school forum that will be presented for the seniors in the activity center about the current state of the Community School.
9. **Elder Law Program with Oasis Senior Living – Wednesday, August 28th at 11:00** – KC discussed the upcoming program with the elder law firm Surprenant & Beneski. She said that Jodi from Oasis arranged for this program and they would be providing light refreshments and the COA would provide coffee and drinks. The attorney would focus on foundational estate documents and would present for 40 minutes then have a 20-minute question and answer period.
10. **Hip Hop – Wednesday, September 25th at 12:00** – MM briefly discussed the upcoming hip hop class.
11. **Bristol Elders Chronic Disease – Thursdays from 9/26/24 – 10/31/24 from 9:00 – 11:30.** KC said that Bristol Elders was handling the signups directly and that she was not sure how many people have signed up. MM said it was a 6-week program and that participants would need to sign up for the whole workshop.
12. **Tech, Trivia and Office Hours with Kevin Garganta** – KC discussed with the board bringing trivia to the COA for \$125 per session. MM said that it sounded like a great idea to bring to the center. KC discussed with the board the Tech Talk series. One program is brand new, the tech. 101 program the others have been presented in the center just last year. KC asked the board if they wanted to reoffer the 3 older programs. After discussion the board decided on offering the tech. 101, trivia, and office hours.
13. **Disposal Bags** – KC said that she has distributed approximately 50 bags and she still has 150 bags left and she would like to open it up to people who already picked some up but need more. The board discussed it and decided that to give out additional bags to people who still need them.
14. **Building Key** – KC said that she requested the key and it was requested for Elisabeth Monkowski.

15. Proposed New Events –

- a. **Fall Festival** - KC said she was contacted by Jen Vincent about a festival the celebrations committee is interested in potentially having on the common on September 14th. CB said she was aware of this as well and it was more of a reaching out to see what departments were interested. AM said it would be better to have it the same week as the craft fair. MM said it would stretch a lot of people to have these events back-to-back.

- V. AM said she met with the clerk about the COA Board terms. AM said both her and MM expire this year, KS expires in 2026 and CB and CC expire in 2024 as well. AM said the clerk wants to stagger when the terms expire. She proposed MM get appointed for 3 years, AM get appointed for 3 years, KS does not need to be appointed yet, CB get appointed for 2 years, and CC one year. She explained that would make it so peoples terms expire in different time periods. She said the clerk would be reaching out. CB asked how a new person would be added? MM said it is important to keep an odd number on the board. MM said the elections would be at the next meeting.

VI. By-laws –

- a. The board discussed Article IV – Membership – There was a concern that the board should change the “rotating basis” language. KS said in the interim that board is getting back to staggered and that this does not need to change because they are actively working to get back to running the board as the by-law is written.

- b. The board discussed Article VII – CB asked if the board approved the COA budget before it was submitted. MM said that it was not approved by the board and CB said she would like to moving forward. She also suggested removing Attachment A Board Committees
 - c. The board discussed Article VIII – MM suggested removing Article VIII and Attachment A Board Committees.
 - d. The board discussed Article VII – AM suggested removing the secretary from the board. MM suggested removing Section 4 because the board does not have a secretary.
 - e. The board discussed Article IX – MM suggested raising the donation from \$1.00 to \$2.00. KC suggested changing the wording from minimum donation to recommended donation.
 - f. CB said she would like to see the changes before the board votes on them. KS said to make the changes and put the by-laws on the agenda for the next meeting.
 - g. Nan Thompson suggested keeping a record of the changes.
- VII. **Friends** – There were no board members from the Friends in attendance but MM said she went to the trip the previous day and it was a lot of fun. The trip to NY is full and the Lobster trip has a few openings.
- VIII. **Public Input** – Nan Thompson asked about the chairs. KC said she found a chair she was interested in. MM said that we should not replace all of them. KC said there are 80 total chairs and suggested only replacing 20 of them. AM suggested ordering 2 chairs to start with to see if the board likes the quality before replacing more of them. KC said she would order chairs for the next meeting. Nan Thompson asked about a COA luncheon. MM said she talked to KC about it and we have a lot of lunches coming up and decided we were not going to run another separate lunch. MM said unless anyone feels differently?
- IX. **Next Meeting** – The board voted to have the next meeting at July 11th at 9:30.
- X. **Motion to Adjourn.** The board voted to adjourn the meeting at 11:05