

**Council on Aging Minutes of February 14, 2022
Online Remote Board Meeting**

This meeting will be aired live on Comcast 8 and Verizon 40, and will be available on demand the following morning. When two meetings are being held simultaneously, the second meeting will be live on Channel 9 or Verizon 39. Also, meeting agendas are posted on wellesleyma.gov at least 48 hours prior to the meeting, and protocol for participating in Citizen's Speak is at the bottom of that agenda.

Members Present: Marlene Allen, Chair; Tony Parker, Vice Chair; Susan Rosefsky, Secretary; Tory DeFazio; Lori Ferrante; Bob Ferrell (joined at 4:36pm); Dianne Sullivan (joined at 4:13pm); Kathy Trumbull; Kathleen Vogel; and Tina Wang

Absent: None

Also Present: Heather Munroe, Director of Senior Services; Gregory Wilson, Assistant Director of Social Services (joined at 4:30pm); Beth Sullivan Woods, Select Board Liaison; and Corrine Monahan, Advisory Committee Liaison

Meeting Documents:

Agenda
Memorandum from the Select Board on Senior Center
FY23 Cash-Capital Request for Kitchen Study- Revised February 10, 2022

I. Call to Order:

Ms. Allen, Chair called the meeting to order at 4:04pm. There was a Roll Call for attendance.

II. Select Board's Proposed Kitchen Study Discussion

The one topic for discussion was of the Select Board's proposal outlined in the memorandum from Joseph McDonough (FMD) revised February 10,2022.

The Select Board earlier denied the Council on Aging (COA) Capital Budget request for \$30,000 for a study of options for kitchen reconfiguration to make the kitchen functional. The COA Capital Budget also included a request for \$20,000 for a study to evaluate options to front entryway to improve visibility for both patrons and staff.

After discussion between the Select Board (SB) and the Facilities Management Department (FMD), there is a memorandum proposed for \$25,000 to be allocated to the FMD budget (not the COA budget) for a kitchen study of options for reconfiguration since the kitchen as built cannot be permitted for any use. Changes made during the construction phase of the TPC reduced the size of the planned kitchen, eliminating some features required for licensing. The memorandum for the kitchen study will be reviewed at a SB Board meeting at 6.00 pm on February 14, 2022.

The COA Board can:

1. Accept the memorandum as written;
2. Amend or change the current memorandum; or
3. Reject the proposal and present a request at Town Meeting.

Mr. Parker noted the good faith of the Select Board in developing the memorandum. There were several questions about types of kitchens (catering, serving, commercial, and demonstration) and the benefits and limitations to each. Ms. Wang questioned why the demonstration kitchen had been dropped in this version of the proposal, and Ms. Allen said that space constraints were a problem and that there was a demonstration kitchen at the Recreation Building that could be used for classes, even now, if scheduling allowed.

There was concern about what specific information was needed in the proposal. Several members were concerned that the third paragraph stated, incorrectly, that the current kitchen was designed to be a catering kitchen. Members expressed the need to state the real problem, that the “as built” kitchen could not be licensed for any use without reconfiguration. Ms. Rosefsky believes the stated goal should be that the resulting kitchen be licensed. Ms. Allen suggested the Health Department be consulted during the process since they are the licensing authority.

Since this is an FMD memorandum, the COA Board has no authority to change the language. The Board was comfortable moving forward on the kitchen study and postponing planning for changes to the main entryway since the entry is at least functional and the kitchen is not.

Ms. Sullivan Woods noted that the COA Board is very appreciative of the draft and supports a kitchen study. She agreed to relay the concerns and suggestions of the COA Board to the Select Board at its meeting in a few minutes in order to move forward. Ultimately, the strong preference of the Board is for a commercial kitchen. The Board will see the resulting memorandum at its next meeting.

The COA wishes to be recognized as the primary stakeholder and stressed the need to be involved in the process.

A motion was made by Bob Ferrell and seconded by Tony Parker to have Beth Sullivan-Woods present our appreciation to the Select Board, our position in regard to our statements and provisions at the SB meeting this evening, and that the COA agrees with the Study proposal under these conditions. In a Roll Call vote by Members Present named above, the motion passed unanimously 10-0.

Ms. Allen thanked Ms. Sullivan Woods and Ms. Monahan for their time and presence at the meeting.

On behalf of the Board, Mr. DeFazio formally offered a welcome back to Ms. Munroe and thanks to Mr. Wilson for his leadership while Ms. Munroe was on leave.

VII. Adjourn:

A motion was made by Lori Ferrante and seconded by Bob Ferrell to adjourn the meeting. In a Roll Call vote by Members Present named above, the motion passed unanimously, 10-0. The meeting was adjourned at 5:40pm.

Approved at the meeting on May 19, 2022.