

**Town of Wellesley
Council on Aging
Board of Directors Special Meeting Minutes
(continuation of April 20, 2023 meeting)
Tolles Parsons Center
April 27, 2023 @ 6 pm**

PRESENT

Tony Parker, Chair and members Marlene Allen, Tory DeFazio, Cynthia Sibold, Dianne Sullivan, Kathy Trumbull, Kathleen Vogel and Tina Wang; Director of Senior Services Debra Greenwood; the new Assistant Director of Senior Services Frank Lam; and Advisory Liaison William Schauffler.

Absent: Susan Rosefsky and Lori Ferrante

CALL TO ORDER

Chair Tony Parker called the meeting to order at 6 pm.

Ms. Vogel announced the meeting is aired live on Comcast channel 8 and Verizon channel 40 and will be available on demand the following morning. When two meetings are being held simultaneously, the second meeting will be live on Comcast channel 9 or Verizon channel 39. Meeting agendas are posted on wellesleyma.gov at least 48 hours prior to the meeting, and protocols for participating in Public Speak appear within the agenda.

PUBLIC SPEAK

No one was present for Public Speak.

DIRECTOR'S REPORT

Ms. Greenwood was pleased to present the March Director's Report to the Board with the following highlights:

Finances

Quarterly Financial Update

Ms. Greenwood reviewed the status of the FY23 budget as outlined in her Director's Report noting the COA is in good financial condition through the end of the fiscal year.

Building Updates

Handicapped Door Openers from Town Hall

Ms. Greenwood reported that the door opening motors have been removed from the

Town Hall and will be installed in all TPC restrooms by a private vendor at a date soon to be determined. Clarifying questions were asked regarding the door openers and their function.

TPC Kitchen Update

Ms. Greenwood has met with Crabtree McGrath relative to the plans to upgrade the TPC kitchen to commercial grade status. There will be a presentation scheduled for May to provide the Board with details regarding this upgrade.

Personnel

A meet and greet with new staff members is scheduled on May 5, starting at 10 am, at the TPC. Ms. Greenwood was pleased to announce that the administrative team is now complete. She encouraged members to stop by.

Friends of COA Fundraiser

The flier prepared by the Friends of COA will be sent out with the May municipal light bill, reaching 9,000 residents. The flier reviews the work of the COA, encourages membership as well as volunteerism, and provides an opportunity to make donations.

Approval of Use of Funds for Strategic Plan and Mark Wey

Ms. Sibold provided the Board with an update on the status of developing a strategic plan for the COA. She focused on four areas including 1) what is needed to ensure this plan is meaningful and useful; 2) the proposed timeline and methods to be used in the plan's development; 3) who will be interviewed for the plan; and 4) how and who will be asked to participate on the strategic plan development committee.

Ms. Vogel suggested that EMS and public safety personnel be interviewed during the process. These individuals see those who may be most in need but are not on anyone's radar.

Mark Wey's role in the process was reviewed. Ms. Sibold indicated Mr. Wey will help facilitate the entire process including focus groups and the final development of the plan. Mr. Wey's expertise is needed since the COA does not have the resources or expertise to develop a plan. Mr. Wey's proposal includes the total cost of a completed report at \$6,000.

It was noted that the development of this plan is a collaboration between the COA board and staff.

The Board expressed its appreciation to Ms. Sibold for her work on this important plan.

After a discussion upon a motion made by Ms. Vogel and second by Ms. Allen, the Board **UNANIMOUSLY VOTED** to appropriate \$4,000 to Mark Wey for Phase I of the strategic planning process, with the funds to be appropriated by the General Fund.

Roll Call: Mr. Parker (yes), Ms. Allen (yes), Mr. DeFazio (yes), Ms. Sibold (yes), Ms. Sullivan (yes), Ms. Trumbull (yes), Ms. Wang (yes), and Ms. Vogel (yes)

The group discussed how feedback should be provided on the various focal points raised by Ms. Sibold. Ms. Vogel cautioned the Board that as this work goes forward, it is important to ensure that the Open Meeting Law is followed when having discussions regarding the development of the strategic plan.

TPC Fitness Center Policy Revision Vote

Discussion on this item is deferred until the May 2023 board meeting.

REPORTS/UPDATES

Chair's Report:

Nominating Committee Update

The Nominating Committee is meeting on April 28th and the slate will be presented to the Board at its May meeting.

Wellesley's Wonderful Weekend

The TPC will have an Open House on Saturday, May 20th, from 11 am to 1 pm. Tea, snacks and tours will be available.

The parade is scheduled for Sunday, May 21st, starting at 12 noon. Members should meet at the Friendly Aid office at 11:30 am. A bus will be available to transport members to the parade start location.

Transportation MWRTA

Ms. Greenwood announced that an MWRTA representative will be coming to the COA on Tuesday, May 2nd, to discuss CatchConnect, the Ride, the COA bus and various changes that are being made to the transportation services.

Welcome

The Board welcomed Frank Lam as the new Assistant Director of Senior Services.

UPCOMING MEETING DATES

Next Regular Meeting of the Board: May 18, 2023 at 4 pm.

ADJOURNMENT

At approximately 7:05 pm, upon a motion made by Ms. Vogel and seconded by Ms. Allen, the Board **UNANIMOUSLY VOTED** to adjourn.

Roll Call: Mr. Parker (yes), Ms. Allen (yes), Mr. DeFazio (yes), Ms. Sibold (yes), Ms. Sullivan (yes), Ms. Trumbull (yes), Ms. Wang (yes), and Ms. Vogel (yes)

Respectfully submitted,

Adeline Doherty

MEETING DOCUMENTS:

- COA Board Meeting Agenda
- Director's Report - April 2023
- Strategic Plan Overview

Approved 5/20/23