



**Rehoboth Council on Aging  
Board of Directors Meeting  
@ Gladys L. Hurrell Rehoboth Senior Center  
Minutes of October 19, 2016**

- 1) **Call to order**---7:00 pm
- 2) **Pledge of Allegiance**
- 3) **Members Present**--- Neal Harrington, Robert McKim, Dr. Robert Lambe, Ronald Whittemore, MaryBeth Moriarty, Sue Laverdiere and Linda Sherman  
**Members Excused**--- Charlene Cunha  
**Guests Present**---Dot Conlow, Dot Amaral, Bruce Thayer, Dave Perry and Kimberly Robens
- 4) **Review past months meeting minutes**--- June 15, 2016 Regular minutes- Corrections applied by Kathy Chace- additional corrections will need to be applied regarding the correct funding approved by the Town for the new COA Boiler (\$45,000) and Generator (\$52,000)—will revise and Dr. Lambe will approve and sign at a later date. Motioned by Dr. Robert Lambe and seconded by MaryBeth Moriarty.
- 5) **Presentations**--- None
- 6) **Expense Report**---C.O.A. End of Fiscal Year 15-16 Expense reports. Sue Laverdiere asked regarding the C.O.A. salary expenses and why it was at a \$0 budget for the end of the fiscal year- Linda Sherman explained that the allowed C.O.A. budget expenses start off in the beginning (July) of the new fiscal year and drop down at the end of the fiscal year (June). Dr. Lambe had a question on the Formula Grant budget and why it showed the C.O.A. in RED until March of 2016. Linda explained that we have to file an application with Formula Grant for a preapproved budget and we do not receive our actual payment from the Government until around March of each year. The payment check is then applied into our Formula Grant budget at a later time- we MUST use ALL of it by the end of the Fiscal Year (June) it does not carry over into the new Fiscal Year. Our Profit/Loss budget looked great and it was commented that our Gert's Café does well here at the Senior Center. Our Activities portion is doing great as well. Tai Chi and Art classes are very popular and our Seniors really enjoy attending. Our advertising sign out front has brought in new Senior registrations. Dr. Lambe then went over the end of the Fiscal Year 15/16 FINAL June 2016 budget expense report from Town Hall Accounting Dept. Mary Beth Moriarty had a question regarding the Gifts & Bequests account and using that first if needed before touching the "Interest Bearing" Account. Linda Sherman explained that we have not touched that account because there has been no need to. "Interest Bearing" is our Emergency Backup ONLY. Dr. Lambe asked if there were any additional questions- then he motioned to accept these reports. Neal Harrington motioned first and Mary Beth Moriarty motioned second. All of the Board accepted this motion.
- 7) **Director's Report**---Linda Sherman stated that we received our "Farmer's Market" coupons from B.E.S.I. with their guidelines and that we distributed all of them to our Seniors that met these requirements. We also hosted the "Boston Cane" reception award here at the Senior Center recently for the first time. Laura Schwall was a great help coordinating the ceremony. It was well received and lots of people attended and the food was great. It was very nice and everyone had a good time. Rehoboth T.R.I.A.D. conducted their Files of Life, Yellow Alert and IRIS scanning services for our Seniors here at the Senior Center. Ron Whittemore clarified about these services provided for our Seniors and that it is extremely helpful in cases of emergency situations where our Seniors are unable to provide their own medical history due to dementia or any other medical condition. Their medical history is placed in a data base that the Police or the Ambulance Crew can access. Mass. Audiology also came and did their Annual hearing tests for our Seniors. Wingate Nursing Home came and tried to sponsor entertainment for our Seniors during Soup's On.

Unfortunately the singer (Frank Sinatra impersonator) they booked had a flight delay issue coming back from Las Vegas. Wingate apologized for the inconvenience will try and reschedule again at a later time. Formula Grant allowed us more of an allowance for an additional Activities Class—ZUMBA! Which has been a smash hit. Missy Nelson is the new instructor for this class thanks to Jaime our Tai Chi instructor. Rite Aid came on Oct. 3<sup>rd</sup> and 12<sup>th</sup> to do their annual Flu Clinic. They have agreed to come back again on Nov. 8<sup>th</sup> during Voting. They will be in our Conference Room if anyone is interested. The C.O.A. Board members asked if it was for anyone other than Seniors and if the billing was handled though the medical insurance companies. Linda stated “yes Rite Aid handled the insurance paperwork themselves”. Ron Whittemore asked if Rite Aid went to each precinct and Linda was not sure on this but would inquire. Ron stated that this flu shot service at the Senior Center was convenient for our Seniors. Linda Sherman stated the Rehoboth Ambulance Committee voted to donate to us, through the Meager Family, as well, a new A.E.D. device for our Senior Center. Our current one was burning through batteries constantly which are extremely expensive. Bonnie has offered to conduct a C.P.R. class. Our Town Nurse- Jaime and the C.O.A. is helping coordinate this. We are currently working on dates (a day and evening time) for this class which would also teach on how to use the new A.E.D. device. Ron Whittemore thought that was a great idea. Neal Harrington asked if the new A.E.D. was set up with batteries. Linda stated “yes it does and is ready for use”. Linda then wrapped up her Director’s Report comments. Sue Laverdiere asked Linda about the “Farmer’s Market” coupons and how they were redeemed. Linda explained that these coupons are used for our local produce markets throughout the state which included our local area. This concluded Linda Sherman’s report. Dr. Robert Lambe motioned to accept her report. Ron Whittemore 1<sup>st</sup> motioned and Sue Laverdiere 2<sup>nd</sup> the motion. The C.O.A. Board were all in favor to accept.

- 8) **Old Business**—Ron Whittemore wanted to go over the current changes taking place at the C.O.A. regarding our new Boiler/Heating System. He introduced Selectman-Dave Perry to speak about these further changes that were to take place. The original bid for the Boiler/Heating System (with the configurations) and new Generator **were both over what was originally appropriated for**. The Boiler/Heating System was over \$4,730 from the initial bid. The C.O.A. offered to generously donate the money to pay the difference for the new Boiler/Heating System. The new bid has been accepted and hopefully will be in effect sometime soon within the next few weeks. Dave Perry explained that there was not enough funds to cover the new Generator for the C.O.A. The Town Selectmen requested to transfer funds from the Town’s “Reserve Funds” to pay towards the new Boiler/Heating System originally because it was urgently needed, but was recommended to put towards the new Generator, which would cost \$4,398. Dave Perry spoke with the company who bid on the new Generator and asked if they could graciously “hold off” their original bid until January of 2017 until the Selectmen have their next meeting with the Finance Committee to go over this suggestion with putting the ‘Reserve Funds’ towards the new Generator. Hopefully they will get the ‘green light’ to cover the cost of the new Generator and will be able to proceed with both projects at the same time. **Delaying the new Generator project will incur more expenses to do at a later time** if not done together with the new Boiler/Heating System installation. That is where it stands right now with this but either way, we do have the approval and the contract has been awarded to proceed with the new Boiler/Heating System. If the Finance Committee does not approve the “Reserve Funds” to cover the cost of the new Generator, the Selectmen are asking the C.O.A. to donate funds to cover the cost towards this as well so that both projects can be done at the same time without delays and in an immediate timely manner. Dr. Robert Lambe wanted to mention that the funds used to cover the remaining cost of the new Boiler/Heating System will come out of the C.O.A. Gifts & Bequests account. Ron Whittemore stated that this particular account is strictly donated funds collected by the C.O.A. and that any money used from it, is at the C.O.A. Director’s discretion. Dave Perry wanted to emphasize that winter is coming and a new heating system is urgently needed for our C.O.A. We need to keep in mind that the Senior Center will be without heat for a few days while this project takes place and may have to shut the building down due to the cold weather. Ron Whittemore thanked Dave Perry and the Town Selectmen for their support for these much needed projects for the C.O.A.

- 9) **New Business**---Nature Trail behind the C.O.A. Senior Center- Linda Sherman stated that this C.O.A. 'Pathway Garden' will be a 'forever' project. The Dighton Rehoboth Leos have decided to take this project on. They have already started cleaning up, cutting tree limbs and planted flowers already. They have big plans in the making for this, maybe even adding in some picnic tables. Sue Laverdiere asked if the D.R. Leos would continue the upkeep on this project. Linda Sherman said that D.R. Leos have been around for a while and have received awards for their volunteer work in the community. The 'Pathway Garden' upkeep would be a volunteer project only, maybe the Boys Scouts or even Valor Act volunteers could even help with this continuous project. Mary Beth Moriarty asked if we have funded any expenses towards this Pathway Garden so far and C.O.A. Director stated that we have not spent any money towards this as of yet. The Leos Club has been coming to volunteer when they can during their school breaks and have been doing landscaping cleanups and that is all there was to report thus far. Dr. Lambe then went over the next topic to discuss which was to replace all dinnerware and silverware for the C.O.A. dining room. Linda stated that a neutral cream color for the dishes was chosen and would get same style silverware which was the most cost effective. This would be paid directly from the B.E.S.I. /Kitchen account and not through Gifts & Bequests. Ron W. thought that this was a good use of the B.E.S.I. funding for the C.O.A. Their funding is for our Seniors in our community and they come to our Senior Center a lot for meals here. Dr. Lambe motioned to accept this dinnerware and silverware replacement purchase. Mary Beth Moriarty 1<sup>st</sup> motioned and Sue L. 2<sup>nd</sup> motioned to accept. All were in favor of this. Ron Whittemore asked Linda Sherman if we have received any new applications from any of our Seniors on the Tax Abatement Program. Linda stated that she has received 2 completed applications so far and another one in the process. Total of 3 have been processed. We do not know where they will be volunteering for this as of yet- maybe Library and another for us here at the C.O.A. Senior Center. It is up to the Senior where they want to volunteer to help. That is where we stand so far on this particular program.
- 10) **B.E.S.I. Report**---Linda Sherman asked for Dr. Bruce Thayer, our Bristol Elders Rep. to come up and introduce himself to our C.O.A. Board. Dr. Thayer wanted to meet the C.O.A. Board members in person and observe what we do here at the Senior Center. He explained that he is a retired Surgeon moved here in our Town of Rehoboth 3 years ago and fell in love with it here. Dr. Thayer has been coming here at our Senior Center for our weekly Men's Breakfast for some time and Ron Whittemore suggested that maybe he could be our Rep. for Bristol Elders. Dr. Thayer did decide to accept this offer and attends monthly Bristol Elders Board meetings. Dr. Thayer stated that he has learned a lot about our Senior Center from coming here and has helped him realize the needs of our Seniors here and hopes to help with anything he can. Dr. Thayer wanted to let everyone know how well Bristol Elders is run and that he was very impressed with what he has learned being a Representative for Bristol Elders for our area and hopes that he has helped with our Seniors in our community. Dr. Thayer is hoping to gather another Representative for our area to come on board and volunteer to help with these services. There offer lots of different services offered by Bristol Elders and he is still learning about them. Our C.O.A. Board Members thanked Dr. Thayer for his services for us. Ron W. asked Dr. Thayer how many B.E.S.I. Board Members there were for our area and Dr. Thayer stated around 24-26 members. Their Board meeting attendance is excellent! Bristol Elders Board Members go over many different programs that are available and what works best. They meet every 3<sup>rd</sup> Friday of the month.
- 11) **Friends of the Rehoboth Elderly Report**---Mary Beth Moriarty stated that they are beginning their membership drive within the next couple of weeks. We do have Rehoboth Seniors who are in need of help and donations from Friends of the Rehoboth. They are still trying to educate our community that the Friends of Rehoboth are a Non-Profit organization and NOT a club for social services it is strictly for fundraising only. Sue Laverdiere explained again that they are in need for donations. All money raised is strictly for our Seniors in need in our community. This is why Friends of the Rehoboth exist.
- 12) **Correspondence**---Sturdy Volunteer Services wanted to thank our Sewing Ladies Group for the donations of our "wicked cute" handmade pillow cases for their hospital. Thank you letter sent to Bristol Plymouth School from Town Selectmen for helping us with our kitchen freezer repairs and Thank you letter sent from Town Hall to our former C.O.A. Board Member Marjorie Johnston for her many years of service on our C.O.A. Board.



- 13) **C.O.A. Building usage**---a request from Rehoboth Animal Advocates (previously called Friends of the Rehoboth Animal Shelter) fundraiser on Sat. Nov. 12<sup>th</sup> from 4pm to 7 pm. Would not need to use our kitchen but would be using crockpots and throw away bowls and utensils. Dr. Lambe asked if there were any questions. Mary Beth mentioned that this similar fundraiser has been done in the past by different types of organizations. Sue L. mentioned just in general- if "Serve Safe" certification was needed if they would be using the kitchen. This topic has been mentioned before among the C.O.A. Board Members. Sue Laverdiere wanted to clarify if someone with a "Serve Safe" certification would have to be on site if anyone was in the kitchen/ dishwasher area. Linda Sherman did state that someone does have to be certified when we are in operation serving food for our Seniors during regular business hours. Linda Sherman is "Serve Safe" certified. Not sure if anyone using our C.O.A. building has to be certified. Will have to check with Bob Ashton (Town Board of Health Agent). Sue L. mentioned that previously in the past, that because the C.O.A. has a "commercial kitchen", someone would have to be certified on site if food was being served in any event during building usage. Sue L. said that she use to be certified but has not renewed it in some time but would reapply again if there was a need for someone to help out with this issue. Sue L. just wanted to clarify and make sure we are doing what we should be. Dr. Lambe wanted to make sure that the current request from Rehoboth Animal Advocates would not be using our kitchen stove then if someone was not "Serve Safe" certified on site. Linda Sherman would check with Bob Ashton on this topic of concern moving forward with any building usage in the future that would be serving food. Linda Sherman asked if they only used crockpots and NO stove, if it would be ok. Dr. Lambe was concerned because we have a 'commercial kitchen', so better to make sure and get correct information on what would be needed to serve food here during non-business hours. Sue Laverdiere said she would try and find out for us. Mary Beth Moriarty asked if food was cooked at home and brought here to serve at a function instead if that would be ok. Linda Sherman stated no on that. Prepared food must be cooked here on site if served to our Seniors here. Mary Beth Moriarty is "Serve Safe" certified and offered to help out if someone was needed to be on site. Dr. Lambe wants clarification before he approves Rehoboth Animal Advocates using our building for their fundraiser this month. Will defer this request until we hear back from Bob Ashton.
- 14) **Open Forum**---None
- 15) **Other Business Issues**---Linda Sherman wanted to mention that the Senior Club bazaar would be held here at the Center this weekend. Our Sewing Ladies club would be selling items as well to raise money for supplies for the sewing room. Neil Harrington mentioned that early Presidential voting would be held here Sat. Oct. 29<sup>th</sup> from 10am-4pm. The Senior Center would be the only place to vote early on a weekend day. Early voting during the week Oct. 24<sup>th</sup> - Oct. 28<sup>th</sup> would only be open at Town Hall only. This would be the same voting as Nov. 8<sup>th</sup>. Anyone can do it, a special request is not needed. Easier than waiting in a long poll lines during the official Nov. 8<sup>th</sup> day. Neil Harrington stated that we have 4 booths (our newer ones) here at our Senior Center and each booth holds 4 stations. A total of 14 people can vote at the same time. This helps make the lines go much quicker. Mary Beth M. asked when our next Board Meeting would be. Dr. Lambe said that we meet on average every 3 months. Linda said possibly January would be our next C.O.A. Board meeting which would be after the Holidays. Sue L. asked if 3<sup>rd</sup> week in January sounded good for next meeting and Board agreed that would be good. Dr. Lambe motioned and Ron Whittemore 1<sup>st</sup> motioned and Sue Laverdiere 2<sup>nd</sup> motion.
- 16) **Adjournment**---7:48pm- Dr. Robert Lambe motioned to adjourn meeting- Ron Whittemore 1<sup>st</sup> motioned and Neil Harrington 2<sup>nd</sup> motion.

*Respectfully submitted,  
Kimberly Robens- Secretary*

Approved by:

A handwritten signature in dark ink, appearing to read "Dr. Robert Lambe", is written over a horizontal line.

Dr. Robert Lambe  
C.O.A. Board President

*Next COA Board Meeting- Scheduled for January 18<sup>th</sup> 2017*