

Adams Council on Aging (ACOA)
ADVISORY BOARD MEETING MINUTES

Monday, January 18, 2023

2:00 PM

3 Hoosac St., Adams, MA 01220

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Members Present: Bruce Shepley, Leona Meczywor, Aleta Moncecchi, Pamela St. John, Elizabeth Mach, Mary Whitman (via phone)

Excused Absents: Barb Fiske, Bob Joppich

Also Present: Sarah Fontaine, ACOA Executive Director; Barbara Proper, ACOA Outreach Coordinator; Brian Rhodes, iBerkshires

Meeting Documents: Agenda; Meeting Minutes November 7, 2022; Advisory Board By-Laws (revised)

1. **CALL TO ORDER/QUORUM:** B. Shepley, Acting Chair, called the meeting to order at 2:05 pm. There was a roll call for attendance and a quorum was confirmed.

2. **REVIEW /APPROVAL OF MINUTES:** Minutes of the November 7, 2022 meeting were reviewed (no December 2022 meeting).

A motion was made by B. Shepley and seconded by M. Whitman to accept the minutes of the November 7, 2022 meeting. The motion passed unanimously, 6-0.

3. **NEW BUSINESS:**

Open Advisory Board Positions and Nominations: The resignation of the Advisory Board Chair opened a vacancy for a member and elections of officers including; Chair, Vice Chair, and Secretary to serve out the remainder of terms. In addition to two potential Advisory Board vacancies. A legal opinion from the Town Counsel will be obtained regarding securing written ACOA Advisory Board resignation statements.

The Nomination Committee identified a slate of five qualified potential candidates. The Nominating Working Group (B. Shepley, P. St. John, M. Whitman, S. Fontaine) will contact the potential pool to determine their interest and carry out the process, bringing potential finalists for consideration to the next meeting.

In addition, a community member who is a current ACOA volunteer and promotor seeks candidacy to the ACOA Advisory Board and completed the Application for Committee, Commission, and Board Appointment form. The candidate's profile and qualifications were presented. Motion made by B. Shepley to recommend Barbara Ziemba be presented to the Select Board for appointment to the ACOA Advisory Board. Seconded by P. St. John. Motion passed unanimously, 6-0. The candidate will be contacted by the Executive Director regarding the next steps.

The slate of ACOA Advisory Board officers was nominated including B. Shepley, Chair- motion made by P. St. John, 2nd by A. Moncecchi; A. Moncecchi, Vice Chair- motion made by B. Shepley, 2nd by P. St. John; E. Mach, Secretary- motion made by P. St. John, 2nd by A. Moncecchi. The motions passed unanimously, 6-0.

4. PROGRAM/OUTREACH REPORT:

A. Recent Events Review: Postponed until next meeting.

B. Upcoming Events/Programs Review: Postponed until next meeting.

5. OLD BUSINESS:

A. Review of the ACOA ADVISORY BOARD'S BY-LAWS: The revised Advisory Board By-Laws were presented and reviewed.

A motion was made by B. Shepley and seconded by E. Mach to approve the ACOA Advisory By-Laws with the noted revisions. The motion passed unanimously, 6-0.

A final copy will be provided to the ACOA Advisory Board at the next meeting.

B. Memorial Building Progress Update: Pending work and the next CDBG grant funding proposal completion has been requested before the ACOA can fully transition its operations to the former Adams Memorial Building (AMB).

Priority projects to facilitate the ACOA relocation include; (1) redesigning the bathroom area to meet occupancy requirements and ADA; (2) installing new HVAC in the former nurse's station; (3) entrances; (4) replacing windows; (5) parking lot; (6) admin wing.

Concern that the Hoosac Valley Regional School District needing new office space for Summer 2023 will force the COA to vacate the 2nd floor of the AVC and move to AMB before it's ready for programming. Logistically the ACOA staff cannot move into the administrative wing at AMB and continue programming on the 1st floor of the Adams Visitors Center (AVC) until AMB is ready, without negatively impacting clients.

Progress continues, while no relocation date is available for the ACOA's move into the former AMB.

6. **FRIENDS OF THE ACOA REPORT:** Postponed until next meeting.

7. **MEMBER ITEMS:** Postponed until next meeting.

8. **NEXT MEETING:** Monday, February 6, 2023, at 2:00 pm.

9. **ADJOURNMENT:** A motion was made by B. Shepley and seconded by L. Meczywor to adjourn the meeting. The motion passed unanimously, 6-0, and the meeting adjourned at 3:00 pm.