

Adams Council on Aging Advisory Board (ACOAB)

MEETING MINUTES

Monday, March 6, 2023

2:00 PM

3 Hoosac St., Adams, MA 01220

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Members Present: Bruce Shepley, Chair; Aleta Moncecchi, Vice Chair; Elizabeth Mach, Secretary; Leona Meczywor; Pam St. John; Barbara Ziemba

Excused Absents: Mary Whitman

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

Meeting Documents: Agenda; Meeting Minutes (Feb. 3, 2023); ACOAB By-Laws; BCAC Community Conversation on Poverty event flyer

1. **CALL TO ORDER/QUORUM:** Chair B. Shepley called to order the regular meeting of the ACOA Advisory Board at 2:00 pm and welcomed new member, B. Ziemba. Roll call was conducted and a quorum was confirmed.

2. **REVIEW /APPROVAL OF MINUTES:** Minutes from the February 3, 2023 meeting were submitted for approval.

A motion to approve the minutes as submitted was moved by P. St John and seconded by E. Mach. The motion passed unanimously.

3. **PROGRAM/OUTREACH REPORT:**

A. Recent Events Review: A summary of recent events was presented by the ACOA director.

February: AARP Tax Appointments Mondays and Wednesdays 9 am-1 pm starting 2/15 through early 4/15; 2/1 Friends Meeting; 2/6 Board Meeting; 2/8 Bingo; 2/10 Coffee w/ the Chief (rescheduled from 1/20); 2/10- Card Making Class w/Carleen Butler and Lynda Bianchi; 2/12-19 Random Acts of Kindness Week; 2/14 MFB, Linen

Lunch; 2/15 Crafts w/ Izzie- Kindness Rocks; 2/16 Movie: Elvis; 2/17 Random Acts of Kindness Day; 2/21 Mardi Gras Luncheon; 2/22 Drumming Class; 2/23 Belly Dancing; 2/24 Brown Bag; 2/28 MFB (canceled due to weather)

B. Upcoming Events/Programs Review: A summary of upcoming events was presented by ACOA Director.

March: 3/2 Read Across America Day; 3/8 Movie- Glass Onion; 3/14 Mobile Food Bank; 3/14 St. Patrick's Day Show at the Delany House in Holyoke, \$98; 3/15 Crafts w/ Izzie – Rainbow Paper making; 3/16 Linen Lunch, Music with JP Murphy Duo; 3/20 Cabin Fever Lunch; 3/21 Irish Music w/ Roger Tincknell; 3/22 Bingo; 3/23 Card-Making w/ Carleen & Lynda; 3/24 Brown Bag; 3/28 Mobile Food Bank; 3/29 Belly Dancing; 3/31 Community Conversation on Poverty in Williamstown; National Potato Chip Day.

April: Trip to Ventfort Hall in Lenox being rescheduled, date TBD, cost \$20, Friends paying \$15; 4/6 Crafts w/ Izzie- Egg Decorating; 4/12 Bingo; 4/11 Mobile Food Bank; 4/15 Bus Trip to MGM in Springfield & Buddy Holly Show in West Springfield, \$110- SOLD OUT; 4/25 Mobile Food Bank; 4/26 MCOA Small & Rural COA Conference; 4/28 Brown Bag; 4/26 Volunteer Recognition.

May: Older Americans Month; 5/1 Annual Town Elections (ACOA van transportation available); 5/4 Cinco de Mayo lunch; 5/9 Mobile Food Bank; 5/11 Mother's Day Linen Lunch; 5/17 ACOA staff lunch at Adams Housing Authority; 5/23 Mobile Food Bank; 5/26 Brown Bag; 5/30 Memorial Day Picnic Lunch

4. OLD BUSINESS:

A. Adams Memorial Building (AMB) Progress: A progress update was provided by the ACOA director.

ACOA Director met with the Town Manager, Community Development, and other officials to determine alternative funding sources and project assignments for the required work completion.

Edmund St. John, a town resident, asked if CDBG funds may be used to repair the bathrooms at AMB at the Select board meeting on February 15, 2023. Jay Green, Town Administrator, explained there is a five-year moratorium that prevents the Town from using CDBG funds for the AMB bathrooms.

B. Open Advisory Board Positions and Nominations: The Select Board reviewed and approved the honorary removal of Robert Joppich and Barbara Fiske from the ACOAB on February 15, 2023, due to health and personal reasons and thanked them for their commitment to the community.

The ACOAB members support the ratification of the two nominated ACOAB candidates, Thomas Dubis and Benjamin Acquista.

A motion was made to present the names of Thomas Dubis and Benjamin Acquista as new ACOA Advisory Board members to the Select Board for approval was moved by B. Shepley and seconded by E. Mach. The motion passed unanimously.

Next steps, the candidates' names will be submitted to the Select Board for approval at their March meeting.

- C. **ACOA Advisory Board By-laws:** Advisory Board By-Laws were presented for review at the February 15, 2023, Select Board meeting. No action was taken and additional language was requested to clarify that the Select board has final authority/power to appoint and remove a member of the ACOAB and other changes regarding the appointment timeline.

Next steps, the Advisory Board By-Laws were updated with the suggested Select Board language and will be re-presented for approval at the March Select Board meeting.

- D. **FY2024 Budget Process:** Next steps, the ACOA Director will present the level-funded FY2024 ACO budget for review by the Select Board on Tuesday, March 28, 2023, at 6 pm at the Adams Memorial Library.

- E. **Meal Site Coordinator Position:** An interview was conducted and grant funding was secured to hire a Meal Site Coordinator to manage and update the overall operation process. The per diem position will begin once training including ServSafe food safety has been completed.

5. **NEW BUSINESS:**

A. **Adams Visitor Center Volunteers:**

The Visitor Center, located at the ACO, is staffed seasonally (Memorial Day - Columbus Day - 25 weekends) by volunteers. There is a shortage of available volunteers and 21 Adams community service organizations are being approached to volunteer to staff the Visitor Center for one weekend.

Next steps, include gathering more information to consider signing up for shifts during an ACO volunteer weekend. In addition, request clarification regarding the building logistics and responsibility for opening and closing the Visitor Center building which is located at the ACO.

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

Activities referenced included the establishment of a Friends of ACOA fundraising committee and a Hill Town Travels group to organize travel.

7. MEMBER ITEMS:

Item 1: The COA is required by law to conduct CORI (Criminal Offense Record Inquiry) checks on volunteers and employees over the age of 18. As part of this requirement, the COA requests a copy of the volunteer's photo ID. A spreadsheet will be developed to track and monitor the requirement for existing and prospective volunteers.

Item 2: It was observed that individuals who are not ACOA volunteers have shown up to volunteer at the bi-monthly Western MA Food Bank distribution. All Food Bank volunteers need to be vetted and complete an ACOA volunteer application.

Item 3: Request to review the current ACOA Volunteer application at the next ACOAB meeting.

Item 4: A ACOA website content auditing identified key areas that may be updated, removed, or retained. Next steps, ACO Director will review suggestions for consideration.

8. NEXT MEETING: ACOAB's next meeting will be Monday, April 3, 2023, at 2:00 pm.

9. ADJOURNMENT: A motion was moved by P. St. John to adjourn and seconded by A. Moncecchi. The motion passed unanimously. The meeting was adjourned at 2:53 pm.