**Halifax Council on Aging**

**November 17, 2020**

**Minutes**

Members present: Jo Schofield, Chairman; Susan Lawless, Director; Marge Smith, Secretary; Martha Smith; guest Sarah Sloat. Absent: Judy Rakutis and Michael Rugnetta.

Call to Order: The meeting was called to order by Jo Schofield at 9:32 am.

Secretary’s Report: Marge noted that she misspelled Michael Rugnetta’s name in the minutes of the past meeting.

Susan distributed an OCES Information To Share handout. See attachment. Susan also distributed a copy of the Transportation Revolving Account.

Director’s Report: Susan reported that the new van is now on the road. The roof construction is planned to start November 30. Insulation installation maybe postponed till the spring. The COA services will be moving to the second floor of the police station during construction. More will become evident after a municipal building meeting this afternoon. Weekly construction meetings will be held during the process. Susan is conducting a complete inventory of the COA prior to construction. It was noted there has been an uptick in COVID cases in Halifax. Thanksgiving dinners will be provided for inbound seniors. Sarah mentioned the Food Pantry has extra boxes available for those in need. Contact phone number is 774-766-0948. Sarah is the COA liaison to the Food Pantry. An Ugliest Christmas Sweater Contest is in the works. Jo mentioned we should send out Christmas cards to our volunteers.

Executive Session : Marge made a motion to go into Executive Session. Martha seconded. Jo, Marge, and Martha all accepted the motion. Marge made a motion to put Michael Rugnetta on the Board. Jo seconded. Voted on and passed. Jo made a motion to leave Executive Session, Martha seconded. Voted on and passed.

Next meeting: Tuesday, December 15th.

The meeting was adjourned at 9:58 a.m.

Respectfully submitted,

Marjorie Smith