**Council on Aging Meeting: June 16, 2020**

**Members present:**  Susan Lawless, Director; Jo Schofield, Chairman; Ava Grimason, Marge Smith, Martha Smith and Judy Rakutis.

The meeting was called to order at 9:28 a.m. by Jo Schofield.

The minutes of the May meeting were approved. Motion: Ava Grimason Seconded by Judy Rakutis. Voted on and passed.

OCES Report: June meeting minutes will be reported next month.

**Director’s Report**

1. Susan distributed both Expense and Revolving Account statements.
2. Susan is in the process of establishing a Transportation Policy for the COA. She believes to save the wear and tear on the vans that transportation should be limited to medical appointments and grocery shopping once a week. In town stops to the Post Office and Banks could also be included. The Board agreed that Hair Salon appointments and other personal trips should not be included. Susan will develop a policy and submit to the Board for approval.
3. The reopening of the COA is in doubt. Occupancy rules and opening requirements are not realistic at this time. Still do not know what phase COA openings can occur. Currently, the only room that could host an activity is the Dining Room. Occupancy level is 16 but can only host 25% or 4 people. Visitor Lists, Screening of attendees, Contract Tracing would all be required. The Building Inspector stated that no activities can be held on the second floor.
4. There is no June Newsletter. And no Newsletter is planned for next month.
5. There is no idea about funding for the rest of the year. Susan is now required to submit a monthly budget till our yearly budget is approved at Town Meeting.
6. The roof replacement estimate came in at $90,000. Currently it is our for bids. That and the printer are listed in the Town Warrant.
7. Susan is trying to set a standard asset qualification for the Tax Work Off program. Some seniors automatically qualify and receive $1,000 tax exemption. But there is no income guideline for the Work Off Program. She believes we should use the same income qualification standard that is used in the tax exemption program.
8. Susan purchased a new stove, dishwasher and microwave for the COA kitchen.
9. Susan is in the process of cleaning out the basement and establishing an inventory on walkers, crutches, shower seat, etc.
10. The COA has an excess of yarn and material. Suggestions were made to donate to the Girl Scouts, YMCAS, art teachers.
11. There are interviews going on to replace the Board of Health Director. That expertise is needed to set guidelines for reopening and Meals on Wheels approval, etc.
12. The COA needs a SHINE Coordinator. Training is required.
13. Ava is leaving the Board. Marge will check on the availability of Cheryl Zarella Burke. If she is not available Susan will have Charlie put it on the electric board advertising the position.

**Other Business**

1. Jo queried has Kathy LaNatra gotten back to Susan. No.
2. Have the gift cards to volunteers gone out? Yes.
3. Can we open for limited groups? Not yet. Susan hopes the Men’s Group, Knitting, Book Club and Writing Groups would be the first to come back.
4. Generations is not meeting but the Donation Box is accepting contributions.
5. Jo mentioned that it is up to the Board to evaluate the Director. We have decided to forego the evaluation for this year due to the late transition to the position and the implications of the virus on COA operations. Marge will develop an informal evaluation letter to be placed in our files.

The meeting was adjourned at 10:35 a.m.