

**COUNCIL ON AGING BOARD**  
**REGULAR SESSION MEETING MINUTES**  
**Veteran's Memorial Building, Rm 19**  
**2900 Main Street, Millis, MA 02054**  
**MEETING NOTES FROM February 8, 2019**

CALL TO ORDER: Maria called meeting to order at 9:08

The following persons were present:, COA Director Patty Kayo, Chairperson Maria Neville, Secretary Helen Daly, Bill Brown, Brooks Corl, Bert Lannon, Lisette Walter, Chris McCaffrey,

Secretary's Report

Motion to accept Secretary's Report as written made by Chris – second Lis

Treasurer's Report

- Only \$748.00 in the Municipal Sy & Expense line item – Patty will double check reported figures
- Gunbhushan is working 11 additional hours from the dispatcher position and Patty is working 8.5 additional hours from outreach hours
- Patty had formulated a workshop to compare working hours of other similar centers – Millis is the lowest on her chart – she will review this chart with Mike and the Selectmen at her next meeting – most other centers are open 8:30 to 3:30 or 4:30 every day
- New proposal will request 35 hours for director, 19.5 hours for outreach. 25 hours for department assistant and 16 hours for the dispatcher

HESSCO

- No Report as their meeting is next week

Outreach Report:

- Patty has covered 2 emergency fuel assistance requests and 3 Millis Fund.
- Note was made of the new Neighborhood Watch group spearheaded by Bev Temple to help those in need of food in emergency situations such as Government shutdown.

Director's Report:

- Enhance Fitness is currently lacking a Y trained instructor. The group is carrying on with inside leadership. Not sure if the Y will have an instructor available to run the next 16 week class. The gym's availability for this class ends the 3<sup>rd</sup> week of June as it is then used by the Rec. Dept.

Chairman's Report: -

- No Report

Old Business

- Gazebo Committee currently has 4 members and is set to meet on 2/20 at 10AM – Lisette has done some preliminary work and will head this group.
- Jean Thompson has volunteered to learn cable and will start training shortly
- Patty has not yet heard from Emmett regarding his new schedule – she will contact him
- GPS for new van. Patty has explored some options not satisfied with any so far. When asked, Bob Daly said that he printed out directions to new locations on his computer. Helen will check with her son – he has a stand- alone GPS??

New Business:

- Room 6 – COA has been given approval to use this room for our exercise equipment – Patty will explore all legal and liability issues. She suggested that a camera be installed in this room for safety

reasons. It was suggested that we talk to Trotter for a price? The Middlesex grant and another grant totaling \$21K will be used to cover the cost. Patty will check with the Police and Fire Depts as to where they purchased their equipment. Chris suggested getting a flat screen TV to mount in that room to be used while people are using the equipment. Patty will look into safety rubber mats. Suggested that room is used on a first-come first-serve basis

- St Patty's Day luncheon to be held 3/20. Patty will again make the corned beef - she will need help cutting the cabbage on 3/19 @ 1:30. She will invite the Selectmen as well as Pete Germain to be servers. She will need help cleaning up.
- COA future – Jim McCaffrey made a tour of the COA facility – he will bring his thoughts to the next Selectmen's meeting.
- School vacation will be used to make the move of furniture – suggested date is 2/21 @ 10AM. We will ask the Friends to cover the cost of the new flat screen TV and moving of the pool table. Patty will advertise opportunities to use the pool table, perhaps offer coffee and small goodies to get some people to come and use it.
- We have new microwave table and storage tables kindly donated. Chris will look into this. We are very grateful for this donation!
- Paul has been asked to put felt pads on the banquet size tables in Rm 18 so that the new floors will not be damaged.
- Helen suggested that Candy's corner be moved into the space in front of Patty's office – giving more room in RM 18 to put another table for lunches.

Move to adjourn made by Bert, second Bill

Meeting adjourned at 10:20am

**Next COA Board Meeting: March 8, 2019  
9:00 AM– VMB Room 19**