

**Town of Norfolk Council on Aging  
Minutes of Board Meeting**

**February 28, 2017**

Mr. Jay Talerman, Chairman called the meeting to order at 9:34 a.m.

**Board Members in Attendance:** Mr. Jay Talerman, Chairman; Ms. Beth Vallee, Vice Chairman; Ms. Charlotte Pfischner, Secretary; Ms. Kathy Burkle; Mr. Thomas Mirabile; Ms. Barbara Phillips

**Associate Members in Attendance:** None

**Town of Norfolk Director of Human Resources:** Mr. Scott Bragdon

**HESSCO Representative:** Mr. Gerry Calhoun

**Friends and Guests:** None

**Staff in Attendance:** Ms. Christine Quinn, Norfolk COA Executive Director; Ms. Jean Cotton, Outreach Worker.

**Minutes:** Minutes for the meeting of January 23, 2017 were read and approved unanimously by voice vote after a motion for approval was made by Mr. Talerman, seconded by Ms. Kathy Burkle.

**Introduction:**

**Ms. Quinn**

- Ms. Jean Cotton – newly appointed Outreach Worker welcomed.
- Has Master's Degree in Gerontology.
- Started at the Memory Café in Norwood.

**Financial Report:**

**Ms. Quinn**

- Remaining FY'17 budget - \$46,106.85 salary as of 2/03, \$3446.04 expenses as of 1/03.
- Remaining FY'17 formula grant - \$4226.31 salary as of 2/17, \$3193.89 expenses 2/14.
- FY'18 budget request is pending creation of a job description with Mr. Bragdon - related to increasing Outreach Worker hours to 25-30 per week.

**Senior Report:**

**Ms. Quinn**

- Norfolk Together is dissolving. Barbara Ward has requested a meeting "to insure their charitable work with low income people continues." Scheduled Fri. Mar. 3. No other details available. Mr. Talerman recommended a balance of funds, if any, be turned over to the Town under the gift statute (to be spent only as specified.)
- Tax preparation assistance available at other Senior Centers.
- Circuit breaker seminar will be held on March 7.
- Kitchen issues:
  - Fire Dept. responded to a smoke incident - fans not turned on.
  - Stove left on overnight.
  - Mr. Bragdon commented that the kitchen needs to operate under same standards as a professional restaurant with professional cleaning. Serve Safe Certified person needs to be in charge and responsible. These come with a cost.

- Ms. Quinn commented that one-third of the Formula Grant pays for kitchen salaries. The grant amount is determined by total senior population but the meals serve only a small percentage of that population.
- Mr. Talerman commented that replacing the freezer would be a capital expense.

**Correspondence:**

**Ms. Quinn**

- Letter received from FCOA President, Mr. Crane – funding for chair volleyball equipment, a lecture by a historian and laughing yoga program approved.

**Staff Report:** Transition in process with Outreach

**Ms. Cotton**

- Ms. Quinn noted the FCOA birthday rose presentation program is being changed from 90 to 80 years – an earlier opportunity to be in touch with elder seniors.

**Areas of Concern:**

**Mr. Talerman**

- Ms. Quinn, Mr. Talerman, Selectman Lehan, Administrator Mr. Hathaway, and HR Director Mr. Bragdon attended the Feb. 21 FCOA meeting.
- Points stressed: Per bylaws, FCOA serves all seniors through the COA. COA Executive Director and COA Board Chairman are members of the FCOA Board of Directors. Town employees need to be treated fairly. All seniors should feel welcome.
- FCOA needs to follow its charter and rebuild a bridge with COA.
- The Board of the COA exists only to advise the Director.
- A followup meeting with Mr. Lehan, Mr. Hathaway, Mr. Bragdon, Ms. Quinn, Mr. Talerman, Mr. Matt Haffner (Facilities Director) and Mr. Crane (FCOA President) is planned for next week.

**HESSCO Representative:** Nothing new to report.

**Mr. Calhoun**

**Legislative Report:**

**Mr. Talerman**

- Proposed 200 unit Lawrence St. project is not age restricted but could have downsizing possibilities for seniors.

**Friends Report:** None

**Group Activities:**

**Ms. Quinn**

- Healthy Eating evening presentation by Whole Foods rescheduled to Mar. 27.
- Evening SHINE program for seniors “soon to be Medicare-eligible” under consideration.
- Belly dance instruction, computer classes, elder dental program, and a buddy program to help welcome new faces are under consideration. Watercolor instructor being sought.

**Trips:**

**Ms. Quinn**

- Mar. 17 – Boston Flower Show \$17
- Apr. 4 - N.E. Aquarium \$26.00
- May 3 - WGBH Studio
- Ms. Bev Ross will end her service as trip coordinator with the WGBH Studio Tour.

**Unfinished Business:**

**Various**

- A wine tasting event and "Owls of the World" program still under consideration.
- Mr. Bragdon commented that the completion of the parking lot would be considered toward the end of the current fiscal year.
- The senior bus is being garaged at the Freeman-Kennedy School.

**New Business:**

**Ms. Quinn**

- A small and handicap accessible vehicle could be an alternative to the expense of using the Senior Bus below full capacity, for example food shopping for only four.
- Mr. Bragdon commented that the town is considering buying a small electric vehicle.
- Mr. Bragdon commented that he is the town representative to the GATRA Board.
- A slip and fall due to a melting icicle recently occurred despite continued and conscientious efforts of the DPW.

Motion to adjourn at 10:23 a.m. was made by Mr. Taleran, seconded by Mr. Mirabile.

Minutes Respectfully Submitted,

  
Charlotte Pfischner, Secretary

March 13, 2017

Next Meeting March 20, 2017 at 9:30 a.m.