



Town of Wakefield

Director

Karen Burke

Board Members

Flo Calore
Christine Dello Croce
Elizabeth Ellis
Maureen Hickey
Susan Jepson
Suzanne Powers
Joanne Scouler

Council on Aging Board Meeting Minutes

Via Zoom

Date: July 13, 2022

Meeting called to order at 6:32 pm by Susan Jepson

Members in attendance: Karen Burke Flo Calore, Maureen Hickey, Susan Jepson, Joanne Scouler. Mike McLane, Town Councilor also in attendance.

Councilor McLane provided a brief intro to his role as liaison to the COA from the Town Council. He also reported on a recent phone call he received from an elder resident seeking housing application. Maureen Hickey will follow-up.

Minutes reviewed of June 8, 2022, COA meeting.

Motion to accept minutes made by Flo Calore and seconded by Joanne Scouler, all in favor to approve minutes as presented.

Note: A vote did not occur to accept the Director's Report of the June 8, 2022, meeting. A motion to accept the Director's Report of June 8, 2022, was made by Susan Jepson, seconded by Flo Calore.

Financial Report

- Financials reviewed for May and June. June not yet closed out.
- June expenses included:
 - Shirts and vests for Senior Center staff, volunteers for events
 - Signage for Senior Center vans and car—magnetic signs
 - \$439 fuel fee transfer paid to DPW
 - Fees for transport of seniors:
 - free to and from Sr Center,
 - \$2 Wakefield resident to appointment
 - \$4 Non-resident transport
- Activity Report
 - Increased attendance in gym use and # of transportation trips; second van driver added to accommodate the increase.
 - June-Total 860 units—includes Gym uses-62; transportation-92 and at all other center activities: card games, crafts, woodworking, movie.

- Meetings with Beth Greenberg, Center SW, SHINE counselor, computer room use is not included in the 860 units, Director will begin tracking this info.

Maureen Hickey moved to accept Financial Report. Joanne Scouler seconded, all in favor.

Director's Report

- Furniture/ Equipment Proposed Purchases
 - \$10, 000 from Wilcox Fund was approved in April, for new chairs for the Lobby area Library. Items were ordered, but now some items are no longer available due to supply chain issues. Director to meet with designer to re-order some, not all previously ordered chairs, as some are worn and need replacing, but some are still serviceable.
 - Director reports that the treadmill in Senior Center gym needs to be repaired (\$900) or replaced (\$3000). The broken machine is 12-15 years old. Director proposes purchasing a new treadmill.
 - Director proposes a purchase or an elliptical machine for the gym if purchased with treadmill there would be a savings. (\$5000 for both new machines)
 - *A motion was made at this time to use the allocated Wilcox Fund of \$10,000 to purchase 4 new Library chairs, a treadmill and elliptical machine by Maureen Hickey, seconded by Flo Calore.*
 - *A second motion was made to grant Director discretion to utilize additional funds as necessary to complete the above purchases and notify the Board. Motion by Maureen Hickey, seconded by Susan Jepson, all in favor.*
- Center Events
 - Recent field trips have been successful and popular, all seats taken.
 - 2 Trips are planned with Stoneham COA in Fall/Winter.
 - Recent Intergenerational program was successful.
 - Director and Sr Center Staff are looking into adding classes such as yoga, additional Pilates, line dancing, and others.
 - Director and staff are also reviewing class attendance and wait lists, and options around adding attendees, or formulating an alternative sign-up process. Most class sizes were capped due to Covid.
 - Blood Pressure clinics will be held at Center weekly.

Maureen Hickey moved to accept Director's Report, Flo Calore seconded, all in favor.

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- Informational Items
 - Age Friendly
 - Survey for Master Plan is now open
 - Director will pursue info and regulations around a COA strategic Planning/Retreat in person.
 - “New Business” will not be an agenda item in future. Director will send a draft agenda out to Board one week in advance. If a Board member has an item to be discussed at meeting they will notify Director prior to meeting (at least 24 hours prior to meeting) to request the item to be added to meeting agenda as a specific item, thereby giving all attendees opportunity to prepare questions, comments information.

Motion to adjourn made by Maureen Hickey, seconded by Flo Calore, all in favor.

Meeting adjourned at 7:25pm

*Respectfully submitted
Flo Calore*