

Arlington Council on Aging
Meeting Minutes, November 15, 2018

Present: Jim Munsey, Paul Raia, Rick Fentin, Jill Greenlee, Christine Bongiorno, Mary Hung, Nancy Cox, Michael Quinn, Anne Brown, and Marge Vanderhill. BOS liaison: Joe Curro. Associates present: Mara Klein Collins and Bob Tosi

A. Call to order: The regular meeting of the Council on Aging Board was called to order by Jim Munsey at 6:06 PM on November 15, 2018, at 27 Maple Street, Arlington, MA.

B. Citizen's open forum: none.

C. COA Staff highlights: Chris Angell, COA administrative assistant, outlined her broad responsibilities under five main categories:

1. Streamline the reception area and reorganize office space
2. Manage the scheduling of rooms and daily office needs
3. Promote staff flexibility in hours to provide better coverage and staff ownership of specific projects and programs
4. Communicate to seniors through the redesign of the newsletter and program brochures, new electronic sign boards, and online resources
5. Clerical responsibilities

D. Minutes of the October 18, 2018, were approved. Michael so moved and Rick seconded.

E. Senior Center Building Update: Jenny Raitt, Planning and Community Development, presenting:

1. Driveway construction is on track. The new surface will be asphalt but the ramps will remain concrete. The trees will have a wider pit to allow room for the roots to expand. A rain garden and better drainage are planned, and the bike rack will be in front of the building.

2. Building Renovation Status: The estimated cost of \$4.1 million has risen to \$6.5 million to cover structural issues with the building shell such as a new roof, updating the HVAC systems, etc. The additional cost also includes design and engineering fees. Demolition of the ground floor is slated for August 2019. A transition plan is being worked on to decide where COA activities will take place during construction. The long term plan is to move Health and Human services to the second floor, freeing up space for community meetings on the main floor. The new facility will include a front entry that is more welcoming, new gender neutral bathrooms, and a commercial kitchen on the first floor.

F. Executive Director Report: Christine Bongiorno presenting

1. Budget:

- a. The Executive Office of Elder Affairs preliminary budget for Fiscal Year 19 has been set at \$12 per senior and Arlington's 2010 census

number for residents over 60 is: 9315. Our anticipated amount for this year is: \$111,780. I have put together a preliminary budget that will be submitted on 11/16/18 to EOE. The majority of the funding will be for staffing. I will have copies of what will be submitted at the meeting.

b. SNAP audit: We had our first SNAP audit on November 1st, Marci Shapiro-Ide participated in the process and she did an outstanding job. Overall our outreach and enrollment process were found to be sufficient. We will need to adjust the budget side of the process.

c. Community Development Block Grant Funds: Quarterly reporting is underway for Quarter 1.

2. Age Friendly:

a. A report was forwarded to members outlining the work that was conducted by Kya Roumimper over the last year. As is outlined in the report, there appears to be significant work remaining. An application has been submitted to AARP and Arlington was enrolled in the process on 11/29/17.

b. I would recommend that we start a small working group of the two board members that are interested in participating and one COA staff member that can move this initiative forward. I have appointed Shannon Murphy from the staff to take on this project to help move Arlington forward. Paul Raia, Ann Fitzgerald, and Anne Brown will represent the COA Board.

3. Programs/Staff updates:

- a. Fuel assistance support has begun, Jeety Gandhi has been handling multiple applications per week. Staff will be meeting and partnering with the Menotomy Weatherization Program to better serve residents.
- b. Shannon Murphy has been setting new programs: Diabetic Shoe fitting in February, Perfectly balanced program, Reiki, Musical performances, developing legal presentations, organizing the AARP tax program, LINKS etc.
- c. Kristine Shah is running the Thanksgiving Meal distribution and the Warm Wishes Program this year. She has set up a pilot program with UBER to provide rides outside of our current taxi and van program.
- d. Christine Angell has implemented the online room booking system and has updated the look of the newsletter, set up the display monitors in the building. Christine also organized a Diwali celebration along with the staff.
- e. Lourie August has been seeing an increase in seniors needing supports, continues to serve.
- f. Marci Shapiro Ide organized the Sage Table, has been organizing Tea Talks, Intergenerational Programming.
- g. Urvi Agarwalla has been partnering with many groups in town, has reached out to the Retired Men's Club and conducted blood pressure clinic.

- h. Dana Whittie has continued to serve as our front desk receptionist and has helped to coordinate the information that is given out at that point of contact.

G. Minuteman Senior Services: Marge reporting

1. The service report for Arlington, fiscal year 2018: Minuteman services are valued at \$5,172,476, for residents. This total includes consumers who have accessed multiple programs and services through Minuteman. It was suggested this be a handout for town meeting members.
2. COA board members would like to have a copy of the digital newsletter sent to them.

H. New Business:

1. Sub-Committees: Michael Quinn, Jim Munsey, Joe Curro, Bob Tosi, and Mara Klein Collins will prepare a report on the COA for Capital Planning and Town Meeting.

2. Publicize and increase van use during driveway re-construction. It was suggested using The Advocate.

3. Paul Raia reported for the Disabilities Committee: the newly purchased device for the hearing impaired is faulty. Christine said the vendor had been contacted.

I. The meeting was adjourned at 7:43pm. Rick so moved and Jim seconded.