

**Groton Council on Aging
The Groton Center
163 W Main Street
Groton, Massachusetts 01450
Meeting Minutes for May 8, 2023**

Date: Monday, May 8, 2023	
Time: 1:00 p.m.	
Location: The Groton Center	
Attendance: COA Board Members: Mihran Keoseian, Vice Chair; Michael Bouchard; Michelle Collette; Peter Cunningham; Therese Keoseian; Pascal Miller; Judith Palumbo O'Brien; Dottie Zale.	
COA Staff: Ashley Shaheen, COA Director.	
Guests: Mark Haddad, Town Manager. Tony Serge, COA Board Member Applicant.	
Facilitator(s): Mihran Keoseian	
Recording of Meeting Minutes: Ashley Shaheen	
Agenda Items	NOTES
1. Welcome & Opening Remarks -- Open Meeting	Mihran Keoseian opened the meeting at 1:01 p.m.
2. Meeting Minutes	Mihran Keoseian made a motion to approve the minutes from the April 10, 2023, COA Board Meeting. Therese Keoseian asked to add that the board discussed adding an addendum to the Building Use Policy to list the community groups that are grandfathered in. Ashley Shaheen mentioned that Michelle Collette asked to be listed as present in the meeting that occurred with Ashley Shaheen, Lauren Marcello, and the Woman's Club. With those additions, Michael Bouchard made a motion to approve the minutes for the April 10,

	<p>2023, Board Meeting as amended; Pascal Miller seconded the motion. The minutes were approved unanimously.</p>
<p>3. COA Department Report—Ashley Shaheen</p>	<p>This week is Senior Spirit Week at the Groton COA in celebration of “National Older Adults” month, which occurs each year in the month of May. Ashley requested recognition of this event by the Town Select Board, which is going to read a proclamation at the kickoff event on Wednesday. All the events scheduled for the week were distributed to the board.</p> <p>Programming: The COA received a \$1,600 grant through the Groton Lecture Fund for a four-part musical lecture series that will feature Frank King starting in the fall.</p> <p>Volunteerism: The COA celebrated the volunteers at the event on April 20th during Volunteer Appreciation Week. Thanks to Lauren Marcello for planning this wonderful event. Last week, the COA reinstated the weekly garden meet-ups for people to help out in the garden and offer their expertise. The Fishers are once again leading the planning for the garden, and work has been done with the signage, which is a nice improvement.</p> <p>Outreach: Meals on Wheels participants are up to 17 clients, which is the most we have had since Nickole has been in the Outreach Coordinator role.</p> <p>Transportation: Many residents have reached out after our postcard mailing advertising our transportation services. The tours around town with Peter have been a big hit—many thanks to Peter. During March, we provided 323 rides to 48 unduplicated individuals, which is the highest number of rides we have provided since covid. We recently welcomed a new per diem van driver, which we are happy about. We are still looking for drivers, so please let us know if you have referrals.</p> <p>The COA budget and the van budget were approved at the recent Town Meeting.</p> <p>We have a satisfaction survey out right now that was distributed with the newsletter, and copies are available at the front desk in the Groton Center.</p>

<p>4. Building Usage Policy Update</p>	<p>During the last COA Board meeting discussion on the proposed Building Usage Policy, many good points were made and questions asked, so now further conversations are happening with Town Counsel to see if there can be more flexibility in the policy. The plan is to revisit the Building Usage Policy after these meetings and discussions. It was asked whether the permitting for the Groton Center kitchen could be revisited to allow for a “shared kitchen”? The answer is yes, that question is being pursued with the Nashoba Valley Board of Health. There was a discussion about the current Meals on Wheels program, and it was agreed that a goal should be to use the Groton Center’s kitchen for regular meal service at the Groton Center. It was noted that this goal is in the COA’s Strategic Plan.</p>
<p>5. New COA Board Members</p>	<p>There is one current open position on the board—the person who takes this spot will be appointed for a one-year term, and then would be eligible to be reappointed again in one year for a regular three-year term. Then, after serving the three-year term, the person would still be eligible to be reappointed for another three-year term (so this person would be eligible to serve on the COA Board for a total of seven years).</p> <p>There will be two open positions as of July 1, 2023.</p> <p>The board member openings were advertised locally, plus candidates were sought after through word of mouth. The Town received three applications (which were previously shared with the Board Members). After discussion, it was decided to pick names out of a hat to determine which applicant would fill which spot (with the option to decline the spot with the potential extra year of service).</p> <p>Tony Serge’s name was picked, so a motion was made by Michelle Collette to nominate Tony Serge to the one-year term that is currently open on the COA Board. Judy Palumbo O’Brien seconded the motion. The board voted unanimously to nominate Tony Serge. Tony accepted the nomination. After one year, Tony will have the option to be reappointed for a three-year term, and then after that, he will have the option to be renominated for another three-year term.</p>

	<p>Peter Cunningham made a motion to nominate Harris McWade for the COA Board starting July 1, 2023; Therese Keoseian seconded the motion. The board voted unanimously to approve Harris’s nomination.</p> <p>Pascal Miller made a motion to nominate Lois Young for the COA Board starting July 1, 2023; Judy Palumbo O’Brien seconded the motion. The board voted unanimously to approve Lois’s nomination.</p> <p>Mark Haddad will put these nominations on the agenda for the next Select Board meeting.</p>
<p>6. Board Retreat</p>	<p>A Board Member retreat will be planned for the new board after July 1, 2023. Possible topics include Board roles and responsibilities, meeting management, regular meeting times, team building bonding, and goal setting and planning. The Strategic Plan should be road map. The board was asked for volunteers to serve on a working group to plan the retreat, including determining the time and place for the retreat and facilitator roles.</p>
<p>7. Strategic Plan Advisory Working Group</p>	<p>As part of the Reaccreditation Process, it was determined that it would be helpful to form a Strategic Plan Advisory Working Group of 4-5 people who would meet twice a year to review the Strategic Plan and the 6 primary goals listed in the plan. This committee will do a “process check.” The committee will include maybe two board members and one or two other members who are COA participants who may not have been on the original Strategic Planning Committee. They will review what is working, and what isn’t working. They will report back to COA Board at the May meeting and make recommendations on what the next round of the Strategic Plan should look like (i.e. we should drop this, add that, change this, etc.). If you are interested in this, please let Ashley know. This committee should be in place by the June meeting.</p>
<p>8. The NCOA Reaccreditation Process</p>	<p>The finish line is in sight and there is no missing information. All board members have been sent a link to the final documentation, and Ashley is making the corrections that have been submitted to her. The deadline is June 30th, but she hopes to submit the application prior</p>

	<p>to the deadline date. It's unclear whether it will be possible to print out the final completed application (or see a preview version online that could be shared)—Ashley will inquire.</p> <p>Michelle Collette made a motion to authorize Ashley Shaheen to upload and submit the requested Reaccreditation Application documentation with minor corrections allowed as needed; Mihran Keoseian seconded the motion. The board voted unanimously to approve the motion.</p>
9. Other Business	<p>Peter Cunningham shared an update on the Sportsman Club Property.</p> <p>Judy Palumbo O'Brien asked about the format of the minutes from the April meeting and questioned the agreed-upon format for minutes going forward. It was agreed to include the Directors Report as an attachment to the minutes and then add additional information if needed.</p>
10. Next Meeting	<p>The next meeting will be Monday, June 12, 2023, at 1:00 p.m.</p>
11. Adjourn	<p>Therese Keoseian made a motion to adjourn; Pascal seconded the motion. The board voted unanimously to adjourn at 2:23 p.m.</p>