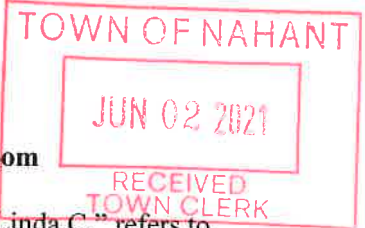


Nahant Council on Aging Board Meeting
April 16, 2021 Monthly Minutes
Combination Online (Zoom) Meeting & In-Person in the Fin Com Room



Notes: (1) In the following minutes, "Linda" and "Linda P." refer to Linda Peterson, and "Linda C." refers to Linda Connaughton. (2) Action items are underlined in red.

The Nahant Council on Aging Board meeting was called to order at 10:09 a.m. on Friday, April 16, 2021 by Chairperson Angela Bonin. Present (in person): Carol Sanphy, Angela Bonin, Joe Benson, and Linda Peterson. Present (via Zoom): Lollie Ennis, Emily Potts, and Sheila Hambleton.

REPORTS

Secretary's Report

Joe read the highlights of the minutes from the February 11, 2021 COA Board meeting.

Emily suggested the following change:

Original sentence (from New Items/Potential Replacements):
The job vacancy will still have to be posted.

Change:
The job will be posted.

Angela entertained a motion to accept the minutes, as amended. A motion was made and seconded. The amended minutes were then accepted unanimously.

Director's Report

The Director's Report was in two parts (1) "Where We Are & Where We Are Going" and (2) "Reopening Guidelines by Programs." (Number (2) is covered under "New Items" below.)

Concerning (1), the month of May will be a transition period, which means that 10 or 12 seniors will be invited back to the Tiffany Room for in-person lunches. People that we are now delivering to will still get their meals for one month. Subsequently, these people will be encouraged to come to the dining room. Kathie Hatfield has been cooking for us since the fall, using the St. Theresa House kitchen in Lynn. At the beginning of April, after Kathie had been vaccinated, she started cooking in the Tiffany Room kitchen on Wednesdays. Jim Konowitz, also vaccinated, will cook for us on Mondays. Linda is still looking for another chef for Fridays. She would like to drop Seaside Pizza in May. Brett will continue to cook on Tuesdays and Thursdays until Bill Morella returns in July or until we can find another chef. Judy Cerone would be a possibility, but she would not be allowed to cook at her house.

The request for vaccines has almost completely stopped. The next group of eligible seniors will be able to get their own appointments. There was considerable positive feedback from the people who were helped by the COA when they tried to get appointments. Success in getting these appointments was due largely to the considerable efforts of Ann Callahan and Diane Monteith.

The manicurist, Christine Coursin, is vaccinated and will return every other Monday beginning May 3. There will be Town Hall dividers between Christine and her clients. Hands will go underneath the dividers; everyone will wear masks; and the station will be sanitized after each client leaves.

The COA opening plans will have to be approved by the Board of Selectmen. John Coulon, the Board of Health Agent, has notified Linda that there's nothing anywhere in the Department of Health procedures for Councils on Aging. So if we want to open, we can do it, with the correct protocols in place. John wants to

3. All volunteers will need to wear gloves, changing them often if necessary.
4. Dining room tables will have to be cleaned after each meal.
5. All dish towels and aprons will need to be changed daily.
6. Floors must be swept after each meal.
7. Trash will have to be emptied after each meal.
8. All counter tops and the stove will be cleaned and sanitized after every meal.

Tommy Mazz comes into our center every morning and sprays all our surfaces—even though everything has been disinfected at the end of the previous day.

Dining room and kitchen notes:

1. If a volunteer goes from one function to another, gloves should be changed or hand sanitizer should be used on the gloves. It's OK if a volunteer uses two or three gloves per shift.
2. No coats or pocketbooks in the kitchen.
3. No more homemade desserts.
4. We are going to buy two air purifiers for the dining room. (They can be purchased for \$250 each.) We will use our funds unless the town considers them to be a COVID-related expense and makes the purchases for us.
5. The windows will be opened unless it's too cold outside. In that case, it will be better to use the air purifiers.

Shopping:

We resumed shopping in July, with four people going on Tuesday mornings. When the numbers went down in the fall, Linda discontinued the service. Now she wants to return shopping to the way it used to be—leave at 12:30 after lunch. However, nobody wants to do this because they're not at the lunchroom anymore. Nevertheless, Linda will allow shopping again if people want to participate. She hopes they will.

Exercise classes:

1. Linda Connaughton teaches strength classes on Monday mornings at 9:00. The classes are streamed on Verizon and Comcast cable TV and also via Zoom.
2. Chair Yoga is being taught via Zoom on Tuesdays at 9:00 by Patty Taylor.
3. On Wednesdays there is another strength class via Zoom.
4. On Thursdays there is Chair Yoga at 9:00, again taught by Patty Taylor, and Balance at 10:30, both via Zoom.
5. On Fridays there might be an indoor strength class (conducted by Linda C.) and an outdoor strength class (conducted by Sharon Dobbyn) on the same day. In any case, Linda C. and Sharon will share the classes on Mondays, Wednesdays, and Fridays.

Johnson School class:

Linda P. is working on adding additional in-person classes outside at the Johnson School. They will probably begin in June. Linda is going to speak to Tony Pierantozzi and possibly Tony Barletta about this.

Community Center classes in June:

Linda would like to have classes resume at the Community Center in June. Emily said she would ask Peter Vernam about the regulations for this. Linda has to know the dimensions of the room, so she can figure out how many people can participate in the classes. She is estimating eight people wearing masks and with the windows open. Each participant will have her own weights and mats assigned to her and will be encouraged to take the weights and mats home and bring them back to the next exercise class. Emily warned that exercise classes in an indoor space are among the hardest things to get approval for because people are breathing out a large number of particles. Safe distancing may have to be increased from six feet apart to twelve or twenty feet

OLD ITEMS

Appliances for the Kitchen

Vicky Masone told Linda that she could apply for a grant for us. As it happens, Tony Barletta knows Peter Barber, (a banker). Some of Peter's clients have restaurants that must close, and the clients want to get rid of fairly new appliances—a refrigerator and a freezer. With the grant money Vicky mentioned, we could afford to purchase these items, and a convection oven could also be covered under the grant. So Linda told Vicky to put the grant application in. The restaurant owners' appliances, as well as a new convection oven, could be purchased by July. Meanwhile, Eddie Poulin gave Linda an estimate on upgrading the kitchen's electrical system for the new appliances. The upgrading can be paid for with some of the funds that remain in this fiscal year's budget. (There is no fiscal year deadline for Viki's grant money.) Tony Barletta hasn't been in the town hall very much recently because of the baby and the COVID situation, so Linda hasn't spoken to him about all this yet.

Potential Replacement—Director's Position

Sally Zagnoli decided not to apply for the position of COA Director. (The position is 19 hours per week with no benefits.) Tony Barletta wants to interview the other two people who applied for the job. One is a man from Winthrop, and the other is a woman from Salem. There is a third applicant, but Linda thinks this person would not be a good fit for the position. Linda will stay on until July, if necessary, until we find a suitable replacement for her. COA directors typically need to receive remuneration from sources in addition to their directors' salaries—for example, pensions—so prospective directors have to keep this in mind. Contributions to the director's salary would not come from the Friends because the Friends deal only with exercise, nutrition, and social events. The Formula Grant does contribute to the director's salary but pays only half of it, with the town contributing the other half. Linda pointed out that we're a small town with no business tax base.

NEXT MEETING

The next Zoom meeting will be on Wednesday, May 12 at 10:00.

END OF MEETING

Angela entertained a motion to adjourn the meeting. A motion was made, seconded, and unanimously approved. The meeting ended at 11:00 a.m.

Respectfully submitted,
Joe Benson

Nahant COA Board Meeting Friday April 16, 2021



Where we are & were we are going:

We continue to deliver lunches to our seniors. I would like to open in May using a hybrid model. Ten or Twelve seniors will be invited back and the seniors we are now delivering to will still get their meals delivered. I plan on doing this for 1 month then it will be time to stop the deliveries and encourage some of them to come into the dining room.

Kathie has been cooking for us since the fall, however she was cooking at the kitchen in Lynn she uses to cook for the residents or St. Theresa house. We brought Kathie back into our kitchen to cook on Wednesday's at the beginning of April, she has been vaccinated. This has made it easier for Kathie. Beginning May 3rd, Jim Konowitz, also vaccinated will be coming back to cook on Monday's. Still working on another chef for Friday's. My goal is to drop Seaside in May. As for Brett, until we can find another chef or until Bill Morella comes back in July, Brett is fine.

The requests for vaccines has almost come to a halt. I think most seniors in Nahant are vaccinated. The next group of those eligible for the vaccine are able to get their own appointments. We got some wonderful feedback from all the people we helped get appointments. This is in large part due to Ann Callahan and Diane Monteith's relentless patience with the system and the seniors they helped.

Beginning May 3rd, our manicurist is coming back. She has been vaccinated. I will use one of the dividers that we have in the building to keep them apart. All will wear masks and the station will be sanitized between customers.

Lunch numbers:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
2020	335	306	275	511	477	764	652	575	566	596	512	608
2021	487	519	608									

Revenue:

	Jan	Feb	Mar/Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
2020	\$1367.	\$1324.	\$3,187.	\$1772.	\$1967.	\$1746	\$1759	\$1725	\$1834	\$1502	\$1866
2021	\$2405.	\$1938.									

- Friends - \$400.00 a month
- Seniors meals \$3.00 a meal
- Misc. donations

Re-opening guidelines by programs.

Lunch: May 3, 2021 (Monday, Wednesday & Friday)

Dining Room:

- Allow 12 seniors to come inside the center (3 tables 4 per table with 3' distance) and 4 seniors for outdoor seats, weather permitting.
- All guest must wear a mask until they are seated.
- Hand sanitizers on every table. Maybe we buy small bottles to give out.
- Sign up is going to be required, enforced and adhered to.
- All guest enter through the door with the awning, take their seat and the staff will serve everything, coffee/tea, water, and the meal. No mingling.
- A volunteer will come around and collect the lunch money.
- No salt and pepper shakers or other condiments allowed on table, upon request, the volunteer will bring the packages of salt & pepper.

Kitchen:

- Two people in kitchen, 1 chef and 1 helper
- All chefs and servers need to have a mask, gloves and head covering.
- All volunteers need to wear gloves, changing often if necessary.
- Dining room tables cleaned after every meal.
- All dish towels and aprons changed daily.
- Floors need to be swept after every meal.
- Trash needs to be emptied after every meal.
- All counter tops and stove will be cleaned and sanitized after every meal.

NOTES:

If a volunteer goes from one function to another they should change their gloves or use hand sanitizer.

No coats or pocket books in the kitchen.

No more homemade desserts.

The dining room will have 2 air purifiers.

The windows will be opened if needed.

Shopping: started July 7, 2020 discontinued in September, will begin on April 6th

- Allow 3-4 people on the bus not including the bus driver.
- All riders will wear masks including bus driver.
- If we need to we will add another day to accommodate everyone.

Exercise classes: (May 3rd)

- Monday – strength class via ZOOM 9:00
- Tuesday – chair YOGA via ZOOM 9:00
- Wednesday – strength class via ZOOM 9:00
- Thursday – chair YOGA via ZOOM 9:00 & Balance via ZOOM 10:30
- Friday – strength class via ZOOM & another strength class outside