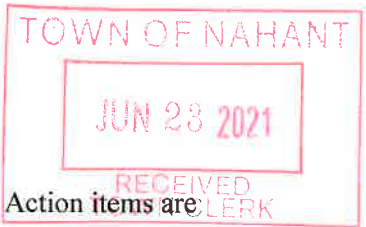


**Nahant Council on Aging Board Meeting  
May 19, 2021 Monthly Minutes  
Zoom Meeting**



Notes: (1) In the following minutes, “Linda” refers to COA Director Linda Peterson. (2) Action items are underlined in red.

The Nahant Council on Aging Board meeting was called to order at 10:02 a.m. on Wednesday, May 19, 2021 by Chairperson Angela Bonin. Present: Angela Bonin, Joe Benson, Linda Peterson, Lollie Ennis, Emily Potts, Sheila Hambleton, Linda Jenkins, and Donna Steinberg.

**REPORTS**

Secretary’s Report

Joe read the highlights of the minutes from the April 16, 2021 COA Board meeting.

Angela entertained a motion to accept the minutes. Sheila made a motion, and Emily seconded it. The minutes were then accepted unanimously.

Director’s Report

The Tiffany Room doors were opened on Wednesday, May 5 to 15 people (five tables with three people at each table). We purchased two air purifiers and bottles of hand sanitizers for each table. We’ve been doing the hybrid lunch program Monday, Wednesday, and Friday, with deliveries still being made five days a week. We used Seaside Pizza for lunch one day a week. The Tiffany Room opening went well, and people were glad to see their friends. However, it was difficult for Linda to keep people apart. In line with the government announcement about the state opening on May 29, we will be fully opening on June 1. This means that anyone who has made a reservation can come for lunch. (In 2019 we had 22 seniors.) Linda said she would ask the town nurse if she needed permission from the Board of Health to reopen the Tiffany Room for lunches again. The “other” Linda Peterson will prepare lunches every Friday beginning in June, replacing Seaside Pizza. Brett will go back to cooking on Tuesdays and Thursdays. Jim Konowitz will still be cooking on Mondays and Wednesdays. However, beginning June 23, Bill Morella is coming back and will be cooking on Wednesdays. Linda is going to ask Bill if he’ll cook three days a week. Then we won’t need Brett at all.

The manicurist, Christine Coursin, will come every Monday beginning in June, the same as before.

Lunch numbers:

Lunch numbers went up compared to their level last year.

Revenue numbers:

It’s difficult to give a breakdown concerning the revenue numbers for the lunch menu because there were so many donations, and it’s hard to put that information into a readable format. However, Linda did say that there’s plenty of money in the Donation Account. Now that we’re going back to a regular schedule, the cost of lunches will decrease significantly because presently Brett charges per person. This is a bit high, but Linda has still been glad to have his help as a cook.

Treasurer’s Report

Linda provided a printout of the “Statement of Revenues and Expenditures - FY21 Summary Management Report, from 7/1/2020 through 5/18/2021.” The report showed that because of the COVID crisis, as of May 18, 2021 there was more money than usual for this time of year in the following accounts: payroll, purchased services, general supplies & materials, and dues/memberships. (“Dues/memberships” is for our membership in

the Massachusetts Council on Aging; but the dues were waived last year.) Linda tried to spend the extra money but couldn't do it. As a result, we still have \$32,241 in our operating budget. This means that we still have about 44% of our operating budget left with only five weeks remaining in the fiscal year. Linda decided to wait until we get to the section on "appliances for the kitchen" today to talk about spending the extra money on the proposed new appliances.

Both the Director's Report and the Treasurer's Report were accepted unanimously.

## NEW ITEMS

### Discussion about the Future of the COA

Linda wanted to discuss where the COA was going to be in five years and how we're going to get there. In a previous discussion when Sarah was still here, we brainstormed about what the COA was going to look like in the succeeding five years. At that time we decided upon four "deliverables": (1) the website, (2) the lunch program, (3) moving to a new center, (4) the newsletter. Linda would like to devote a special brainstorming session each week primarily to each new deliverable topic, and, since she is leaving, one of the COA Board members (preferably Donna Steinberg) should lead the discussions. Linda will send all the materials from the last working meeting to the present Board members. She also said she and Donna could meet in person some day during the week after today's meeting, and she could give Donna all the relevant materials and set up a working schedule.

### Proposal for Restructuring the COA "Executive Director's" Position

In our warrant, the COA position is for a "coordinator," not an executive director. (Executive directors make more money than coordinators.) So Linda envisions a structure where we could have coordinators for three different parts of the COA—and who would be paid accordingly—instead of having one person at the top, not getting executive director pay. It wouldn't be easy to find a person to do this. So if a new director has not been hired by the end of the fiscal year, Linda proposes to split the position into three functions: (1) kitchen coordinator, (2) trip activities coordinator, and (3) finance. We could discuss these possibilities during our brainstorming sessions.

(1) The kitchen coordinator would run the kitchen and the dining room five days (=19 hours) a week. Volunteers would have to be used to help this person—for example, people who would perform the kind of functions Ann Callahan is performing now.

(2) The trip activities coordinator would schedule all the trips, outings, parties, and activities—maybe even medically-related activities during a medical crisis. This position would be for two to three days a week for eight to 12 hours.

(3) The finance person would do the payroll, the vouchers, the budgeting, and the grant writing. This would be a two to three days a week position for eight to 12 hours.

Linda had ideas for discussion items: What would be the per hour salary, and who would ultimately make the major decisions? (Usually the Board makes the major decisions, although in practice, right now, the day-to-day decisions are made by Linda. In the future, the day-to-day decisions would be made by the three main people listed above.)

Some questions arose concerning Linda's proposals. These questions could be considered during our "brainstorming" sessions.

(1) Do we have the funding for this plan? Answer: The Director's salary is funded. We also get the Formula Grant, and the assistant's position is already funded. But we'd have to pool this money together and decide how to use it—how to fund the three new positions (kitchen, trip, finance).

(2) If we have people for the positions listed above, will we still have a director? Answer: No. We would either have to have a director's position with a salary in line with industry standards or else break up the director's position into coordinators and pay them salaries in line with industry standards for coordinators.

(3) When the Town Administrator has meetings with all the department heads, who would attend—all three COA coordinators? Who would attend department head meetings and board meetings? Answer: This is something we would have to discuss. Some ideas about this were as follows: (A) Have a single department head who would attend important meetings, most of which would be financially-based, and the other two coordinators, who would have more defined roles, would get information from the single department head. The single department head would not work as many hours as the present department head. We could give the kitchen work to a lower-paid "director." (B) The kitchen coordinator would report to the department head, who would be doing two things (trips and finance) instead of three things. (C) It's good for the COA to have a "face"—a leader who would give the elderly people a feeling of continuity.

(4) There is money that we can't seem to spend. How about using some of this money for the director's salary? Answer: We have to spend this extra money by June 30. It was appropriated only for this fiscal year. In normal times, we do spend our budget.

## **OLD ITEMS**

### **Appliances for the Kitchen**

Linda reported that she didn't have the refrigerators yet (from the restaurants that are closing because of the pandemic). They will be purchased with a grant and will probably arrive sometime in July. However, the convection oven has been ordered through Harbor Sales and will arrive on June 22. It will cost \$3,429. Linda has a quote from Eddie Poulin, who is going to do the electrical work for the convection oven and refrigerators within this fiscal year. The quote is for approximately \$1200. Ann and Linda are going to discard old pans that have been left in the kitchen for the past hundred years as well as the wire stand that they have been hanging on. The pans and especially the knives that the cooks really like will not be discarded, and the pan area will be cleaned. It was suggested that we could buy new pots, pans, a cutting board, and cooking utensils, as well as an awning since there will still be so much money left over. Besides, Linda would have fun shopping. Another suggestion was to ask Bill Morella to do another cooking demonstration.

### **Potential Replacement - Director's Position**

There was another interview scheduled for the new COA Director's position, but it was rescheduled for next week because this week Tony didn't come in. The interviewee is Karen Smith, from Salem.

### **Board Member Position**

Angela reported that she had spoken to Kristen Taylor and sent her a job description. Kristen said that she was going to post it, but Angela has heard nothing since then. Linda based the job description on what Mark Cullinan had written many years ago. She got feedback from one of the seniors saying that the job sounded awful, and why would anyone want to apply for it? Linda suggested that the COA Board members could look at the description and maybe change something during one of the brainstorming sessions. Donna suggested that we not invite Tony Barletta to a session in order to get his input, too.

### **Johnson School Class**

At the April COA Board meeting, Linda mentioned a possible additional in-person, outside exercise class at the Johnson School basketball court. She had spoken to Tony Pierantozzi about this, and after consulting the school committee, Tony said that the best time for such a class would be at 2:00 or 2:30 after the students had gone home. However, Linda felt that people don't want to exercise at that time; they want to exercise at 9:00 a.m. So it's uncertain that we'll be able to do the outdoor class until we can find another place. Emily reported that no decision concerning the Community Center had been made yet, but one would be coming soon. Once a

decision has been made, we might be able to move the exercise class back there. However, it is worth noting the town is using a Community Preservation Committee grant to install a pickleball area at the Flash Road playground.

**NEXT MEETING**

The next meeting will be on Wednesday, June 9 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 10:50 a.m.

Respectfully submitted,  
Joe Benson