

***Town of Hudson  
Council on Aging***

**Minutes for Board of Directors Meeting 3/1/2017**

Meeting was called to order at 1:00 pm by Diane Durand, Chair.

Members who were in attendance: Diane Durand; Chair, Ed Silveira; Vice-Chair, Charlie Corley; Secretary, Nina Smith; Treasurer, Peg Bouvier, Glenna Karvoski, Vinny Giombetti, Tony Monteiro, John Gill, and Janice Long; Director.

Members who were absent: None

Affiliate Member in attendance: Gloria Goostray; Friends.

Diane asked for any additions/deletions to the **agenda**. The motion was made by Ed to accept the agenda and seconded by Peg and the vote was unanimous.

Diane asked for any corrections or additions to the **minutes** of the February 1, 2017, Board Meeting. Seeing none, a motion to accept the minutes was made by Vinny, seconded by Glenna and the vote was unanimous.

Nina presented the **Treasurer's Report** and noted her numbers matched the budget of the Senior Center. Nina mentioned the Revolving Account report from the town for January states we have \$113.46 more in the account than what our records show. A motion to accept the Treasurer's report was made by Ed and seconded by Charlie. The vote was unanimous.

Acceptance of the **Director's Report** was moved by Vinny, seconded by Nina and approved unanimously.

- ☐ Janice reported the radio was replaced in the old bus. It works well, but in some areas of town Virginia couldn't hear Walter clearly. The company and Walter are working on solving this problem.
- ☐ Coffee Talk with Janice was well attended with 30 people in attendance. Questions regarding the Library and possible enclosure of deck were asked and answered. There is a lot of interest in the deck enclosure.
- ☐ Janice had several meetings with Quinsigamond College regarding the Monday and Friday catered meals. The College started serving the meals during the last week in February. The meals cost is \$5.50 if you call ahead and \$6.50 if you do not call ahead. Janice arranged a meeting with Sam Wong, the Quinsigamond Chef and Professor of Elder Nutrition, along with BayPath Meals on Wheels Director, Denise Menzendorf who was a little upset about the catered meals. Janice wanted to make sure Sam Wong was aware of this new program and wanted his OK, which he gave. Denise suggested pulling the BayPath congregate meals on Monday and Friday and Janice asked her not to do that. She explained to Denise there are a set group of people who get their meals here for a \$3.00 donation. After the meeting with Quinsigamond, Denise informed Janice she would like to offer a cold lunch every day at the center in addition to their hot lunch. The cold lunch option will be tested during the month of March.

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- Janice informed the Board that the Dementia Friendly program is really expanding. She and other members of the Hudson Action Team were contacted by television station NECN to do a short story on the Dementia Friendly Registry in Hudson.
- The CHNA Grant was finally approved for \$13K. This grant will be used for community training in Hudson, Marlboro and Northboro. Kelli and Janice will be setting up meeting with these communities sometime next week.
- Kelli Calo and Janice are also looking into another grant from Metro West Health Foundation to duplicate our DayBreak program in Northboro and Marlboro if these towns are interested. They will also request funds for the Hudson program; as the daybreak program now has a total of 13 individuals taking part in the program.

Acceptance of the **Outreach Report** was moved by Glenna, seconded by Peg and approved unanimously.

Acceptance of the **Bus Driver's Report** was moved by Nina, seconded by Ed and approved unanimously.

### **Friends' Report**

Gloria shared with the Board the Friends updated their by-laws and the president (Jackie) was elected for a two year term.

Gloria reported the Friends agreed to purchase two pool tables for a cost of \$6,000 and will donate them to the Center. They also agreed to purchase a lawn mower so the lawn in the back of the building can be mowed and will pay for an Estimator to determine the cost of adding an enclosure to the deck of the Center. They are looking to see if a canopy can be installed over the handicap ramp.

**Correspondence:** The Board received a card from John thanking us for the lamp we sent him in remembrance of this wife, Stephanie.

**Old Business:** A discussion on the possibility of enclosing part of the outside deck continued from the February meeting. Diane and Charlie shared with the Board the discussion they had with Tom Moses, the Town's Executive Director, regarding the responsibilities the COA Board had when it came to making changes to the Senior Center.

Diane and Charlie also shared with the Board three options available to the Board if they decide to move forward with adding additional enclosed space to the Center. The options are as follows;

#### **Option 1**

To ask the town to appropriate the necessary funds to add space to the building. These funds need to be appropriated at a May town meeting as they will need to be included in the article dealing with Capital planning. The earliest this could happen is May 2018. If town meeting approves the funding, then it would be a town approved project and the Board will have input to the planning and the construction of the additional space.

#### **Option 2**

The second way to add space to the building is to have the Friends completely pay for the project using their funds and they run the project. If the Friends handle the project, they will not be subject to the state bidding process or paying prevailing wages. If the Board decides to go this route, then the Board needs to sign off on the parameters of the additional structure. Some of the parameters the Board can set are as follows; the size of the

structure, how it would be heated, number of windows, the placement of the entry door, roof design, etc. Once the Board sets and approves the parameters, the Board can't have anything to do with the building of the addition; this also includes Janice and other town employees. This includes reviewing the plans or commenting on the building of the addition. If we as a Board or as individuals are involved in the design and/or the building of the structure then by law it becomes a town project and will be governed by the town bylaws and the state bidding laws including the payment of the prevailing wages to the workers.

### Option 3

The third way to add additional space to the building is for the Friends to gift to the town the total cost of adding the additional space to the center. Before this could happen, the Board or its agent needs to determine the cost of adding the additional space to the center. As an example, if it was determined the cost of the addition was \$150,000, then the Friends could gift that amount of money to the town and then the Board and the town would be responsible for the construction of the addition.

After a discussing the three options, the Board rejected option 2 as unworkable as many members were uncomfortable with the requirements the Board and the Center employees would need to follow.

There was an in-depth discussion regarding options one and two. After this discussion, a motion was made by Tony and seconded by Ed. The motion is as follows **to ask the Friends of the Hudson Senior Center to present to the Board a cost estimate, using the prevailing wage law as a guide, of enclosing part of the upper deck.** The motion was approved unanimously.

Diane gave Board members an update on the discussion Attorney Bergeron had with the Board in February regarding the tax deferral option. Members had a number of questions regarding this program. Diane and Janice agreed to contact Attorney Bergeron to get answers to these and other questions and report back at the April COA meeting.

**New Business:** Diane and Charlie shared with the Board Tom Moses' concern regarding a potential conflict of interest in having COA Board members also being paying members of the Friends of the Hudson Senior Center. He suggested Board members should resign from the Friends to avoid any appearance of a conflict.

- A motion was made by Glenna to adjourn the meeting, seconded by Nina and unanimously approved. Meeting adjourned at 2:27 pm.

The next meeting will be held on April 6, 2017 at 1:00 pm.

Respectfully submitted,  
Charlie Corley,

Secretary