



# Rehoboth Council on Aging

FRANCIS HALL- 27 FRANCIS FARM RD  
REHOBOTH, MASSACHUSETTS 02769

## **REHOBOTH COUNCIL ON AGING (COA) BOARD MEETING MINUTES**

**April 26, 2023**

**Meeting Location:** Francis Hall, 27 Francis Farm Rd, Rehoboth, MA 02769

**Meeting Date:** April 26, 2023

**Meeting Time:** 7:00 PM

1. **Call to Order:** The meeting was called to order at 7:02 p.m.
2. **Pledge of Allegiance**
3. **Members Present:** Brittany Bixenman, Joan Levesque Arguin, Susan Laverdiere, Dr. Robert Lambe  
**Members Excused:** Ron Whittemore, Neal Harrington, Associate Member MaryBeth Moriarty  
**Director Present:** Linda Sherman  
**Guests Present:** Dr. Richard Panofsky, Jane Williams, Kim Ciociola
4. **Review Meeting Minutes:** The March 22, 2023, COA Board Meeting Minutes were reviewed, all board members in attendance received a copy of minutes. Dr. Robert Lambe made a motion to approve the meeting minutes as amended with the update of "Sue" to "Susan;" Joan Levesque Arguin seconded the motion. The March 22, 2023, COA Board Meeting Minutes were unanimously approved as amended.
5. **Presentations:** None
6. **Expense Report:** The COA Board reviewed the COA expense report. Dr. Richard Panofsky made note of the interest that was generated in the COA Donations account. No further comments or questions were presented by the board members.
7. **Director's Report:** Linda Sherman presented the director's report. (1) Food services: Meals on Wheels continues; Gert's Café has been serving 70- 90 guests; Donuts from Dunkin Donuts are provided on Wednesdays and Fridays; Lunch will be now served on Wednesdays at noon – at least 40 people attended the first lunch event. (2) Photo Booth: Rolled out Events brought in a photo booth during Gert's Café, we have displayed the pictures on the new Signage TV. (3) Reception Desk: the desk is in place; we have ordered a new computer. (4) Gert's Café: Tech Help is being provided by Jennifer Shallcross each Monday during lunch. A birthday cake has been donated by the Blizzard of Giving; the cake is made by Traditions Bakery. Therapy Dogs were present before lunch on April 24th. (5) Easter Egg Hunt: Partnered with the events committee; The Senior Center served cookies, whoopie pies, and mini cupcakes. (6) Combined Yoga will start in May – a mat or chair can be used. (7) Un-Masquerade Ball: The date is set for June 13th from 4-7pm, presented in conjunction with the Taunton COA. An anonymous donor will be covering the \$10 cost for tickets for Rehoboth senior citizens who wish to attend. Lt. Larrivee will build a smores bar and have a small fire pit. (8) MCOA Walk-Off Challenge: We will host May 3rd @ 10:00 am.
  - Dr. Richard Panofsky sent out a postcard to Rehoboth senior citizens, approximately 2,600 homes, inviting individuals to provide their email and join the email distribution list in order to receive information about events and the COA. The postcard was funded by ARPA funds.
  - The My COA login statistics were provided and reviewed by the COA Board members.
8. **Old Business:**
  - a. Update on COA staffing and positions: Brigitta Hart was hired as the full-time administrative assistant for the COA; planning to start on May 8<sup>th</sup>, 2023. Dr. Richard Panofsky, reported the additional full-time outreach position has been approved, the hiring process in underway.
  - b. Update on new COA Board members: Joan Levesque Arguin has been approved by the Board of Selectman.
  - c. Further discussion was held on the possible formation of a COA Board Growth and Development Subcommittee (COA goals for Fiscal Year 2023-2024). The board received an outline of the ARPA Project Funding Plan for guidance on areas where the Growth and Development Subcommittee might focus or provide input on. Dr. Richard Panofsky expressed support for the subcommittee. Dr. Robert Lambe made a motion to form the COA Growth and Development Subcommittee, Susan Laverdiere seconded the motion. Brittany Bixenman and Susan Laverdiere expressed interest in being a part of the COA Board Growth and Development Subcommittee. The motion to initiate a COA Growth and Development subcommittee (current members of the subcommittee would be Brittany Bixenman and Susan Laverdiere) was unanimously approved.
9. **New Business:**
  - a. Review and interview new COA Board Applicants (Currently one open COA board position to be filled)
    - New Applicants: Jane Williams and Kim Ciociola
    - Kim Ciociola was introduced as a new applicant to the COA Board; all members present confirmed that they received a copy of Kim's Talent Bank Form. Kim introduced herself to the board members, expressed her areas of interest and highlighted her prior experience with being a nursing home administrator and her

culinary arts background. Kim also reported that she is also a member of Community Health and Human Services Board.

- Jane Williams was introduced as a new applicant to the COA Board; all members present confirmed that they received a copy of Jane's Talent Bank Form. Jane introduced herself to the board members, expressed her areas of interest, spoke on her background in finance, and highlighted her many years of involvement at the COA and with the Rehoboth community.
- b. Vote to recommend COA Board applicant to Board of Selectman as indicated.
  - Dr. Robert Lambe made a motion to recommend to the Board of Selectman that Kim Ciociola be appointed to the COA Board as a primary applicant and that Jane Williams be recommended as a secondary applicant in waiting should another COA Board position become available; Susan Laverdiere seconded the motion. The motion was unanimously approved.
- c. Review board positions and structure
  - The COA Board discussed appointing a Treasurer position to provide a summary of any budgetary changes or items of interest from the monthly expense report during the COA Board Meeting. Susan Laverdiere made a motion to appointment Ron Whittmore as the Treasurer conditional on his acceptance of the position; Dr. Robert Lambe seconded the motion. The motion was unanimously approved.
  - The COA Board discussed appointing a Secretary for the COA board; Dr. Richard Panofsky reported the new full-time administrative assistant position did have attending the COA Board meetings and taking minutes as part of the job description. The COA Board discussed having a COA Board Clerk or Secretary to coordinate with the full-time administrative assistance for meeting minutes. The topic of appointing a COA Board Clerk or Secretary was tabled for further discussion.
- d. Update on COA water and kitchen:
  - Dr. Richard Panofsky reported that the town is working diligently to have the well that would supply water to the COA building be approved by the state; however, the process is expected to take another few months. In order to prevent further delay in opening the COA kitchen; two portable water tanks will be obtained in order to supply usable water for the COA kitchen; this will be hooked up to the COA building to allow for kitchen operations. Dr. Richard Panofsky and COA Director Linda Sherman will work on the water tanks and the process of preparing for kitchen operations. These water tanks will be funded by ARPA funds.

**10. Bristol Elder Services, Inc. (B.E.S.I.) Report:** None.

- Chair Brittany Bixenman reported plans to explore having a COA Board representative continue to coordinate with BESI for updates.

**11. Correspondence:**

- a. The thank you letters sent to Dr. Bruce Thayer and Charlene Cunha were reviewed.

**12. COA Building Usage Requests:**

- a. Rehoboth Senior Citizens Club – Building Usage Request for Bazaar on 10/14/23
  - The Seniors Citizens Club Building Usage Request Form for the Bazaar on 10/14/23 was reviewed by the COA board; all board members present received a copy of the building usage request. Stephen Silva and Diana Silva spoke regarding the Bazaar, reporting the last time this was held at the COA in October 2022 they had a very successful event, they donated over \$500 dollars to the COA, and they had a lot of town involvement and support. The approved supervising COA agent would be Linda Sherman (opening), Brittany Bixenman (closing); Joan Levesque Arguin and Susan Laverdiere also offered to cover the midday shift as indicated. If the COA kitchen is operating and the Senior Citizens Club would like to utilize the COA kitchen then the COA board would have review the request and vote to approve kitchen usage at a later time. Dr. Robert Lambe made a motion to conditionally approve the Building Usage Request Form for the Bazaar on 10/14/23 pending confirmation of the supervising agent and re-assessment if there are requests to utilize the COA kitchen during the event; Susan Laverdiere seconded the motion. The motion was unanimously approved.
- b. Rehoboth Senior Citizens Club – Building Usage Request for Yard Sale on 6/10/23
  - The Seniors Citizens Club Building Usage Request Form for the Yard Sale on 6/10/23 was reviewed by the COA board; all board members present received a copy of the building usage request. Stephen Silva, Diana Silva, and Donna Howard spoke regarding the Yard Sale, stating that this event would be similar to the Bazaar event they have held in the past and it would be a funds generating event; the event would be held inside and possibly outside under the pavilion; they would have outside vendors present. The COA kitchen would not be utilized for this event. Funds generated by the event would be utilized by the Senior Citizens Club to fund transportation for senior events that would be open to Senior Citizen Club members and some of these events would be open to non-member senior citizens of the community as well. Dr. Robert Lambe inquired about insurance coverage for outside vendors. Susan Laverdiere made a motion to conditionally approve the Building Usage Request Form for the Yard Sale on 6/10/23 pending review and approval of the Board of Selectman, Dr. Robert Lambe seconded the motion. The motion was approved unanimously. Dr. Richard Panofsky and Chair Brittany Bixenman will reach out to the Board of Selectman on the topic.

**13. Open Forum:**

- a. Diana Silva made a comment regarding the Bazaar; stating that prior selectman Marc Pacheco had previously invited the Senior Citizens Club to speak about the Bazaar on his radio talk show in Taunton. Diana Silva stated that utilizing a radio

talk show might be a good way to increase awareness of the COA and membership. The COA Board expressed appreciation of the suggestion, they will continue to explore marketing areas and want to ensure that marketing opportunities are approved by the Board of Selectman and that the COA can accommodate any possible increase in attendance that may come with marketing events.

- b. Donna Howard presented the question if there has been any discussion or suggestions regarding signage for the Senior Center at the end of the street. The COA Board expressed that COA signage would not be an area that the COA Board can approve; however, they can make recommendations or suggestions to the Board of Selectman as indicated. Dr. Richard Panofsky also expressed that the signage for the COA is an area being explored in the ARPA plan. The COA Board expressed interest in exploring this topic further at the next board meeting. Dr. Richard Panofsky plans to express to the Board of Selectman that this is an area of interest of the COA Board and was brought up during open forum by the community.
- c. Diana Silva made a comment that she felt the handicap parking for the COA building is an area of issue and concern. The COA Board expressed interest in exploring this topic further at the next board meeting. Dr. Richard Panofsky plans to express to the Board of Selectman that this is an area of interest of the COA Board and was brought up during open forum by the community.

**14. Any other business that may come before the COA Board:** The next COA Board meeting was confirmed to be scheduled for Wednesday, May 24, 2023 at 7:00 PM.

**15. Adjournment:** The meeting was adjourned at 8:50 PM

**Next Meeting:** Wednesday, May 24, 2023 at 7:00 PM

Respectfully submitted,

Brittany Bixenman, COA Board Chairperson

Approved by:



Brittany Bixenman, COA Board Chairperson

**The posting of the above notice was made pursuant to the provisions of the Open Meeting Law, Sections 18-25, Chapter 30A of the General Laws of Massachusetts, as amended.**

The Town of Rehoboth advises its employees and the public that it does not discriminate on the basis of a person's disability in employment or in access to its programs, services, and activities. This meeting location is accessible to people with disabilities. The Town of Rehoboth has designated Deborah Arruda to coordinate efforts to comply with the requirements of Executive Order 526, the Americans with Disabilities Act, the federal Rehabilitation Act and various other federal and state laws protecting the rights of people with disabilities. If you have a disability and require a reasonable accommodation to fully participate in this event, please contact the Town Administrator's Office no later than forty-eight (48) hours prior to the event by phone at 508-252-3758 X-3104 or email [DArruda@RehobothMA.gov](mailto:DArruda@RehobothMA.gov) to discuss your accessibility needs. Requests for accommodations or modifications made within the forty-eight (48) hour window will be honored to the maximum extent feasible, but it may not be possible to fulfill them