

COMMISSION ON AGING
MINUTES
FEBRUARY 16, 2022

- Attending: Steven Katz, Presiding; Kip Burgweger; Carol Burns; James Dougherty; Ann Marie Hynes; Amy Jurkowitz; Ellen Wolfson
Staff: Lori Contadino; Laurette Helmrich
- Call To Order: The meeting was called to order at 8:32 a.m. The meeting was held by Zoom.
- Minutes: Minutes of the January 19, 2022 meeting were distributed prior to the meeting. The Chair asked if there were any corrections. With no corrections mentioned, the Chair noted the Minutes as accepted.
- Chair's Report: S. Katz noted that most mask mandates for town facilities are being lifted. 299 On The Ave is one of several where it has been left to the facility to decide. Two motions related to the issue were made:
MOTION: To continue the mask mandate for 299 On The Ave until the re-opening committee meets and discusses the issue. Seconded. Approved unanimously.
MOTION: To delegate authority to the re-opening subcommittee to set a mask policy that will be in place until reviewed by the full Commission at its March, 2022 meeting. Seconded. Approved unanimously.
- Dept. Of Human Services: E. Wolfson reported that the Department is approximately 8% under budget for the year. 273 people responded to its client survey.
- Nathaniel Witherell: E. Wolfson reported that they have hired a new food service vendor. Over 98% of staff are vaccinated. The Board will next meet in executive session to review and discuss the facility's future based on the study done.
- SWCCA: A.M. Hynes reported that SWCCA passed a high level audit. Several case managers have resigned. They have hired a full time eligibility manager to relieve case managers of this task.
- Friends of The Senior Center: A.M. Hynes reported that there was no report. They will meet in March.
- Senior Center: L. Helmrich reported
Senior Center Re-Open
Planning on phased re-open beginning on March 1st
Drive Thru Lunches
We continue to deliver lunches in the back of building to help staff during the cold weather. Lunches will begin to be distributed indoors in the spring
- Parking Permits

Permits will only be issued to those enrolled in courses to be held in the building
New Kitchen
RFP is in process

Commission
Directors

Report: L. Contadino reported

Personnel:

Retirement of Maria Higbie, Customer Service Representative will be effective April 1, 2022. We've been working with HR to update her job description and to create a job description for the 25 hour part-time Commission on Aging Staff Assistant simultaneously. Once the job descriptions are accepted and in proper format by HR, they will be shared with GMEA for Union approval. The jobs will be posted and tests will be administered for each position.

Senior Tax Relief:

Eligible homeowners can submit applications (State and Local) to the Assessor's Office for Senior Tax Relief. Filing dates are February 1 - May 15th. For additional information and technical assistance, please contact the Assessor's office directly.

AARP Income Tax Preparation:

Free Income Tax assistance is available. Supplementary packets of information are available at the Senior Center (main lobby) with instructions as to where to drop off completed packets at Town Hall.

Share-the-Fare

Completed analysis of 4 years utilization of the Share-the-Fare program. Letters were sent to 159 unduplicated individuals that the current voucher program would be coming to a close on June 30, 2022 to make way for the new Share-the-Fare program which will begin on July 1st. 159 unduplicated users of the program over the past 4 years. Impact of COVID-19 clearly evident over the past two years, but utilization should increase with the reduction in viral spread and nice weather on the horizon.

Café 299

Met with Brian Finneran, Food Service Consultant to review the RFP process and documents. Additionally, Laurette and I met with Purchasing to review the RFP but also discuss a time line for releasing the proposal for food service vendors. Time line for release of the food service RFP will be dependent on the release of the construction bid packet.

Marketing: A. Jurkowitz reported that it appears that a designer has been identified to work on the re-branding and marketing. The new branding will be used across all media to create a consistent and identifiable image. We need to determine what our membership age limit will be to determine our target audience. This will be discussed at the March meeting.

Next Meeting: The next meeting of the Commission will be at 8:30 on March 16, 2022

Adjournment: The meeting was adjourned by the Chair at 9:15 a.m.

Respectfully submitted,

James B. Dougherty

Secretary