**FINAL**

**Carver Council on Aging**

**Secretary’s Report**

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| **Meeting Date:** | November 3, 2022 |
| **Meeting Location:** | Town Hall, Training Room #1 |
| **In Attendance:** | Donna Forand, Claudia Miller, Helen Marrone, Elaine Raymond and Mary DuRossAlternate: Paula Hitchcock |
| **Absent:** |  |
| **Guests:** | Elaine Weston, Assistant Town Administrator/Human Resource Coordinator |
| **Start Time:** | 4:34 PM |
| **Adjournment Time:** | 5:44 PM |
| **Next Meeting:** | Thursday, December 1, 2022 |

**Approval of Agenda:**

**Motion** to approve the November 3, 2022 agenda by Claudia Miller. Elaine Raymond second. Unanimous.

Approval of Minutes for October 4, 2022

**Motion** to approve the October 4, 2022 minutes by Elaine Raymond. Claudia Miller second Unanimous.

Defer Approval of Minutes for September 2022

Mary Dormer asked that her comments be reviewed before approving the minutes.

**Motion** to approve as amended July 21, 2022 minutes. Claudia Miller second. Unanimous.

Town Administrator sent a Carver COA Board of Directors Agenda Guidelines and Chair, Donna Forand read out loud.

**Motion** to approve Carver COA Board of Directors Agenda Guidelines by Elaine Raymond .Claudia Miller second. Unanimous.

**Maintenance Update**

Delay of inspections of town buildings due to staff transition. Donna read the update pressure washed, round window in dining room painted, prisoner work relief program not be offered at this time.

David Siedentopf, CFA Director of Operations and Maintenance

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Donna Forand apologized to the board for 9/29/2022 and has suspended public comments.

Food Policy

Paula Hitchcock sent email answering Donna’s request about Agenda’s upcoming meeting. At 4:04 PM 8/19/2022 Paul responded that the cake issue should not be discussed at the meeting and should not be placed on the agenda at this time.

Regarding candy, never a restriction on consumption of candy. Can eat candy but to share the head cook is informed that sharing is happening.

Public Hearing Notice Board of Health reviewed board policy and approved.

Mary Dormer states only thing you can restrict is peanut allergy.

Dietician Letter 7/21/2022 responded to candy distribution issue.

No one has been denied GATRA service. Connie explained how GATRA resources work and explained how it works for the Carver citizens.

Donna recommends to keep current food policy in place. The Council on Aging will utilize a community table. Claudia stated because there are no changes no motion needs to be made.

Usage Agreement

Table until next meeting so board has a chance to review. Once we discuss and if any changes recommended we will have to get approval from Town Administrator and Town Counsel.

Approved by Town Administrator as well as town counsel.

Director’s Report

October Updates.

Congregate meals 189, meals on the move 786 for a total of 975 meals.

My Senior Centers registrations to date 326. Ten additional since last meeting.

Newsletters 605 emailed, 872 mailed, 300 distributed throughout the town for a total of 1, 777.

For further detail on Director’s Report see attached.

November Highlights.

Free Senior Veteran Lunch, Wednesday, November 9 @ 11:30 am

Singer Jennifer Mello Concert, Wednesday, October 9, @ 12:00 pm

Turkey Luncheon, Tuesday, November 15 @ 11:30 am tickets on sale for $5

“The Naughty Pilgrims” by local author Dianne Finn, Wednesday, November 16 @ 1:00 PM

Friends of COA Holiday Craft Fair, Saturday, December 3rd from 9:00 am-1:00 PM

Beginning in January 2023 Friends of COA will purchase cake on first Wednesday of every month to celebrate birthdays. Thank you to the Friends of COA for volunteering this service to our seniors.

Recreation Director had to postpone his visit scheduled for tonight’s meeting. He will discuss possible pickle ball court. Donna Forand stated her concern is that the COA benefits from this potential.

Town Administrator: Future: Building Discussion

Claudia Miller gave notice of resignation to Town Administrator.

Documents Reviewed/Read at Meeting

Claudia Miller

Board Comments

Paul Hitchcock. COA got $30K from Pachecho. Connie Kelly met with Senator Pachecho. Specialized for specific areas.

Elaine Raymond. We intended to have fall, too late for Holly Fair.

Helen Marrone thanked Donna Forand for all her hard work and years caring for seniors.

Claudia Miller no comments.

Donna Forand addressed citizens and tries to do a good job and hopes they understand her learning as she becomes a chair expert.

**Adjournment:**

Motion to adjourn made by Claudia Miller. Elaine Raymond second. Unanimous.

**Document List:**

Attached:

Director’s Report

Maintenance Report

Current Food Policy

BOH Email

Agenda Guidelines

Candy Statement

July, September and October minutes

Cake Email

Letter from Amanda Hazelman Dietitian OCES

Rental Agreement