



Council on Aging Board Meeting Minutes

Via Zoom
Date: September 13, 2023

Call to order at 6:31 p.m.

Present: Julie Brown, Karen Burke (Director), Maureen Hickey, Susan Jepson, Jim Morin, Sherri Oken, Joanne Scouler (got cut off at about 7:20) Bob Vincent

Absent: Christina Della Croce,

Open Space Initiative Representatives: Judy Green, Kelly King, Environmental Planner

<p><u>Director</u> Karen Burke</p> <p><u>Board Members</u> Julie Brown Christine Della Croce Maureen Hickey Susan Jepson Jim Morin Sherri Oken Joanne Scouler</p> <p><u>Town Council Liaison</u> Bob Vincent</p>

- I. Call to Order
- II. No Public Attendees
- III. Presentation on progress/process of Open Space in Wakefield
 - A. Open Space Initiative started in 2005 and also includes a Recreation Plan Committee.
 - B. What is covered in the plan?
 1. Public or private undeveloped land with conservation interest
 2. Environmental benefits
 3. Outdoor recreation facilities.
 - C. OSRP is required by MA and needs to be updated every 7 years.
 1. Purpose – long range vision for Town management of resources and a guide for Town policy decisions
 2. OSRP is prescriptive on what must be included: Community snapshot and inventory (baseline), needs assessment prescribing areas of improvement, goals and objectives establishing where do we want to be; ADA self evaluation; identifying possible sources of funding.
 3. Process involves continuous engagement, seeking public comment, submitting the plan to State.
 4. Current funding comes from funds appropriated by the Town Council.
 - D. Feedback
 1. Already indicated: recreation for all ages, alternatives to driving that are safe, maintenance to high standards, addressing climate change
 2. A next step is to get more public feedback on accessibility concerns.
 3. COA provided feedback on what the Town is doing well for senior residents, what improvements are needed, and made additional suggestions for future opportunities.
- IV. Approval of Minutes from June 2023

? made a motion to approve the minutes of the June meeting, Jim seconded and all voted in favor.
- V. Financial Report: June – August
 - A. Status
 1. We are now in fiscal year 2024 and are on track.



2. Drivers' hours have increased 46 from 30 allowing us to provide more transportation services.
 - B. Budget
 1. Our grant money may go down in the next year since our census numbers were less than what was projected.
 2. But, we hope grant dollar amounts will increase from \$12 – 14.
 3. We would like to include money for another PT receptionist in the new budget.
 - C. Julie made a motion to accept the financial report, Jim seconded and all voted in favor.
- VI. Directors Report
- A. Summer happenings
 1. 30+ people attended the barbecue.
 2. There is a strong demand for rides.
 - a. We provide Tuesday morning rides to ??
 - b. We provide Tuesday afternoon ride services to Market Basket and bingo.
 - c. We are considering bringing back Friday transportation.
 - B. Upcoming events
 1. Art Show - Sept. 21st from 4- 6 p.m., at the Senior Center
 2. Volunteers are needed to staff our table at Town Day on Oct. 7th from 1- 4 p.m. by the Gazebo.
 3. Oct. 25th Senior Resource Fair from 10 a.m. – 1 p.m. at the Senior Center
 - C. Board Member ideas and input
 1. Affordable Housing Trust
 - a. Bob Vincent ensures there a position for COA representation.
 - b. Maureen Hickey is recommended and is willing to be our rep.
 - c. Susan made the motion to choose Maureen Hickey as the COA representative to the Affordable Housing Trust, Julie seconded, and voted all in favor.
 2. Please suggest future programs for the Senior Center.
- VII. Volunteer Board members (and others?): Onboarding guide, ByLaws update and next steps
- A. There is nothing to present tonight but Susan, Maureen and Sherri have been working on it.
 - B. We'll have some off-line conversations with the goal of having things in place by next year.
- VIII. Matters not anticipated – Bob Vincent
- A. Master Plan: public online comment period scheduled for Sept. 14 – 29
 - B. Early Oct. release for the updated bike and pedestrian plan: 2nd to last page, “COA should be consulted throughout the entire process” yet we were not consulted.
- IX. Discussion of start time for meetings tabled until we have a full attendance.
- 7:28 p.m. Sherri made a motion to adjourn, Jim seconded, and all voted in favor.

Minutes respectfully submitted by Sherri Oken