

**Beverly Council on Aging Advisory Board Minutes**

**Date:** May 2, 2023

**Place:** BCOA and Senior Center, Colon Street

**Members Present:** Rich Tabbut, Cynthia Montalbano, Jessica Wistran, Susan Feeney, Blair Smith

**Staff Present:** Suzanne Kosch, Chris Gomez

**Meeting Called to order:** 2:40 p.m.

**Secretary Report** Accepted by Cynthia Montalbano, Seconded by Jessica Wistran

**Director's Report**

**Building Concerns and Usage**

Heating – 1of the four furnaces was disconnected by the city's plumber because it doesn't work and so the others could run. Looking into replacing the entire cooling and heating systems. Follow up with Chip.

Parking lot needs to be repaved. Put in request with city

Outdoor sprinkler system needs to be revamped. Many parts of the yard are not being irrigated. Company will come this month to fix issues.

Some windows will not open and need to be fixed. Must be worked on from outside

Senior Center hosted Congressman Moulton's Town Hall of April 30<sup>th</sup>, well attended.

**Administration and Finances**

YTD budget reviewed. Budget Proposal approved by the City for the next fiscal year.

Working on two grants and continuing to work on the AARP grant for the mobile computer cart. One of the new grants is from the Massachusetts Council of Aging and is for digital literacy. The grant can go up to \$100,000. The other grant is from the Department of Transportation in hope of securing funds for a non-cdl van.

We have received a \$3,000 donation from New England Biolabs. Suzanne helped us get it by completing a survey.

**Programs and Events**

Volunteer Recognition Day May 2<sup>nd</sup>.was well attended

LGBTQ & Friends coffee hour May 16<sup>th</sup> coming up.

Met with Representative from N.S.C.C. about language classes. We are now awaiting a quote. Classes would be for up to 20 people, 90 minutes per class. The classes would last 10 weeks.

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We are bringing back Bingo on Thursday, May 25<sup>th</sup> and it will be hosted by Sgt. Dan Brown. There will be no cash prizes.

Chris will be teaching a Dominoes class on Mondays.

Chair Volleyball starts May 8<sup>th</sup>.

We are continuing to increase our day trips and transportation access.

Podiatrist will come once a month. Need 20 people to attend to make viable for doctor,

Harborlight reached out about having meetings at the Senior Center from 6-8 pm on Thursday nights in June and July. Chris will get more information.

Cornhole was a hit last month.

### **Meetings/Activities/Clients/Clients of Concern**

Held Elder At-Risk Task Force Meeting on April 13<sup>th</sup>. Met with members of community task force.

Met with CEO of Senior Care and members of their organization. Collaboration discussed, want to build up relationship with them.

Have met with several seniors that stopped coming and are now coming to the Senior Center. Service dogs are allowed in the facility. The Senior Center is a welcoming place was emphasized. Clean slate now.

Trying to bring services to the Senior Center to serve our community in the future.

Went to Fairweather Apartments to do presentation for the Seniors who live their about the Beverly Senior Center. They are interested in coming to the Senior Center. Will send interns there to put on a couple of presentations in the future.

### **Personnel Updates**

Suzanne Kosch was hired as Assistant Director effective April 27<sup>th</sup>. Michelle Matusiak was hired as Transportation Coordinator effective May 4, 2023. We have made an offer to someone for Michelle's vacant full-time driver position. Suzanne's old position of Administrative Assistant is posted online, and we will begin to interview candidates in the coming weeks. The seasonal Activities Program Assistant position is also posted, and interviews will begin within the next few weeks as well. Jonathan and Nancy finished their respective internships, and we will be getting more interns in the Fall.

Motion to accept Director's Report Richard Tabbut, seconded Jessica Wisran 3:27 p.m.

**June 27<sup>th</sup> will be the second BOD Meeting in June**

### **Committee Reports**

**Grants Committee- No grants issued**

**Awards Committee – Sent out ballots for Senior of the Year**

**Unfinished Business**

No update on ARPA funds.

Policy for community bulletin boards taken off Agenda.

**New Business**

Covid victims plaque ceremony discussed. Will have ceremony at 1 pm on June 6<sup>th</sup> at Senior Center

**Next Meeting:** Tuesday, June 6, 2023, 2:30 p.m.

**Adjourned** 3:58 pm

**Motion to adjourn BOD Meeting-** Richard Tabbut, Seconded by Susan Feeney

**Respectfully submitted:**

Richard Tabbut, Secretary