

**FAIRHAVEN COUNCIL ON AGING  
BOARD MEETING MINUTES  
JULY 13, 2020**

Present: Anne Silvia, Lee Allaire, Jack Oliveira, Joan Mello, Robert Ryan, Susan Oiestad, Carol Burt.  
Excused: Francis Cox

RECEIVED  
TOWN CLERK

2020 AUG 12 A 10:33

The meeting was legally posted on July 8, 2020.  
The meeting was called to order at 9:06.

FAIRHAVEN,  
MASS.

Joan Mello motioned to accept the minutes from March 9, 2020 and was second by Jack Oliveira.

**FINANCIAL REPORT**

**COA:**

June Expenditures: \$18,397.56 (includes encumbrances)

YTD Expenditures: \$195,187.00

There was \$6,195.00 remaining in the FY20 budget probably somewhat due to the difference in wages from the previous custodian and the new custodian.

**SOCIAL DAY**

June Expenditures: \$24,541.62 (includes \$20,364.57 taken for retirement for 2 staff and encumbrances)

YTD Expenditures: \$139,581.45

June Revenue: \$6,970.00 (payment from Coastline and March 2020)

YTD Revenue: \$143,571.50 (no revenue generated from March 16<sup>th</sup> to present)

Balance in the RRFA \$109,924.38 (\$36,000.00 will be deducted from this total to be given to the Town of Fairhaven probably in July 2020)

A motion to accept the financial report made by Jack Oliveira and second by Joan Mello.

**OLD BUSINESS**

The HVAC System has been installed and is running nicely.

**NEW BUSINESS**

Please refer to the Director's report attached for NEW BUSINESS. The new business address's the following : Closing, Soft Opening, Staffing Update, Transportation, Nutrition, Activities, Building Update, Grants, Outreach and Social Day Update.

Under "Grants" and "Martap", Joan Mello motioned to spend \$302.00 for the purchase of 3 new tires from the COA Gift Account then reimburse the Gift account when the grant for \$302.00 is received.

**OTHER:**

The board decided to table the election of officers until Mr. Cox could be present since he is the chairman.

There is no Supportive Social Day Report at this time as there is no Social Day being held.

Fairhaven Council on Aging  
Board Meeting  
July 13, 2020  
Director's Report

Let me first report that there has been no cases of Covid-19 with any staff members, volunteers or their immediate family members at the COA.

1. Closing

On Monday, March 16, 2020, at 3:30pm the senior center locked the doors to the building and a note was posted on the front door that the senior center will be closed until further notice related to Covid-19 but staff were available to take calls at the center. All staff collected FFRCA for 2 weeks and then were placed on furlough with unemployment with the exception of the COA director (considered an essential employee) and custodian. The MOW employees from Coastline were working as usual and the MOW volunteer drivers entered the building only to pick up the MOW to be delivered. At this point, everyone in the building was wearing a mask. The SHINE Counselors continued to provide SHINE services at their homes with calls relayed to them by the COA director. Vans were taken off the road on Monday, March 23, 2020.

2. Soft Opening: the Town opened to the public on Thursday, June 11, 2020, however the COA remains not open to the public as it is a place of congregation. The space within the senior center is not conducive to the social distancing protocol mandated by the governor. Only one to one appointments where the 6' distancing rule can be implemented will be reinstated which includes SHINE, AARP Tax Preparation, legal service.

\* A re-opening plan was written in conjunction with the Recreation Center and included with other Town departments in the Towns re-opening plan. Plexi-glass was added to the reception counter and will be added to the counter that separates the kitchen from the Social Day area known as room #1. Touchless hand sanitizers will be placed (on back order) in the kitchen, room #1, the Congregate meal room, outside the restrooms, front and side door and office area. New touchless soap dispensers were installed in each of the 3 restrooms, the kitchen and the congregate meal room. A steamer on wheels was purchased (\$950.00) to share with the rec center to be able to sanitize all surfaces including tabletops, chairs, countertops, bathrooms, door handles and interiors of all vans. An antibacterial solution is added to the water used in the steamer. The steamer will be kept at the rec center because they are open later than the senior center. The custodian will steam all surfaces when he arrives at 6:00am and the van drivers will steam the interior of the vans after usage each day. Two hundred mask, 2 one gallon containers of hand sanitizer, individual hand sanitizers and hand soap for the new dispensers were also purchased. All of the above PPE items were paid through a grant Lt. Todd Correia of the Fairhaven Fire Dept received.

Staffing

\*Staffing presently includes the director, senior clerk, custodian, one receptionist in the morning and one receptionist in the afternoon and the 2 van drivers who split the weekdays. All staff have their temperatures taken upon arrival at work each day and recorded on a weekly record sheet and wear masks.

Transportation

\*Transportation is running Monday through Friday 8:00am-11:00 (or longer if need be). Only 3 passengers at a time will be able to ride to promote social distancing. Seats are taped off where passengers are not to sit. Passengers will have their temperatures taken upon entering the van and will have to wear masks. The van will be sanitized where the passenger was sitting before the next passenger enters. The van will be steam sanitized when all of transportation is completed each day.

\*The volunteer medical transportation remains on hold related to social distancing protocols.

\*Demand Response applications are mailed to those who qualify.

Nutrition

\*MOW continues to operate with Coastline. MOW delivers on average of 150 meals in Fairhaven. Emergency frozen meals provided by Coastline have been distributed to seniors identified by Coastline as frail by the COA director.

\* The Greater Boston Food Bank continues to be delivered to recipients on the second Tuesday of the month by volunteers coordinated by the COA director.

\*When available, donated food, mostly produce, is delivered to low income seniors. The food comes from the United Way and a USDA program through the School Department.

\*Coastline, through various grants, has provided frozen meats to low income seniors delivered by the COA director.

\* The COA received a grant for \$5,000.00 from the Community Foundation (which is held by Coastline) to be used at the discretion of the COA director. "Breakfast Bags" were created and delivered to 100 low income and/or frail seniors. A group led by Doug Gonzaga donated \$650.92 toward this project and \$648.08 was taken from the Community Foundation Grant totaling \$1,299.00 for the total project. The bags included bagels, pancake mix and syrup, oatmeal, jelly, English muffins and ½ gal of juice. Volunteers packed the bags and delivered them to the seniors. The seniors were delighted to receive these bags.

\* On Easter, the COA volunteers delivered 120 Easter dinners that were donated by Joe Trembley and his wife prepared by Mac's Soda Bar.

#### Activities

- The following activities have been resumed taking place outside under the shady trees near the Bocce court, weather permitting:  
Osteo- Mon, Wed, Fri 8:30-9:45  
Chair yoga-Mon and Thur 10:15-11:15  
Biking-Thurs afternoons at 1:00. This group meets on their own to decide where they will bike.
- Atty. Suzanne Sequin returns for 15 min pro bono sessions once a month by appointment. The appointments will take place inside the senior center with 6' social distancing and both parties will have their temperatures taken and wear masks. The area will be sanitized after each appointment. People will wait in their cars for their appointment.
- The Dental Hygienist will return on August 11<sup>th</sup> for appointments only. She will follow her new protocols for providing dental hygiene. People will wait in their cars for their appointment and will have their temperatures taken upon arrival.
- Foot Care Specialist returns in July for once a month foot care. She and her clients will wear masks and both will have their temperatures taken upon arrival. She will sanitize her work area per her protocol.
- AARP returned June 23<sup>rd</sup> and 24<sup>th</sup> to complete taxes for people who were on the list before they left in March r/t Covid-19. Twenty two seniors had their taxes done on those 2 days.

#### Building

- The HVAC has been completed. Four mini splits were installed for extra heat/AC (one each in rm #1, #2 and #3, and one in the congregate meal room. They are working very well. The new furnace was installed in the utility closet where the old furnace was located and a new AC unit was installed outside and near the side door.
- Rich Walker, custodian, painted the Veterans wall, all 3 restrooms and the front entry way. All hard floors were waxed and buffed.
- A hands-free refrigerated water filling station was purchased to replace the water fountains in the lobby area and 2 filtration packs (3 filters in each pack) from the remaining funds from the Formula Grant costing a total of \$1,918.77.

#### Grants

- This director applied to the DOT for a new van. If awarded, the new van will replace the 2008 which has over 118,000 miles. The award notice should take place in December with the new van arriving in June. The Fire Dept has expressed interest in taking the 2008 when the time comes. The Cost of the van is \$68,000. The cost to the COA will be \$13,600 which historically came from the gift account. (Motion)
- MARTap Mini Grant was applied for in April 2020 for \$500.00 which will be used to purchase tires for the vans. On 6/30/20, notice was received that the Fairhaven COA was awarded \$302.00 for the purchase of new tires which is enough money for 3 tires with mounting, balancing and scrap.

The tire must be purchased upfront then the bill has to be submitted to MARTap for reimbursement. Motion needed to purchase the 3 tires from the Fairhaven COA Gift Account then reimburse the gift account when the grant is received.

- ARAW Grant now only covers the "Wages Worked" of the 2 outreach workers. The fulltime outreach worker (30 hours) no longer receives vacation, sick, personal or holiday time funded from the ARAW. This matter was brought to the attention of the Town Administrator. They also no longer provide grant funding for the Social Day aid and drivers, medical transportation, Tap 'N Time. The ARAW will be offering grant opportunity to the COA's as well as to other community agencies/organization in October. More info to come.
- Formula Grant will be coming up soon, usually August.
- The COA received a Grant through Coastline for \$2,000.00 to purchase PPE. This grant must be used by 9/30/2020.
- The performance by Sheryl Faye "Sally Ride: Astronaut and Scientist" which was to be funded by the \$395.00 Cultural Council Grant was cancelled but rescheduled for July 6, 2021. The Cultural Council was notified of the cancellation and rescheduled date. The Council instructed this director to inform Ms. Faye to return the check. I am waiting to hear from the Cultural Council as to whether or not I have to reapply for the July 6, 2021 performance.

The next meeting will be held on Monday, August 10, 2020.

Motion to adjourn was made by Joan Mello and second by Jack Oliveira.

Meeting was adjourned at 10:00am.

Respectfully Submitted

Lee Allaire, Secretary