

## **Weston COA Governance Committee Meeting Minutes, 11 January 2022**

The Zoom meeting was called to order at 9:00am by chair Linda Johnson. She read the extension of Governor Baker's March 12, 2020 Order Suspending Certain Provisions of Open Meeting Law and then took attendance.

**Present:** Marge Ackerman, Sue Ruskin Friend, Joan Heilbronner, Linda M. Johnson, Mignonne Murray, Tom Nicholson, and Prather Palmer

**No absentees.**

**Resident Concerns and Comments:** None.

### **Meeting Minutes, 9 November 2021**

There were no comments, questions or corrections and the minutes were approved unanimously.

### **Director's Report**

LGBTQ Training This training course for staff and volunteers is mandated by the Executive Office of Elder Affairs. Mignonne has requested permission for group training on Zoom but the EOEA has not yet responded to her request. In the meantime, board members will be encouraged to complete the course individually by the end of February. Mignonne will send out the course link to board members. She said access to the site is a little tricky, but the course itself is easy to navigate. Mignonne can help individuals if needed. Tom said he hoped the group session would be approved as it would motivate procrastinators.

Town Committees that need representation Mignonne shared the full list of Weston boards, commissions, and committees. Many touch the COA in some way, but not all the time. Some are already monitored by board members: Carol serves on the Elderly Housing Committee, Prather and Bob keep an eye on the Planning Committee, Vida checks in with Town Planner Imai Aiu regularly and monitors the Select Board agenda for housing issues, and Alice serves on the Housing Production Plan Implementation Committee. Tom said he and Wayne were covering the Board of Health when sewer and septic were hot topics, but not now. Public Health Director Kelly Pawluczzonek will attend the February board

meeting so we can consider then whether we need representation at those meetings.

Mignonne said it would be helpful to have board members attend certain Finance Committee meetings. For instance, the 2023 budget process is currently underway. Occasionally, Mignonne is asked to appear at a Finance Committee meeting to discuss the COA budget. If that happens, it would be helpful to have board members there.

Other groups that Mignonne would like to see covered by board members:  
Affordable Housing Trust  
Historical Commission  
Recreation Commission  
Traffic and Sidewalk Committee  
Sustainability Committee  
Zoning Board of Appeals

Mignonne said it would be valuable to make connections with all these groups. Sue thought periodic check-ins would be most do-able because our members are very involved in our own committees, perhaps commit to attending 2 meetings a year to show our interest. Linda suggested that members sign up to monitor agendas and mentioned the value of list serves that send meeting notices right to your inbox.

Mignonne will pull together a list of the most relevant groups with brief descriptions to share with our board. Prather suggested we have a regular slot at our board meetings for any reports from other town committees.

2021 Annual Report Mignonne is currently drafting the report which GovCom will review before submission at the end of February.

COVID Mignonne reported that there are no changes to town protocols or COA programs/services at this point. Prather asked if vax status is being checked at the COA. Mignonne said no and she is hesitant to do so. Prather said we serve vulnerable people and it might encourage those who haven't yet been vaccinated.

A state program that allows cities and towns to purchase at-home COVID test kits for distribution was discussed. There is currently high demand for these tests, a lack of supply, and high anxiety among the population we serve. The Health Department has no current plans to provide kits to the public. Cost ranges from \$5-\$29, avg. \$10. Mignonne said she's not sure we can charge for them, information about the process and tests available is rather confusing. There was general agreement that the COA should offer the tests to our constituency, care-givers, and people who are immuno-compromised and disabled.

It was noted that the Fire Department is offering PCR tests again and it was suggested that information be shared in the next email blast.

Budget Report Mignonne just received some reports this morning. The town hasn't closed out the last fiscal year yet. She has a meeting today to discuss the COA draft budget which is essentially the same as last year. There is a small increase in the amount the COA contributes to Community Center building expenses but no new requests. Linda asked that the draft budget be provided to the group.

### **Board Member Recruitment Up-Date**

Linda reported that thanks to board member recruitment efforts we have two possible candidates. Sue and Linda will be talking with them soon to share information about the board and answer questions. Candidates will be interviewed after the application period ends. Sue is checking in with board members coming to the end of their first terms to see if they want to serve a second term. Linda noted that 3 more people will be going off the board next year.

### **Revisions and Access to Board Documents Up-Date**

Linda reported that continuing work on this project is focusing on docs that are unique to our board and facility and making sure we have the most recent version of each item. Many items are not dated which makes this process challenging.

The MCOA Board Manual Task Force is creating a very comprehensive manual which will be valuable to all COA boards and we do not need to

duplicate that effort. Betsey, Wayne, and Mignonne are members of the task force. Also, it is not necessary to include policies and procedures detailed in the Town's Board and Committee Handbook, last up-dated in 2018 and available on the Town's website.

Mignonne mentioned the MCOA Board self-assessment survey. She will send it to GovCom so we can consider whether it would be useful to our board.

### **Other Business**

Up-dated COA Board *Areas of Interest* were posted to our page on the town's website in December.

Committee chairs will be asked to give up-dates on their goals at the February board meeting.

Linda and Sue recommended that board members share brief bios. The group thought this was a good idea and it will be brought to the next board meeting for input.

**Next Meeting:** Tuesday, 8 February at 9:00am on Zoom

**Adjournment:** The meeting was adjourned at 10:00am

*Respectfully submitted by Linda M. Johnson*