

## **COA Board Meeting Minutes, January 19, 2023**

The meeting was called to order at 8:30 a.m. by Chair, Linda Johnson. She read Governor Baker's Order, Pursuant to Chapter 22 of the Acts of 2022, which includes an extension of the March 12, 2020, Order Suspending Certain Provisions of the Open Meeting Law. Linda noted that this extension had been extended again through March 2023. This meeting was a hybrid meeting conducted both in person and via Zoom.

**Present:** Kristen Frady (Acting Director), Linda Johnson (Chair), Joan Heilbronner (Vice Chair), Betsey Boyd, Jane Donnelly, Paul Foley, Sue Ruskin Friend, Bob Froh, Vida Goldstein (Associate Member), Wayne Johnson, Brian Kardon, Jean MacQuiddy, Tom Nicholson (Associate Member), Carol Ott, Prather Palmer, Sue Pauker, and Shirley Small-Rougeau (Associate Member). Guest: Assistant Town Manager Lisa Yanakakis

**Absent:** Alice Benson (Associate Member) and Gerri Scoll (Associate Member)

**Resident Concerns or Comments:** None

**November minutes** were reviewed and approved unanimously as submitted.

### **Director Search and Hiring Decision Process - Lisa Yanakakis**

Linda introduced Lisa who is the HR Director for the Town and also Asst. Town Manager. Lisa discussed her history working for Weston and her role in establishing the many HR policies of the Town. Her direct reports include not only the COA Director but also the managers of IT, Brook School Apartments, the Recreation Department, and the Town Clerk. Lisa explained that a review of job descriptions and pay-in-class study which happens every 5 years is currently underway. Additionally, Lisa explained the process for setting job grades which involves a 9-point system used as a tool to establish pay scales. She responded to questions about the system and some concerns that the grade level of the COA Director position may be set too low.

Lisa also updated the Board on the status of the search for a new COA Director. She briefly discussed the process and next steps. After discussion, it was agreed

that an additional round of interviews with finalists would be conducted by a subcommittee of 4 or 5 Board members. Linda asked that those interested in serving on the subcommittee contact her by the end of the day so interviews could be scheduled the following week.

### **Acting Director's Report: - Kristen Frady**

Kristen reassured the Board that staff is doing well but have decided to hit pause on any new initiatives until the new director comes on board.

Equipment closet supply is low. This is common for this time of year, but donations from Board members are welcome.

Programs are ramping up as are services, like tax assistance. They are utilizing Zoom to maximize the number of participants because of physical space limitations.

They are planning to host a volunteer appreciation event this year in April. Board generally provides support for the event by volunteering. Date will be determined asap.

Kristen mentioned the goal of community outreach and highlighted two extremely successful programs which focused on social justice. Kristen is following up with Library staff to collaborate further.

### **SIC Committee Update - Tom Nicholson**

Tom summarized the recent SIC meeting. The committee agreed to combine some of the domains of livability together when evaluating. Tom is planning to approach the Select Board about a new survey which includes younger community members. Next meeting will include a SWOT (Strengths, Weaknesses, Opportunities, and Targets) analysis to assess what Weston does well and potential areas of improvement. Linda mentioned that the COA had been invited to sit on the Unified Planning Committee which is responsible for the formation of all aspects of the Town Master Plan. The Board discussed the benefits and challenges of being involved. Linda will follow up with questions to Leon to clarify the commitment.

## **Governance Committee Update - Joan Heilbronner**

Gov. Comm. reviewed Goals and Objectives of the Director in anticipation of hiring a new director. Goals were generally non-specific, and discussion included adding some specificity. One addition proposed was to review job descriptions of staff and better define roles and also to review transportation to ensure those resources are being used most efficiently and to evaluate cost. Finally, promotion of the Livability Initiative was discussed.

The Board Handbook is nearly complete.

Finally, Joan and Linda reminded the Board to keep eyes and ears open for new Board members. Betsey also reminded the Board to keep the Friends in mind as well.

### **Other Business**

Kristen is drafting the 2022 Annual Report which is due on 2/24.

Celebrate Weston event is returning. Date is Saturday, May 20, and COA is planning to be involved again.

Coffee and Conversation is scheduled for Monday, the 23rd at 10am. Weston Police Detective Kellie Connarton will attend as a special guest.

**Adjournment:** Linda adjourned the meeting at 9:55 a.m.

**Next Meeting: Thursday, February 19, at 8:30 a.m.**

*Respectfully submitted by Joan Heilbronner*

*February 2023*