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**Freetown Council on Aging
227 Chase Road, Freetown, MA 02717
Meeting Minutes
Wednesday, March 7, 2023**

Members Present: Robin Kendrick, Bruce Wilbur, Brenda Motta, Evelyn Alves, Marion Rylands, Ruth Ferland

Absent: Victoria Brownell

Senior Club Members were also present.

Call to Order

Robin Kendrick called the meeting to order at 1:00 PM.

Secretary's Report

The meeting minutes from February 8, 2023 were reviewed. Bruce Wilbur made the motion to accept the minutes and was seconded by Ruth Ferland. All in favor.

Kitchen Cook Hire Discussion

Discussion was held concerning the hiring of a cook for the kitchen. The search is on for someone who would be interested in cooking in our kitchen on occasion.

Robin Kendrick noted the Board of Health has reached out to her to pay a visit to the Marion Council on Aging on April 5th to catch a glimpse of how their kitchen is utilized.

Waiting Area in Pool Room

Discussion was held concerning the creation of a waiting area in the pool room for those visitors coming in for tax preparation by AARP. Bruce Wilbur indicated he spoke with Chuck Macomber regarding the removal of the large entertainment cabinet.

A motion was made to purchase a new flat screen television for the area to be mounted on the wall once the cabinet is removed. Mr. Wilbur also noted he would speak with Deb Pettey, Town Administrator, to discuss funding for the purchase.

Vote: Approved by unanimous roll call vote.

New Doors:

New doors have been installed on the front of the COA building. Back doors will be installed in the near future.

Bingo Machine

The new Bingo machine was utilized for the first time on Tuesday. The players enjoyed the improvement. Evelyn Alves stated the only issue noted are the lally columns which block the view for some players. Ruth Ferland offered to come in to help with Bingo every other week.

Ms. Alves also noted that given the fact the old Bingo machine is no longer in operation, she suggested moving it and placing a card table in that area for seniors to work on a community puzzle. All agreed.

State Ethics Assessment

There is a new online portal for the Conflict-of-Interest training and the Code of Ethics training. This will replace the old website training and paper certificate forms that were previously submitted to the Office of the Town Clerk. Every and all employees, Board Members and elected officials will need to gain access to this new portal. This can no longer be done in a group setting. Deadline due date for completion is 4/30/23.

Discuss Use of Kitchen

The utilization of the kitchen has been an ongoing debate. Evelyn Alves mentioned there are people entering the kitchen without authorization. It was stressed that the only people allowed in the kitchen are Board members and employees. The use of additional signage was also suggested with red lettering as well as it being posted in the Newsletter.

Bruce Wilbur provided information concerning the stove. The Building Inspector has been working on the issues. He indicated the odor that is being noted is not gas, but the newness of the stove itself. There is no problem with the stove. He suggested using it on a regular basis. The Building Inspector noted an event should be planned to utilize the stove.

On the occasion when there is an event planned, the doors of the kitchen should be opened 20 minutes before, and the fan should be turned on as well.

Brenda Motta stressed the fact that the stove needs to be up and running with no further delays. A ham dinner is being planned for April by the COA Board.

Ms. Motta also made a motion to buy a small refrigerator for cold drinks to be kept in the large room for events such as bingo, etc. Mr. Wilbur seconded the motion. Ms. Motta will speak with Luann Souza to discuss the purchase of the fridge on Amazon.

Voted: To purchase small fridge for events.

Director Interview Process

The interview process for the Director of the COA position is ongoing. Candidates have been narrowed down to two people.

The motion was made to adjourn the meeting at 2:06 PM made by Bruce Wilbur and seconded by Evelyn Alves.

Vote: Approved by unanimous vote.

Respectfully submitted,

Jacqueline Garell
Senior Clerk