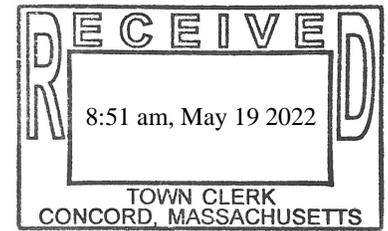


Concord COA Board Meeting minutes
April 19, 2022



The COA Board Meeting took place at the Harvey Wheeler Community Center.

Present:

Carole Cushing, Patty Keane, Michael Rudd, Rod Riedel, Susan Bates, Teri Stokes, Ginger Quarles and Carol Ann Hannan (chair)

Absent: Kristin Nelson, Christina Kendrick

Approval of Minutes

Minutes for the February and March meetings were approved without revision.

Director's Report: Ginger Quarles

- Laurie Austin has resigned from her position as Administrative Assistant to take a position in the Town clerk's office. Ginger is working with four temp agencies and Human Resources has posted the position. It has been difficult to find qualified applicants.
- Kate Hodges has resigned her position as Deputy Town Manager in Concord to take a position as Town Administrator in Lancaster. This is a significant loss to the COA as Kate understood the department's goals and was a strong advocate. An interim position for Assistant Town Manager was offered to Kellie Hebert, as a part-time contract employee for 20 hours per week. A permanent Assistant Town Manager will be hired after the Town Manager position has been filled.
- Covid booster clinics are planned for April 21 (Moderna) and May 3 (Pfizer).
- The COA offers help with yard clean-ups. The Honor Society provides this service to about 10 homes. Currently there are 26 people on the list. The Board is asked to identify other groups to provide this service, if possible. The other option would be to limit eligibility to those individuals who are working with a social worker and are experiencing financial hardship.
- A new phone system has been installed for all Town departments. The transition was difficult. There have been some glitches, but the COA is managing to work through the issues.
- The Town will be converting to Microsoft Office 365 which would provide additional software such as Sharepoint and Teams. This will be a challenge for some. The COA plans to have a team train on Office 365 in advance of the conversion to assist all staff.
- A hike with Delia Kaye is being offered at Barrett's Mill Farm. It is very popular - twenty-five people have signed up.
- The Friends of the Aging is offering its annual Spring Fling as a drive through this year. Approximately 200 reservations will be accepted. The Friends group is exploring ways to support the COA. Ginger has requested a second Owl Pro for hybrid meetings. Ginger also intends to submit a grant to fund a social worker to lead Support Groups for short-time groups to address topics such as loneliness, depression, cooking for one, and giving up driving. The groups would meet for 4-6 weeks.

CORI Policy

A new policy for conducting Criminal Offender Record Information checks has been proposed for the COA. The COA will have the ability to conduct CORI checks for volunteers. The Town Manager's office has accepted the policy. Rod made a motion for the Board to accept the COA CORI policy. Approval was granted unanimously by the Board.

News Articles for Publication: (Rod Riedel and Teri Stokes)

Rod and Teri are drafting six articles about the COA's response to COVID to chronicle the resilience, ingenuity and perseverance of the COA. Articles will be 400-600 words and will be reviewed by Ginger, Carol Ann and Erin Stevens, the Town's media specialist. Three articles are near completion. Articles will be submitted to local print and online media outlets such as the Concord Journal, the new Concord Bridge and others.

Liaison Reports:

Concord after 60 (Teri Stokes)

- The Concord After 60 Select Board decided not to pursue developing bylaws. A new group has been formed to develop policies and procedures for a *simple direct document*.
- The March monthly meeting provided a presentation on decluttering that was very interesting.
- The West Concord Union Church was selected as the new meeting place for the monthly meetings.
- On April 28, Phil Posner will give a presentation about his 800-mile bike trip from Astoria Oregon to the Golden Gate Bridge.

Select Board (Susan Bates)

The Town Meeting starts May 1 at 1 PM at the High School. The meeting may be carried over to the next day starting at 7 PM.

Next COA Board meeting will be held on May 17 and will be in person.

Meeting adjourned at 5:55.

LIAISON REPORTS FOR APRIL 2022 COA BOARD MEETING

Minuteman Senior Services. (Margaret Hoag)

No report

Board of Health (Patty Keane)

Town of Concord Board of Health Meeting: Wednesday, March 16, 2022, virtual online public meeting

In this meeting there was a lengthy discussion of COVID-19 and the March 16 status of mandates and schools in Concord. At that time the mask mandate had been dropped because of Covid cases declining. The general feeling of the Board members seemed to be that both parents and their children must take a chance and see how things go. Almost a month has gone by since that meeting and the next meeting for the Board of Health is scheduled for Tuesday April 26 where there will likely be more discussion about Covid at that time.

The board of health members discussed how they might improve their image, especially in that they set regulations and thus people sometimes do not have a positive view of them. (This apparently is not unique to Concord). They indicated that they need to find a strategy to improve the image of public health. At the time no specific strategy was discussed.

Regarding article 37 for Town meeting, Board members agreed that the Board of Health has no authority to implement and collect fees for check-out bags. The overall opinion was that this perhaps should be in the realm of the DPW as they handle plastic bags, so probably they should handle fees for that as well if that is the direction the town wishes to go.

The Board of Health has finished its interviews for the new public health director and was beginning the process of checking references at the time of the meeting

As a matter of interest, there will be a new restaurant in what used to be the 99 Restaurant in West Concord which should be open in June. Apparently, this will be a mid- range restaurant with a pub-type atmosphere.

The next meetings were set to be April 26, May 17, and June 21.

PEG Access (Carole Cushing)

No report.

Concord After 60 (Teri Stokes)

No report

Concord Housing Development Corp. (Michael Rudd)

No news on Christopher Heights.

Concord Housing Authority meeting [April 7, 2022] (Rod Riedel)

Concord, Lexington, Acton and Bedford Housing Authorities approached the MA Department of Housing and Community Development (DHCD) to explore whether the four towns could pool grants and hire a full-time Resident Services Coordinator (RSC). DHCD agreed that this would be an innovative way to use funding while servicing several agencies. Currently, the proposal includes having the RSC present in-person in each office one day per week, while still available to all agencies. A job position has been posted; stay tuned!

Public Works Commission meeting [April 13, 2022] (Rod Riedel)

No news relevant to COA to report