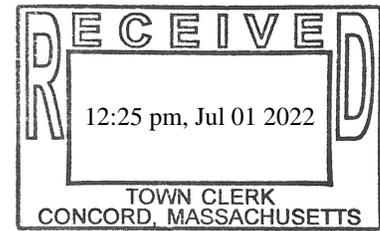


Concord COA Board Meeting minutes
May 17, 2022



The COA Board Meeting took place at the Harvey Wheeler Community Center, via zoom & was recorded.

Attendance:

Kristin Nelson	present	Carol Ann Hannan (chair)	present
Patty Keane	present	Christine Kendrick	present
Rod Riedel	present	Ginger Quarles	present
Michael Rudd	present	Carole Cushing	present

There were 2 guests in attendance: Kathryn Hanley and Karlen Reed. The new select board liaison, Matt Johnson also joined part way through the meeting. Teri Stokes also joined part way through the meeting.

Approval of Minutes

Minutes for the April meeting was approved without revision by a roll call.

Carole Cushing: yes
Patty Keane: yes
Rod Riedel: yes
Carol Ann Hannan: yes
Michael Rudd: yes
Christina Kendrick: yes
Kristin Nelson: yes

Director's Report: Ginger Quarles

- Ginger gave an update on the recruitment for the administrative assistant position which is well underway. The process has been very challenging due to the extremely competitive labor market, with several promising candidates withdrawing applications. There are 2 more first round interviews this week. If these don't work out, they will start the process over again.
- Ginger met with the new public health director to review the COA's protocols. The COA's current policy is that if a person is not vaccinated, they must wear a mask. The COA is the only town agency with this stipulation but Ginger noted that, given the population, it seems prudent.
- The Friends sponsored a drive-through luncheon this week for 200 people with a beautiful bag, meal and plant. They also supplied an extra 20 plants which are being distributed to shut-ins around town.
- The town is working on converting the COA to Microsoft Office 365. The COA is one of first departments to do that and it seems to be going reasonably well. The COA has also been given new software to make calls from a computer, displaying a Concord phone number. This will help staff be able to work from home – particularly during snow days – as they will be able to make calls without using their cellphone, which compromises privacy. Rod asked if there were any other materials, supplies or connectivity/internet access that COA staff would need if they were forced to respond to another shutdown. Ginger said that at this point, everyone is equipped to

work from home, with a work-issued laptop and the software to be able to make calls from it. In addition, calls can be forwarded from the COA to individual computers if necessary.

- The town's COVID numbers have been rising but, at this point, there are no directives from the Town Manager's office or Board of Health to change anything or revert to earlier protocols.

Liaison Reports:

BOH: Patty noted that the Board of Health meeting happens the same night as the COA Board meeting so her report is always a month behind. Tonight, the BOH will discuss whether to recommend mosquito spraying or not.

Concord After 60. Michael asked if a person can join Concord After 60 if they have no computer, email, nor internet access. It was noted that they could go to the library to send an email or call the group's membership secretary and request that the schedule of events be mailed to them. This will be raised with the Select Committee at the next Concord After 60 meeting.

PEG Access. The recent PEG Access meeting discussed the upcoming RFP to renegotiate contract with Comcast and the PEG Access awards (staff recognition awards).

Select Board Liaison:

Matt Johnson introduced himself and said that he is eager to get to know more about the COA. He emphasized that he is here as a resource and go-between for the group: bringing attention to COA issues at the Select Board and likewise, asking the COA for input on Select Board items. Although the COA meeting time can conflict with work schedules, Patty emphasized the importance of in-person attendance. There has been great Select Board representation in recent years which the COA Board has benefited from and very much appreciated.

Carol Ann mentioned the number of retiring board members and the need for new ones. Matt will see whether any green card submissions have noted an interest in the COA. Everyone should continue to look within their network for prospective members. At next month's meeting (the last before summer break), the group will vote on new officers: Chair (Carol Ann will be stepping down) and potentially a Secretary (if Kristin steps down given her coaching conflicts).

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

Rod gave an update on the articles being written about the COA response during COVID. Three of the articles are final and 3 are close to final. The next step will be to confirm the media outlets, approaches, and timeline. Karlen offered to arrange a segment on PEG Access which she and Rod will discuss once the articles are complete. Other media options include Concord Bridge, Concord Journal, Action Unlimited, the COA's Senior Spirit Newsletter. Ginger cautioned that the COA's newsletter is very full but the articles could be included as an insert. There was a discussion about continuing to develop articles about/for the senior community. Ginger said

that there used to be a board member who did this: would interview Ginger each month and write an article for the Journal.

Rod and Ginger commented that the board members benefitted from interviewing the COA staff for the articles and getting to know the COA activities better and that the COA staff benefited from meeting the board members. Given this, Ginger suggested creating a more regular opportunity for board members to meet staff and understand the role and mission of the COA.

ARPA funding:

Matt said that the town's plan is to spread the ARPA spending out over the next four years and to include the ARPA money in the capital spending plans. This will give Concord residents the opportunity to weigh in on the spending plan each year. For this current year, where it is too late to incorporate into budgetary spending, the town manager is putting together a proposal for the Select Board to review. In the future, it will get folded into the budget.

Rod raised the issue of whether town buildings are currently outfitted to create a safe environment for air exchange, etc., noting that Ginger said the COA building is already safe. Carol Ann suggested Rod email the town manager to ask this question.

Guest comments:

Kathryn introduced herself. She is a relatively new resident to Concord and, as a geriatrician, is very interested in connecting with the COA, as a board member or guest. Ginger offered to meet one-on-one with Kathryn as she has done in the past with perspective new members.

Karlen noted that she very much enjoys coming to the COA board meeting and has appreciated Carole's participation in PEG Access. Given that over one-third of PEG Access viewers are over the age of 60, they are eager to develop programming that suits them. The feedback between the groups is important to this end.

Motion to adjourn.

The motion to adjourn was made by Carole and was seconded by Rod. The motion was approved by a roll call vote.

Michael Rudd: yes

Patty Keane: yes

Teri Stokes: yes

Carol Ann Hannan: yes

Kristin Nelson: yes

Christina Kendrick: yes

Next COA Board meeting will be held on June 21. We may want to include a send-off for the departing board members.