

HOLLISTON COUNCIL ON AGING  
Minutes of Regular Monthly Meeting  
October 18, 2023 – 2:00 PM

Members Present: Yvette Cain, Kathy Anguish, Lynne Bajdek, Janet Alexander, and Georgia Papavasiliou.

Absent: Carmen Chiango and Millie Bedard

Staff Present: Lisa Borchetta

Associate Member Present: Peter Eagan

Call to Order:

The hybrid meeting was conducted in person in the Senior Center classroom, as well as online via Zoom. With a quorum being present, the meeting was called to order at 2:00 PM.

Minutes for June 14, 2023 were unanimously approved (moved by Kathy; seconded by Lynn).

Minutes for September 13, 2023 were unanimously approved (moved by Kathy; seconded by Georgia).

Senior Center Director's Report - Lisa Borchetta:

The request for \$25K for an architectural firm to perform conceptual designs of options to maximize and optimize the senior center was approved at the October 16<sup>th</sup> Fall Town Meeting.

- Outdoors:
  - The 2023 Fall Fair clean up is completed. This is the last year the Fair will be organized and sponsored by the SSF. The outdoor tent will be taken down and stored in the sheds along with the outdoor furniture. Ramps and weather stripping will also be added to the sheds.
- Indoors:
  - New artwork is on display thanks to items left over from the Fair.
- Donations:
  - Lisa acknowledged all the town's residents, members, visitors, and businesses who generously support the center throughout the year.
- Grants (On-going):
  - Senior Safe Program – Program is open to all Holliston residents who need safety equipment installed in their homes (i.e. grab bars, smoke alarms and CO<sup>2</sup>detectors).
  - Habitat for Humanity – ARPA Program. New Program Manager at Habitat is still processing applications. We have completed 5 projects so far.
  - MA Development Finance Agency – Taxi Grant.
- Grants (Possibilities):
  - MetroWest Health Foundation: Internship Fund. Lisa is currently researching options for a clinical supervisor who could work with a graduate-level intern to provide mental health support in either a group or 1:1 setting. This grant, if approved, would fulfill a specific need for the elders in town and augment the Outreach Coordinator position once filled.
  - MassDOT – Mobility Assistance Program. Lisa is applying for a grant that could fund and replace our aging 16-passenger van.
  - MCOA SIG Grant Funds. Specific Interest Grants are wide open and will be explored.
- Staff Updates:
  - Laura Parmensi, our new Assistant Director, has completed training and is getting immersed in the day-to-day activities.

- Outreach/Transportation Coordinator position is still in the interviewing stage. Debbie is providing significant assistance with scheduling, billing and communication with the MWRTA and drivers.
  - Part-Time Van Drivers – Lisa is actively advertising for part-time (on call) van drivers.
  - Ellie Stockpole will be rejoining the staff for some temporary office assistance.
- SSF Requests: Motion to approve \$3160 was unanimously approved (moved by Janet, seconded by Kathy) for the following:

Select Chat for Nov/Dec	\$100.00 Credit Card
Coffee with Holliston Police -Nov/Dec	\$100.00 Credit Card
Veteran's Coffee – Nov/Dec	\$100.00 Credit Card
Lunch and a Movie Meals - Nov/Dec	\$150.00 Check
Lunch and a Movie Snacks - Nov/Dec	\$ 30.00 Credit Card
Monthly Breakfast – Nov/Dec	\$200.00 Credit Card
Newsletter Folding Event – December	\$200.00 Credit Card
Thanksgiving Lunch (Paper goods, treats)	\$350.00 Credit Card
Thanksgiving Lunch (Entertainment)	\$350.00 Check
Winter Holiday Lunch	\$350.00 Credit Card
Bingo – Nov/Dec	\$ 80.00 Cash
Winter Gift Program (Giftwrap, Bags, Cards)	\$500.00 Credit Card
Staff Holiday Party	\$400.00 Credit Card
Holiday Gifts for Service Providers	\$250.00 Credit Card

Chair Comments: Ben Sparrell is the new liaison for the COA and meets quarterly with Yvette and Lisa. In addition, he moderates the Select Chat on the first Friday of the month.

#### New Business

Meeting Time - The request to adjust the monthly COA meeting start time from 2:00 PM to 1:00 PM was unanimously approved (moved by Kathy; seconded by Georgia).

Publicity – After group discussion, Kathy volunteered to email specific events and activities to the Holliston Reporter for inclusion on their website.

Available Property – Yvette mentioned adjacent property, consisting of 18 acres on Goulding Street, was currently available for \$1.8M. Travis Ahern suggested we discuss our interest in the property with the Select Board. If the Select Board supports investigating the property, they would perform the necessary due diligence. Georgia made a motion to move forward and meet and share our interest in the property with the Select Board; Lynn seconded. Motion passed unanimously.

#### Old Business:

**Envisioning Holliston Update – Peter Eagan.** Berry Dunn reviewed the methodology of developing the plan and stated the mission, vision, guiding principles, and strategic priorities including goal statements and objectives for each priority at the October 16 Town Meeting. The presentation is available to view on the committee's town website. Also included on the website are the proposed performance measures and the current draft of the alignment memo. Next steps include:

- Review and approve performance measures by Town Committees.
- Finalize cost-benefit analysis and alignment memo by Berry Dunn.
- Incorporate final plan into Holliston's FY25 budget development process.
- Produce final document which will allow the community to track progress.

Travis Ahern requests all department heads, boards and committees review the draft of the Town of Holliston Strategic Plan during their November meetings and give feedback on the “Performance Measures” of the Strategic Priorities. Specifically:

Are the Measures reasonable and achievable as written?

Do you agree/disagree with the Measures?

Are potential Measures missing that would support the Strategic Priorities?

**Action: Review the Draft of the Town of Holliston Strategic Plan and be prepared to discuss those Strategic Priorities and Performance Measures that impact the COA at the November 8 meeting. Any other thoughts you have from other Priorities will certainly be heard/collected as well.**

Adjournment:

Motion to Adjourn was unanimously approved. Next scheduled meeting is November 8, 2023 at 1:00 PM. Meeting adjourned at 3:16 PM.

Respectfully submitted,

Janet Alexander