

TOWN OF SUDBURY  
COUNCIL ON AGING  
MINUTES OF MEETING

June 11, 2019

Location: Senior Center, Fairbanks Road

WEBSITE: <http://sudbury.ma.us/departments/CouncilOnAging/>

**Present:** Chairman: John Beeler

**Members:** Robert May, Patricia Tabloski, Jeff Levine.  
Senior Center Director Debra Galloway.

**Excused:** Connie Steward, Amy Unckless

**Guests:** Michele Meal, Jenn Stone, Hank Sorell, Sandy Lasky. and Board of Selectmen member Pat Brown.

Meeting called to order by Chairman John Beeler at 3:07 PM

SPECIAL NOTE: The Council felt it did not have a quorum, so no votes were taken. It was later found that the COA had a quorum, so these minutes are being submitted to record information shared, and discussions conducted.

Minutes approval was deferred to July 9, 2019 meeting.

**Director's Report: (Galloway)**

1. Volunteer luncheon update: Luncheon was cut short as an attendee became very ill and was taken to hospital. A different recognition event will be scheduled as soon as practical.
- 2 MWRTA: Pilot Route 20 shuttle to Riverside Station/Green Line in Newton will be inaugurated on June 24. There will be 3 runs AM and PM. Both commuters and reverse commuters are expected to use the shuttle. This pilot is part of the partnership of Town of Sudbury and the MWRTA.
3. Outdoor fitness equipment at Haskell Field (across from Fairbank Center) will be replaced and DPW has asked for inputs as to desired new solutions. Deb is seeking all constructive inputs.
4. A unique evening music program was offered on June 12 within the Senior Center, a live band. Results and attendance to be reported on at next meeting
5. Veterans luncheon is now planned for November 6, 2019.
6. Sudbury Foundation is working on facilitating an Open House of not-for-profits in September.
7. Repair Café held in May was a great success. Over 90 clients served. We may be close to space limits if growth continues.

**BayPath (Tabloski)**

Turnover at CFO position, and a third party asked to help with some issues disclosed in recent financial audit.

**Master Plan Steering Committee** (Bob May) – continues to meet. Progress continues on a well-controlled pace.

**Transportation:** (Galloway)

A lot of action as MWRTA starts route 20 pilot shuttle, and the Minuteman advisory group continues its work across several towns. COA needs to appoint a new representative to the Transportation Committee to replace State Rep. Carmine Gentile.

**Fairbank Community Center Communication Plan** - (Connie Steward and Bob May) Continue to work with Deb & B. Diefenbacher (Friends) and PR firm. Written report from Connie attached. See Attachments 1 and 2.

**Fairbank Community Center (Levine)**- Progress is continuing but SPS and Park and Rec. needs yet undefined.

**FISH Policies and Procedures (Galloway)** – Draft policies for Fish distributed. Tabled until July meeting (See attachment).

**Transportation Policies for use of Vans-(Galloway)**- Draft policies distributed. Tabled until July meeting. (See attachment.)

**Bylaws/Officers/Membership** (Beeler) Tabled until July meeting.

***New Business--None***

***Prior Meeting Issues:*** Nominating committee recommendations/  
Videotaping Meetings.

**Chairman's Comments: (Beeler):** Questions from the guests. Discussion ensued primarily on status of Community Center project.

A vote for Adjournment was unanimous at 4:40 PM Motion: Levine, Seconded:

Next scheduled meeting July 09 at 3:00 PM at the Senior Center.

Respectfully Submitted:

Robert May, Secretary

## **ATTACHMENT 1**

### Fairbanks Communications Update for June 11, 2019 COA minutes

Here is a summary of work completed for the Community Center communications and public relations initiatives for the COA meeting tomorrow. Please let me know if there are questions or if more information is needed for your meeting notes.

- We provided the most recent version of the slide deck to Bob Diefenbacher and Dan Leinweber and have shared what we hope to accomplish with presentations and other communications.
- On June 3rd we met with Bob Diefenbacher, Dan Leinweber, Public Relations consultant, members of the Friends of Sudbury Seniors, and the COA, to talk about requirements/expectations for the proposal. They included: guidance for phrasing of the project, the importance of alignment around key messages and content, being thoughtful about how interviews were structured and COA representatives. The work to find journalists for print media is an essential first step towards providing information to the Sudbury Community. The slides and scripting of key messages will be critical to make sure that the tone and content are right. We will coordinate our work with Bob Diefenbacher to accomplish that.
- The proposal for Public Relations, funded by the Friends of Sudbury Seniors, addresses near-term work. We are not sure about the details for later this summer. We see social media as crucial part of this initiative.
- Connie Steward is working with Bob May to coordinate with Bob Diefenbacher and others.
- A list of Sudbury organizations and community groups is available. The next steps are to review the list, add other organizations and confirm all groups to be contacted. Members of the COA will be asked to help with contacting the organizations and determining the best dates for meeting with them before the next Sudbury town meeting.

Connie Steward

**ATTACHMENT 2**

**Preliminary List of possible groups of Interest for messages about Senior Center Portion of Fairbanks Campus.**

**Preliminary Fairbanks Stakeholder Outreach Plan**

**June 13, 2019**

	Other Targeted Engagement Strategies					Outreach
	Surveys	Host a Working Mtg	Email via Plg Dept	Email via other Town Dept	SC MIAB	Help with Promotion (Email, posting flyers, etc.)
<b>Town Committees/Commissions</b>						
Agricultural Commission			X			
Board of Selectmen		X				
Bruce Freeman Rail Trail Design Task Force			X			
Commission on Disability	X				X	
Community Preservation Committee	X				X	
Conservation Commission					X	
Council on Aging	X				X	
Cultural Council	X		X			
Energy and Sustainability Committee	X		X			
Finance Committee			X	Finance		
Goodnow Library Trustees	X		X	Library		
Historic Districts Commission					X	
Historical Commission			X			
Lincoln-Sudbury Regional High School Committee					X	X
Park and Recreation Commission				Parks & Rec	X	
Planning Board	-	X				
Pond and Waterways Committee			X			
Sudbury Housing Authority	X				X	X
Sudbury Housing Trust	X				X	
Sudbury Public Schools School Committee	X				X	X
Sudbury Transportation Committee					X	
Sudbury Zoning Board of Appeals					X	
<b>Local &amp; Regional Groups</b>						
Chamber of Commerce	X	X				X

Sudbury Valley Trustees			X			X
Agricultural community (organized?)	X					X
Sudbury Historical Society			X			X
Sudbury Family Network	X		X			X
Sudbury Clergy Association	X		X			X
Rotary Club of Sudbury	X		X			X
Sudbury Food Pantry	X		X			X
OARS	X		X			X
SuAsCo Watershed Community Council	X		X			X
SuAsCo Wild and Scenic River Stewardship Council			X			X
Sudbury Foundation						x
Gen. John Nixon Elementary School PTO						x
Israel Loring Elementary School PTO						x
Josiah Haynes Elementary School - Haynes Org of Parents						x
Peter Noyes Elementary School PTO						x

**Other not Town affiliated Groups**

Friends of Sudbury Seniors

Sudbury Foundation