

TOWN OF SUDBURY
COUNCIL ON AGING
MINUTES OF MEETING
March 09, 2021
2:00 PM

ALL COA MEETINGS ARE NOW RECORDED AND
AVAILABLE ON SUDBURYTV.ORG

**COA meetings done over Town Zoom video
Conference Account**

PLEASE NOTE THE RETURN TO SECOND TUESDAY MEETING DAY

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

Present: Chairman: Jeff Levine

Members Present: Patricia Tabloski, Sandy Lasky, Bob May, Bob Lieberman, Peg Espinola, Carmine Gentile, Pat Lewis, and John Beeler

Also Attending: Debra Galloway, Director of Senior Center

Guests via Video: Lynn Puorro (Sudbury TV resource) and Kay Bell.

Meeting called to order by Chairman Jeff Levine at 2:04 PM

Attendance by all those members above confirmed by roll-call affirmation.

Approval of Minutes from Meeting of February 09, 2021 –The COA unanimously approved as by roll-call vote with amendments.

Director's Report: (Galloway) A brief summary of the continuing activities offered by the Senior Center Staff primarily by Zoom meeting was shared. Examples of the programs or services offered are:

Assistance is offered for home bound and others with Vaccine process.

Planning for a gradual return to in person visitation to the Senior Center has begun.

AARP Tax return preparation service remains popular with modified processes due to the virus.

Deb introduced Ana Cristina Oliveira as the interim Director while Deb is on leave for vacation.

Baypath Elder Services report (Pat Tabloski): Baypath is working on a plan for protecting the home health care workers used by Baypath. Issues are two: How to get them the vaccine, there is also a concern among some of the staff about taking the vaccines. Providing vaccines to the home bound is in the planning stage.

A discussion occurred on many aspects of providing support for care-givers as well as their delivery of home care.

Transportation (Sandy Lasky): Original grant is now out of funds due to the success and acceptance. Sandy asked for an additional funds from Mitigation funds for extension to April. Grant for Taxi services submitted thru Transportation Committee. Funding remains an ongoing issue. The pilot, grant funded Uber

program is still in the test phase, there have been software issues with the app. Repairs are ongoing to enable the beta test group to use it.

Senior Center Vans (Sudbury Connection Vans) have started up on a limited scale in March (service available Mondays, Wednesdays and Fridays). Users will be contacted by email and information will be posted on the website.

Town ADA Self Evaluation (Jeff Levine). See Exhibit B. A discussion occurred about increased signage to enhance awareness. Discussions included how we can do better in washrooms, etc.

Town Master Plan-call for feedback— See Exhibit C. It was recommended that Jeff responds to the Town Planner that COA will support the suggested Livable Sudbury Working Group as suggested in the Master Plan.

State Legislative Update-Carmine Gentile. No new report

Fairbanks project Presentation (Jeff Levine): Town has selected the town's project manager. Many firms have shown interest with bids for architectural work to be returned by end of March. It is useful to understand that the Sudbury Permanent Building Committee is the overall supervisor of the project on behalf of the town reporting to the Town Manager.

These are notes from Bill Barletta our town Facilities Director. See detailed calendar as Exhibit A to these minutes.

"Just an update on where we stand here in early March.

The project is quickly coming up to speed as our OPM, Compass Project Management, assisted in formulating and issuing the Designer Selection Request for Services. It was available to interested architects last week and as of yesterday 39 architects and third-party plan distributors requested packets. A site walkthrough is scheduled for March 11 with submissions due on March 18. The PBC and myself will evaluate the submissions and select 3 or 4 to interview for a recommendation to the Town Manager. The designer contract will move quickly as it was decided to list a set design fee of \$1.8 million, a bit below the budgeted line item. This will facilitate the contract and assure we are keeping within project the cost estimate.

You will start to see some site survey work along with test borings and test pits in the month of April. We are gathering this information in parallel with the designer selection process to expedite and have available for the eventual architectural/engineering team right away.

Once the architect is on board you the user groups will be fully engaged. We expect you folks to be involved in design beginning in May and ongoing throughout the process. That will involve numerous meetings with the architect to develop several drafts and progress plans as we work toward a final design and bid set to be issued for construction early next year."

Committee Liaisons— Jeff is seeking volunteers to maintain a liaison to certain town committees or interest groups. Peg volunteered for disability, and Pat Lewis for the Board of Health. Carmine will monitor the Housing Authority and the Housing Trust.

Chairman's Comments None

Other thoughts/ comments None

Motion was made by Jeff to adjourn. Seconded by both Pat Lewis and Pat Tabloski. Unanimous approval by roll-call vote. Adjourned at 4:00pm.

The next meeting will be scheduled for April 13, 2021 at 2PM via Zoom. Viewable later on SudburyTV.

Respectfully submitted by
Robert May
COA Secretary

Exhibit A

PERMANENT BUILDING COMMITTEE FAIRBANK COMMUNITY CENTER PROJECT TIMELINE PROJECTION 12/1/20

OWNER'S PROJECT MANAGER

- √ **12/1/20 - PBC Meeting 7:00 pm**
 - √ Finalize OPM RFQ (Request for Qualifications) and Agreement
 - √ PBC Project Managers assigned; Jennifer Pincus, Nancy Rubinstein,
 - √ Project to be advertised in Central Register (CR) and newspaper

 - √ **12/10/20 - RFQ available** Thursday, day after Central Register notice publication

 - √ **1/18/20 - 2:00pm - OPM site walkthrough** - rescheduled from 12/17

 - √ **1/14/21 - 2:00pm - OPM response due** - 10 hard copies and one electronic distributed for review

 - √ **1/21/21 - PBC Meeting (time TBD) RFQ response review and selection of 3 applicants for interview**

 - √ **1/28/21 - PBC Meeting (time TBD) Interviews of 3 candidates; determine final selection**

 - √ **1/29/21 - Notification to applicant and request for pricing**

 - √ **2/4/21 - PBC Meeting to review pricing and recommend award to Town Manager**
If appropriate or negotiate prior to recommendation

 - √ **2/19/21 - Contract to be executed** by parties
-

ARCHITECT

- PBC to develop RFQ and Agreement for availability when advertised; advertise in CR and newspaper
- √ **2/25/21 - RFQ available** day after Central Register notice publication

 - 3 /11/21 - Architect site walkthrough**

3/18/21 - Architect response due - 10 hard copies and one electronic distributed for review

4/6/21 - PBC Meeting (time TBD) RFQ response review and selection of 3 applicants for interview

4/15/21 - PBC Meeting (time TBD) Interviews of 3 candidates; determine final selection

4/16/21 - Notification to applicant and request for pricing

4/22/21 - PBC Meeting review pricing received and recommend award to Town Manager

If appropriate or negotiate prior to recommendation

5/16/21 - Contract to be executed by parties

9 months - Design and reviews inclusive of permitting

CONTRACTOR

February 2022 - Contractor bidding

3/18/22 - Bids due

4/1/22 - Contractor on board

5/1/22 - Construction begins; duration of 20 months

EXHIBIT B

– ADA Self Evaluation

Parts of the ADA Self-Evaluation for possible discussion at COA meeting:

1

Part B, Section 3:

Are we adequately fulfilling ADA public notice requirements in the Senior Center and in the Senior Center monthly newsletters?

Can we do better?

2.

Part B, Section 7:

Are we as effective as we can be in assisting the disabled through the use of auxiliary aids and services at the Senior Center?

What more can we do?

3.

Part C, Building Facilities Overview introduction starting on page 12; proposed improvements to Fairbank Community Center on page 13.

4.

Part C, Outdoor Facilities Overview starting on page 19 and the scope of changes

needed at Camp Sewataro starting on page 20

EXHIBIT C

Sudbury Master Plan Related To COA Members

Areas of possible focus for COA within the most recent draft of Sudbury Master Plan are shown below.

Comments are sought by the Planning board prior to March 19.

Major Suggested Topic area for Seniors are.

:

Public Health and Social Wellbeing Section —pages 126-129

Sub-topic: Mental Health Awareness

Suggests: Dementia friendly awareness training for drivers and all others with Close contact with older residents. Livable Sudbury report is referenced.

Sub-topic: Local Services and support for Older residents

Suggests: Again, Liveable Sudbury report is referenced

Sub-topic: Social Engagement

Suggests: Create Shared Space for total town use.

What are learnings from “Zoom” services in 2020?

Sub-topic: Communication Improvement

Suggests: Understanding the multiple different communication modes needed to Reach not only the elderly but those otherwise disabled or isolated.

Policies and Actions

for implementation:

1. Increase staff in public health work
2. Conduct a community needs assessment for gaps in social services
3. Expand communication channels to ensure digital materials are accessible to all. COA, COD, and Town Social Worker to jointly disseminate information to all.
4. Enhance transport services such as Sudbury Connect and FISH. Include public health resources in the “Making the Connections” pilot study.

IN ADDITION

Major Linages are implied in the Plan section on Town Facilities, Services, and Infrastructure, these

include these paraphrased committed actions: (pages 93-112)

1.

Convene a Livable Sudbury Working Group with leadership from the Council on Aging, Senior Center, and Livable Sudbury Ambassador, and representation from public

safety (Police, Fire, EMA), Planning and Community Development, the Library, and the

Commission on Disability among other municipal departments, to prioritize and implement the potential action items in Livable Sudbury. Sudbury is committed to be a community where people of all ages and abilities enjoy access to municipal services, facilities, and public discussions.

2

Ensure all digital material developed by the Town and posted on its website is accessible to people with disabilities (see Public Health and Social Wellbeing Policy C).

3

As part of the Self Evaluation of Town facilities, properties, and services, develop a Transition Plan to meet the regulatory requirements outlined in ADA. Coordinate the Transition Plan with the State Historic Preservation Office and the State Architectural Review Board for all facilities located in in the Town.

4

Ensure the Town achieves and maintains compliance with Title II of ADA.