

TOWN OF SUDBURY
COUNCIL ON AGING
MINUTES OF MEETING
July 10, 2023
1:00 PM

Present: Chair: Marilyn Tromer

Members Present: Jeff Levine, Bob Lieberman, Anna Newberg, Colin Warwick, Paul Marotta, Carmine Gentile, Don Sherman, and Pat Tabloski

Members Absent: None

Also Attending: Debra Galloway Director of Sr. Center

Guests via Video: none – in person only

Meeting called to order by Chair Marilyn Tromer at 1:11 PM

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

Minutes prepared by Secretary Colin Warwick.

Goals

18 suggestions have been submitted by council members to Marilyn. Marilyn recommended we only consider the top five suggested goals using the results of an email vote that occurred outside of an open meeting.

Colin objected to the elimination of 13 suggestions made by email, as he believed this could constitute deliberation outside of an open meeting.

Carmine suggested a two-step procedure to bring the discussion in line with OML(?): 1) read all suggestions 2) have a formal vote on reducing the number from 18 to 5. Thus, Marilyn read all 18 suggestions into the open meeting. (see attachment), then Jeff made a motion to narrow the proposals from 18 to 5 formalizing the informal email vote. Pat seconded. After some deliberation there was a roll call vote. All votes were YES except Colin who voted NO.

There was lengthy deliberation on each of the five goals and the wording was refined. In addition, where possible, strategies, owners, and due dates were added in the table below each. Each was voted on in turn and passed. Here is the final table:

Sudbury Council on Aging Strategic Plan FY 2024

1. **The COA should seek additional opportunities with whom the Senior Center can form a relationship for cooperative programming.**
 - **Measure of achievement: to identify two new collaborative programs during FY24, for implementation in FY25 or earlier.**

#	Strategy	Responsible	Due Date
1-1	Identify areas of interest	Pat Tabloski	9/2023 Meeting
1-2	Identify opportunities for collaboration, e.g. Institutions, organizations, educational institutions	COA members	November 13, 2023
1-3	Make contact and dialogue re: collaboration	TBD at November meeting	February 12, 2024
1-4	Identify two cooperative programs	TBD	May 2024

2. **Provide input to and advocate for a formal Town agreement amongst Community Center user groups with respect to the operation, management and maintenance of the new Community Center building and grounds.**

#	Strategy	Responsible	Due Date
2-1	Work with Debra to identify the various operating issues to be included in the agreement	Jeff Levine, Bob Lieberman	August 31, 2023
2-2	Agreement is agreed upon and signed by appropriate parties by soft opening	Jeff Levine, Bob Lieberman	November 2023
2-3			

3. **The COA should actively assist Debra to develop a plan for a self-funding meals program that can be implemented ASAP after the new building opens.**

#	Strategy	Responsible	Due Date
3-1	Explore options and select initial approach for lunch program	Jeff Levine	September 30, 2023

3-2	Prepare a business plan	Jeff Levine	October 2023
3-3	Implementation and evaluation	Jeff Levine	November 2023

4. Develop a budget with the Friends of Sudbury Senior Citizens for programs to support older adults in Sudbury.

#	Strategy	Responsible	Due Date
4-1	Identify priority programs and their costs for funding request to Friends	TBD	
4-2	Meet with Friends to review proposal	TBD	
4-3			

5. Author a document that states the CoA's and Senior Center's commitment to a policy of diversity, equity and inclusion and create and implement programs and services, and a culture, that adheres to the document.

#	Strategy	Responsible	Due Date
5-1	Prepare draft document for COA/Senior Center DEI statement	Pat Tabloski, Paul Marotta	
5-2	Share with COA, finalize and share with DEI Commission	Pat Tabloski, Paul Marotta	
5-3	Publish the document	TBD	

Break 4:05p

Note on the video recordings:

The video of the "Goals" section (1:11pm to 4:05pm) is here:

<https://sudbury.vod.castus.tv/vod/?video=a07ca11a-ffd1-461a-8a12-03d11eef80e2>

The video of the regular section (4:10pm to 5:01pm) is here:

<https://sudbury.vod.castus.tv/vod/?video=806f4049-daec-4381-bcd4-29d0ce27f368>

Resume 4:10p

Minutes of June Meeting

The minutes from the meeting of June 14, 2023 were approved by all except Jeff who was temporarily absent.

Director's Report

Sandra Duran will give an update on the construction of the new building at 11:30am on July 17.

The staff will receive video cart training to enable Zoom meetings (including true hybrid Zoom meetings). Examples include current event discussions as well as physical activity like chair yoga.

We are looking for new instructors for new programs. Debra welcomes input from CoA members and others. So far we have two new art programs, a Zumba fitness program, and "Drums alive" percussion classes.

There will be a meeting of the group that is planning the soft opening next Thursday at 2pm. There will be a representative from the Friends of Sudbury Seniors. (Friends)

We are looking to hire ambassadors for the tax work-off program.

We are considering a screening of a documentary film as part of the Dementia Friendly Sudbury program

Park and Rec are organizing the Fall Fest field day on Sat., Sept 23. There will be a table for the Senior Center/CoA/Friends. Please sign up with Debra for hosting time slots.

Staffing shortage on the Front Desk is still an issue. We have an offer to fill the vacancy.

We still need a substitute van driver.

Transportation Committee Report

We submitted a Community Transit Grant request to MassDOT at end of June. There is a second application due in December to the same body. We need a stable source of funding (town budget) rather than the present as hoc method.

Ana Cristina is doing an analysis of ridership survey data to find areas of improvement.

We are still trying to partner with Wayland but they are at an earlier stage in program development compared to us, so it is hard to engage.

CTC is the organization we work with to provide dispatch services. We extended our agreement with them. They interface between riders and both JFK Taxi and Tommy's Taxi. However, riders access Uber directly via their smartphone.

Wheel chair accessible program is out of pilot phase and into full deployment.

Special Event Subcommittee Report (Marotta)

The Special Event group met on June 21. Present were Anna, Don, Paul, and Debra. We are still planning the soft opening event for Dec. 6 with a Rain date of Dec 13. If there are construction delays, we will postpone until January.

A final budget was presented to the Friends on June 24. We requested \$2,500 in three categories: flowers, give aways, and food.

We finalized the list of groups for table top demonstrations in the morning and afternoon sessions. Please volunteer to Paul if you want to staff a time slot at the CoA table. We will show content from the Great Courses in the program rooms. We will have games like ping-pong in the games room. The event will be broadcast on Sudbury TV. We are hoping to organize a lunchtime concert in the multi-purpose room. Next meeting will be July 13. We will include a Senior Center staff member and a Friends member. A PR plan is being worked out. The official name of the event is "New Senior Center Open House and Celebration."

Liaison to other Town bodies as appropriate

Marilyn sent out a list in advance of the meeting. The present liaison list is:

Bob: Transportation

Jeff: Friends of Sudbury Seniors

Marilyn: Commission on Disability but it has some turnover so the liaison there is on hold.

Don: Goodnow Library – The goal is senior friendly activities. We will cross post ours and their activities and share PR.

Paul: Park & Rec - The goal is similar to Don's with the library, namely senior friendly activity.

Pat: Board of Health - Pat will reach out to the new town nurse.

Carmine: Sudbury Housing Authority and the Sudbury Housing Trust (of which he is chair). The Authority and Trust have been working together to possibly develop rental and/or owner-occupied units on Nobscot Road on land currently owned by the Mayflower Council BSA.

Anna: Cultural Council offers grants to artists but there are no meetings to attend. How to connect to the Sudbury Opera Lovers group that previously rented the space. On Zoom presently. Can we help with PR for that?

Marilyn: DEI Committee. Pat will support Marilyn especially with regard to goal #5 (above)

Liaison to the Select Board is reversed: Jen Roberts is the liaison from them to us.

Next meeting Sept 11, 3:30pm

Adjourn to dinner 5:01pm

ATTACHMENTS

The attached is the email Marilyn send to all Council Members on June 27, 2023

From: Mattie Farro <mattie_66@yahoo.com>
To: Council On Aging <coa@sudbury.ma.us>
Cc: Mattie Farro <mattie_66@yahoo.com>; Debra Galloway <gallowayd@sudbury.ma.us>
Sent: Tuesday, June 27, 2023 at 05:25:49 PM EDT
Subject: Suggested goals to prioritize

First off, please let me know that you received this message, sent to the COA group mailing list. Later, you should respond to my request, outlined below.

Attached is a summary of all the suggested goals you (collectively) submitted. Read through the document carefully and "nominate" your top five goals for further consideration. What I foresee is that we will concentrate on the highest rated goals for dissection at our July 10th meeting.

Please return your list of the top five goals to me by next Monday, July 3rd (before the July 4th holiday). Thank you so much for your attention to this important activity.

Marilyn

Suggested goals for the COA 2023 – 2024 planning year

Below are suggested goals made by the various COA members. Please nominate your top **five**. To do so, you should utilize the SMART methodology/criteria: Each goal should be **S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**ime-based. If there are two or three variations on the same "theme," select just the primary number associated with that goal. We'll fine tune the wording at our Goals Setting Meeting on 7/10.

1. Modify the hours of operation for the Senior Center to allow it to be open at least one evening each month. Among other advantages, this may attract new users who are not be able to participate in day-time offerings. Potential activities include: Line and ballroom dancing, Potluck dinners, Open mike night, Poetry reading, Game night, Holiday celebrations.

2. Life-long Learning. Various wording:

2a. Expand opportunities and programs for life-long learning by identifying additional entities, organizations, and educational institutions with which to partner.

2b. The COA should seek additional institutions with whom the Senior Center can form a relationship for cooperative programming. The arrangement with Framingham Library and Framingham State is the first. The COA should identify and form a relationship with at least one or two additional institutions.

2c. Continue to participate in and look for opportunities to grow the Adventures in Life-Long Learning programs offered through Framingham State University.

3. Enter into a formal agreement with the other tenants of the Community Center with respect to the operation, management and maintenance of the building and grounds.

Of particular concern is the use of the so-called “shared space.” From the very beginning of the conceptual design process for the project, it has been everyone’s understanding, and we have been telling the town, that the Senior Center had control over the shared space during the normal operating hours of the Senior Center (i.e. 9am-4pm). Because of different interests, especially those of the Park & Rec Director, a formal agreement on these issues has been delayed. Before the building opens, these issues should be formally resolved. Jeff has spoken with the Town Manager about this and he agrees, but someone should drive this, and it should be the COA.

4. The COA should actively assist Debra to develop a plan for a self-funding meals program that can be implemented ASAP after the new building opens.

The meals program to be offered by the Senior Center is a key element for future programming and support of Senior Center patrons and others. Debra is overwhelmed by the many issues she already has to deal with on a daily basis and with the pending move to the new building

5. Continue discussions with regard to a relationship with The Friends of the Sudbury Senior Citizens and possible ongoing funding opportunities.

6. Increase participation in new Senior Center. Two separate proposals:

6a. Determine an agreed-upon percentage to strive for of new participation at the Senior Center using current data as the baseline.

6b. Increase monthly (total) visits to the new Senior Center to three times what they were pre-covid

Reason: We need to show tax payers that their \$28M expenditure on the Community Center has led to some concrete result. If complaints come up at Annual Town Meeting, we will have the data to rebut such whining.

Mechanism: At each monthly CoA meeting, we will review the visit log for the prior month and compare it to the corresponding month in 2019 (the last year that had no covid anomaly). We will analyze what program brought people in. Double down on ones that work. Give Tender Loving Care to ones that didn't (or end them if not fixable.)

7. Advocate for and to develop innovative programs and services that enhance the well-being and quality of life of older adults and to create a welcoming, secure, and inclusive environment at the newly completed Senior Community Center.

8. Identifying unmet needs supporting healthy aging and aging in place by developing and implementing programs and services that help to meet those needs.

9. Promote and safeguard the health and independence of older adults through advocacy and provision of meaningful social and recreational opportunities.

10. Identify the most important programs, fine tune them, and promote them.

11. Help others to know the offerings and access them. People who use some programs may not be aware of other programs. We need to connect people.

12. With more rooms and space in the new center, we can have a space dedicated to socializing. Seniors can become increasingly more isolated and disconnected. A cup of morning coffee, afternoon tea, a small treat and friendly face can do a lot of heart warming.

13. Identify specific practices and programs to promote an environment that values dignity, tolerance, respect, diversity, and positive regard for all members of our Senior Community.

14. Identify additional programs and outreach services for Seniors to enhance quality of life and promote independent living.

15. Identify additional practices and programs that improve the lives of the diverse residents of Sudbury who are 60 or older through advocacy, communication, and collaboration.

16. Successful introduction of new senior center within the community center to the community and determination of what new programs people would like to have, creation/production of those new programs.

17. Maintenance and improvement of existing programs of proven value.

18. Analysis of staffing needs and action plan to meet unmet needs.