

TOWN OF SHEFFIELD
COUNCIL ON AGING
October 10, 2017
SHEFFIELD SENIOR CENTER
4:00 pm

Board Members Present:	David Steindler, Chairman Patricia Hardisty, Vice Chairman Dorris Van Deusen Richard Magenis Michelle Harwood David Smith Jr. Marion Consaul
Board Members Absent	Helen Johnston John Gilligan
Others Present:	Kathie Loring, Executive Director Madonna Meagher, Assistant Director
Members of the Public:	Rhonda LaBombard, Town Administrator Kathy Staropoli

Chairman Steindler called the meeting to order at 4:00 pm.

ELECTION:

Chairman Steindler reported that the secret ballot vote to elect the COA Chairman on September 12, 2017 was in violation of the State Open Meeting Laws. Member David Smith asked if Chairman Steindler had a copy of the Open Meeting Law. Chairman Steindler presented a copy to Member Smith for review. Chairman Steindler asked for nominations for Chairman. Richard Magenis nominated David Steindler for COA Chairman seconded by Patricia Hardisty. Chairman Steindler then asked the board for any other nominations. There were no other nominations suggested. Member Magenis made a motion to close nominations for Chairman, seconded by Member Hardisty. Member Smith reported that the Open Meeting Law called for a roll call vote. Discussion ensued to clarify that the roll call vote was to vote "yes" in favor or "no" not in favor of David Steindler to be elected Chairman of the COA.

Roll Call:

**David Smith Jr., NO; Dorris Van Deusen, NO; Michelle Harwood, NO
Richard Magenis, YES; Patricia Hardisty, YES; Marion Consaul, YES; David Steindler, YES**

Chairman Steindler was elected Chairman by a 4 to 3 vote. Chairman Steindler reported that the board did not have to revote on Vice Chairman because that was not done by a secret ballot.

APPROVAL OF MINUTES: Richard Magenis moved to approve the September 12, 2017 minutes as presented, seconded by David Smith. The motion was unanimous.

Richard Magenis left the meeting at 4:04 pm

LOWER LEVEL USAGE POLICY:

Chairman Steindler asked the board to look over the Lower Lever Policy created by Executive Director Loring. Asking for comments or suggestions, Member Harwood asked for an exemption be made in the third statement. "The elevator is the primary mode of access. The backdoor is not to be used as an entrance." Member Harwood stated that there are people who don't want to use the elevator. She suggested adding the wording "except when someone doesn't want to use the elevator."

Chairman Steindler asked the board if the term "leader" needed to be defined or was it obvious to all? Member Smith did not think it was obvious. Discussion ensued regarding the term leader or responsible party. Member Van Deusen stated that visitors who are adults don't need a leader to which Chairman Steindler remarked that someone has to be responsible for any group using the downstairs. Chairman Steindler asked Executive Director Loring to get assurance on using the term leader in the policy. Member Smith mentioned that these policy recommendations will have to be approved by the Board of Selectmen. Member Smith made a motion to have the lower level recommendations be forwarded to the Board of Selectmen, Pat Hardisty seconded the motion. The motion was unanimous.

BUDGET REPORT:

Executive Director Loring did not present a budget report at this meeting but will present at the next meeting as the accounts are being reviewed for accuracy by the town. Chairman Steindler asked if any board members had questions or comments. Member Smith commented that the budget report by the Executive Director seemed not to serve any purpose for the COA board to review monthly. Member Smith suggested that only budget items the Executive Director needs the board to review should be presented at a monthly meeting. Chairman Steindler asked Member Smith if he would prefer a hand out of the report? Member Smith reported that other departments in the town use a mail folder for correspondence and information and members initial that they have seen the information. Chairman Steindler asked if the board had other comments and Member Harwood thought it sounded like a good plan. Member Smith made a motion to institute a mail folder for board members to check weekly. Chairman Steindler asked if a motion was needed to set up a mail folder, Member Smith did not think so and withdrew his motion. Chairman Steindler suggested that if the COA's spending is above 1/12 of the annual budget, that it be brought to the board's attention.

EXECUTIVE DIRECTOR ITEMS:

Executive Director Loring reported that the State was having an Open Meeting Law regional training session on October 17th at the Great Barrington town hall should anyone want to attend. Director Loring also mentioned she would be attending the MCOA conference on October 18-20 in Danvers, MA and that Assistant Director Meagher will be covering for Director Loring while she's at the conference. Director Loring thanked everyone for their continued support and informed the board of upcoming programs: Elder Services SHINE representative

will be at the center to help seniors on Friday, Oct. 13th, two flu clinics have been scheduled, the toddler program will be resuming within a couple of weeks and discussions about restarting the Friendly Visitor Program have begun.

CHAIRMAN ITEMS:

Chairman Steindler welcomed new COA member Marion Consaul. Chairman Steindler also encouraged members to pick up copies of the Open Meeting Law at the town clerk's office. Chairman Steindler asked the board if anyone had a problem meeting on the second Tuesday of the month at 4:00 p.m. Chairman Steindler noting no objections urged the board to be mindful of the monthly meeting date and time so that we always have a quorum.

MEMBER ITEMS:

Member Smith suggested that in the future, items listed on an agenda be clearer in their description. Member Smith remarked that it helps people understand what is going to be discussed and gives them time to do proper research on the topic. Discussion ensued about access to the senior center during an open meeting.

FRIENDS ITEMS:

Member Harwood reported that the Friends would have a Thanksgiving lunch for \$8.00 on November 16th.

PUBLIC COMMENTS:

Former COA Chairman, Kathy Staropoli reiterated what Chairman Steindler suggested that each COA board member have a copy of the Open Meeting Law and review it. Ms. Staropoli mentioned that any member of the public can ask for a copy of the minutes and if they believe there is a violation, they can file a complaint with the State Attorney General's office. Ms. Staropoli mentioned the COA board members are a public body and could be in jeopardy and fined for breaking the law. Ms. Staropoli was glad that no one filed a complaint with the State and that she was pleased the correction was made with the re-vote of the position of Chairman.

David Smith Jr. moved to adjourn the meeting at 4:32 pm, seconded by Dorris Van Deusen. The motion carried unanimously.

Respectfully submitted by,

Madonna Meagher
Assistant to the Director

Documents Reviewed:
Minutes, Lower Level Usage Policy