

**HINGHAM DEPARTMENT OF ELDER SERVICES**  
**Board Minutes**  
**September 13, 2010**

The meeting was called to order at 4:34 pm by Thomas Hickey, Chairman.

**Present:** Thomas Hickey, Leah Godfrey, Peter Hanson, Joanne Pollick, Norma Jackson, Ann Manning, Katherine Bennett, Patricia LaLiberte, Susan Kiernan, and Barbara Farnsworth, Director.

**Absent:** Arthur LeMay, Martha Urbati

Tom welcomed new Board members Peter Hanson, Leah Godfrey and Martha Urbati who was unable to attend.

**Secretary's Report:** Motion by Norma Jackson, second by Joanne Pollick to accept the Secretary's Report from the June 14, 2010 meeting as submitted. Motion passed unanimously.

**Treasurer's Report:** Norma Jackson distributed copies of the municipal expense report and stated that there were no extraordinary or unforeseen expenses for July and August. The Donation Account report was distributed. Norma reported that to date June, July and August the Annual Appeal had netted \$19,031. Last year, the first 3 month period of the appeal netted \$19,888. New dining room chairs and computers for the computer classroom were purchased. The Donation Account balance as of August 31 was \$36,391. Motion by Ann Manning, second by Susan Kiernan to accept the Treasurer's Report passed unanimously.

**Director's Report** – Barbara Farnsworth reported that:

- **The Town Hall Open House** will be held on Tuesday, September 28, 4:00 pm – 6:00 pm. If available, Board members should plan to be at the Senior Center and can help conduct Senior Center Tours and/or help to direct individuals to other areas of Town Hall. Purpose of the Open House is to provide the General Public with a better understanding of programs and services that are available to them.
- **90<sup>th</sup> Birthday Party** was held on Friday, September 10. Betty Fernandes did an outstanding job planning the day and making sure that the party went off without any problems. 260 invitations were mailed to those 90 and older living in Hingham, 50 attended. Bruce Rabuffo, Board of Selectman Chair, represented the Board of Selectmen. Representative Bradley gave all the women a rose and the men T-shirts with either a Patriots or Red Sox logo. Representative Bradley also presented citations to the two oldest in attendance. Senator Hedlund attended and gave greetings. Arthur Roebuck catered the meal. Thank you to Board members Tom Hickey, Peter Hanson and Pat LaLiberte who worked very hard at the party.

- **Transportation** - Hingham will be assuming responsibility for administration of the MAP5 Program on October 1. This program is comprised of a consortia, Cohasset, Hingham, Hull, Norwell, and Scituate, and provides transportation to and from medical appointments in Boston, through a third party provider. The program has been in existence for many years, and Norwell has been the responsible party for administration of the grant, which is \$15,000. Norwell was no longer able to assume this responsibility, so Hingham agreed to administer the program with the understanding that after 2 years, another Council on Aging within the consortia would take on the administrative responsibility.

Green Van – as discussed at the June meeting, this vehicle was retired in June because it would not pass inspection. The age of the vehicle (1998) did not warrant the cost to repair the vehicle. We have been able to operate without the use of that vehicle and have made some minor scheduling adjustments to do this when either the blue or black van has needed maintenance or repair work. Also, all cultural/social outings with the exception of Symphony rehearsals will now take place on Fridays.

Our 5 Year Capital Budget Plan that was submitted last year did outline the need to replace the Green Van at a cost of \$42,000 in Fiscal 2012.

- **Tax Work -Off Program** - During the past 3-4 years, during our budget review with the Selectman and Advisory Board, we have discussed this program and the feasibility of increase the allotted abatement from \$500 to \$1,000 (the maximum allowed by State Law), and possibly increasing the number of individuals who can avail themselves of the program. Currently the budget allows for 20 individuals 60 and older and 4 under 60, with a maximum abatement of \$500. In preparation for the 2012 budget, we have begun to look at this possibility and will be preparing information to submit to the Town Accountant within the next couple of days. The Tax Work – Off Program actually is one of the ways for the Selectmen to meet their goal of property tax relief.

In response to questions raised by Katherine Bennett, Norma Jackson and Patricia LaLiberte, Barbara Farnsworth explained that Town Departments that want a Tax Work-Off Placement submit job descriptions and we try to match skills to the jobs. There are many different types of jobs through the program and the schools are participating. There are income guidelines for the program and we currently use the guidelines for elderly housing. Generally, individuals are allowed to stay in the program 4 – 5 years.

- **Yoga** - There has been a concern raised by some of the yoga participants regarding the number of out-of town individuals in the class and causing Hingham residents to not be able to take the class. We have not precluded any Hingham resident from participating and would not allow an out-of-town resident to participate if it meant that someone from Hingham would be turned away. However, in reviewing the class roster and the fact that the room is becoming very crowded, we will no longer allow any new out-of town residents to take Yoga until such a time that the attendance drops. New out-of-town residents will be kept on a waiting list and contacted if space permits. At this time, however, we are seeking a new Yoga Instructor as the current instructor is no longer able to conduct the class.
  
- **Complaints** - Over the summer months we have received two letters regarding our strength training classes and the need to change these classes so that they are all at the same time, and to rotate the days so that the class occurs on Monday, Wednesday, Friday. We are not able change the schedule because of other activities that are occurring at that time and require physical space. We have not been able to respond to these questions and criticisms because the letters have not had name, address, etc.

Tom Hickey discussed the possibility of having a comment – ask a question column in the newsletter and it was the consensus of the Board that this was not a constructive use of the newsletter.

- **Director's Schedule** -Barbara will be at the MCOA Annual Conference on October 6 and 7, and then on vacation from October 8 – 22, returning to work on October 25. Also, Barbara will be assuming the role of President for MCOA in October.

### **New Business – Senior Center Re-Accreditation**

Barbara Farnsworth explained that the Accreditation awarded to the Senior Center by NISC will expire in 2012 and therefore, it is time to begin the process for re-accreditation. The process is the same as that for initial Accreditation and involves the self-assessment process and once that is completed, the application manual will be written. To ensure that we complete the self-assessment in a timely manner, the first meeting of the full committee will be held as part of the October Board meeting. Once again, the Board, staff and interested members from the community at large will participate. A committee selection form was distributed to Board members and Barbara requested that the form be returned to her on or before September 30.

**Old Business – Long Range Plan**

Barbara Farnsworth reported:

- A Satisfaction Survey had been included in the July newsletter to gather input from the 60 and older population about the Senior Center and Elder Services. 2834 newsletters were mailed via surface mail and 90 were emailed. 100 Surveys were returned and while the results provide valuable input, there is less than a 10% response rate, and therefore, not statistically significant. A preliminary review of the results indicates general satisfaction and do not indicate that any major changes need to be made in the Long Range Plan.
- A Public Comment Forum was held on July 29. There were 12 people in attendance. Suggestions by the group included numbering the pages in the final version of the plan; once developed and distributed, utilize sign-off sheets for the users manual and also discuss in the manual what Elder Services does not provide; outreach to the schools to communicate information – this will be included in an updated marketing plan; ID cards for the Senior Center; encourage/facilitate car pooling. Some of these items will be brought forth as discussion items in the work plan.

Barbara Farnsworth recommended the following changes to the Draft Long Range Plan voted by the Board at their June 14, 2010 meeting:

- Number the pages in the final version
- In the work plan for Transportation, change the completion dates for Objective 1, Action b to February 2011; change the date for Objective 1, Action c to July 2011; change the date for Objective 5, Action c to April 2010 and every year thereafter.
- In the work plan for Outreach, change the wording in Objective 2, Action e from staff to general public.

Motion by Katherine Bennett to accept the recommended changes as presented; second by Peter Hanson; passed unanimously.

Tom Hickey encouraged Board members to feel free to submit agenda items and asked that all such items be submitted to Barbara and him by the Wednesday prior to each Board meeting by 12 noon. Tom also asked if there were any requests for Agenda items for the next meeting. At this time, there were none.

There being no further business, motion to adjourn was made by Susan Kiernan, second by Leah Godfrey. Motion carried unanimously. The meeting was adjourned at 5:20 pm.

Respectfully submitted,

Patricia LaLiberte

