**Westport Council on Aging**

**Regular Board Meeting**

 **December 13, 2022**

Members Present: Also Present

Irene Buck Beverly Bisch, Director

Muriel Kokoszka Joshua Brum, Principle Clerk

Bill Gifford Richard Brewer, Selectmen

Tony Cestodio

John Cabral Marie Fontaine Absent

 Eileen Moncrief

 **Open Meeting:** The meeting came to order at 9:02 A.M. with the reciting of the Pledge of Allegiance presided over by Irene Buck.

**Minutes**: The Board reviewed the minutes of November 17, 2022. The agenda stated that the approval was for the wrong date of November 11, 2022. The agenda was changed to reflect the correct date of November 17, 2022. One minor correction was made to the actual minutes. **Motion** to accept the correction in minutes was made by Muriel Kokoszka and was seconded by John Cabral. A **Motion** to accept the corrected changed minutes was made by Marie Fontaine and seconded by Tony Cestodio and passed unanimously. The tabled minutes of September 13, 2022 were presented with corrections. An additional correction was added. With that a **Motion** to accept the minutes was made by Marie Fontaine and Seconded by Tony Cestodio. They were passed unanimously.

**Treasurer’s Report:** Presented by Muriel Kokoszka. (See Attachment A)

Muriel Kokoszka also handed out a second spreadsheet including all of our current grants and pertinent information in regards to them. (See Attachment B) **Motion** to accept the report was made by Marie Fontaine and seconded by John Cabral and passed unanimously.

**Director’s report**: Presented by Beverly Bisch. (See attachment C)

Beverly Bisch told the Board about the current issues with the leaky roof. The main problem is that the two chimneys need to be repointed. She received a verbal bid of $9000.

Beverly Bisch also announced the she got rewarded a 3rd South Coast Community for $5000 and received an additional $5000 donation from Neil Van Sloun.

Beverly Bisch is currently working on submitting the application for ARAW which is due by February 1, 2023.

Beverly Bisch announced she applied for and was awarded two $8000 grants from MCOA. One of the grants is to be used for Social Day Scholarships and the other is to be used for marketing.

Beverly Bisch handed out the contract for the 3rd South Coast Community Grant. (See attachment D) The board discussed and voted on 5 possible uses for the Grant. They were a Social Day Aides salary, small home repair ($500 max) assistance for Outreach clients, Website marketing/development, and technology equipment for Tech Café and expenses for new activities. A **motion** was made to accept the 5 uses was made by Tony Cestodio and seconded by Marie Fontaine and passed unanimously.

**Acknowledging Bill Gifford:** Bill Gifford was acknowledged for his 20+ years of service to the COA. The Board presented him with a plaque and 2 inscribed glasses.

 **New Business:**

1. Planning and Marketing Planning 2023.

Marie Fontaine is working on creating a survey similar to the one that was used in the technology survey. The objective is to gather information on what the community wants and needs out of the COA. Some of the questions that may be included are, how aware of the COA are you? Are you aware of the services offered and do you use any of them? What would you like to see offered? How do you consider the town’s livability for seniors? What is the public’s perception of the COA? Marie Fontaine will develop a draft for next meeting and present it for feedback at the meeting.

1. Technology Café

The technology café will open in January and will be a multi-use facility. Both individual appointments and classes will be offered. Tech advisors Eileen Moncrief and Connie MacDonald are also reaching out to other communities letting them know what we are offering.

1. Holiday Thank You Party 12/15/2022

**Other Business:** The Board discussed the possibility of hiring and assistant for Beverly Bisch. This person would both assist Beverly Bisch and also fill the role of volunteer coordinator. Irene Buck asked Beverly Bisch to bring forward a plan for the January meeting including a list of job duties. Muriel Kokoszka stated this must be presented to the personnel board as well as Board of Selectmen.

Beverly Bisch announced that Cathy Lynch who was assistant director for Social Day has retired. Social Day may be going to 3 days per week by adding Friday. The need for a replacement of assistant director will be discussed.

**Motion** made to adjourn meeting at 10:11 A.M. was made by Tony Cestodio and seconded by John Cabral and passed unanimously.

Respectfully submitted:

Joshua Brum: Principal Clerk