

Williamsburg Senior Center Advisory Board

Minutes of the Meeting: July 15, 2020. The meeting was held on Zoom.

Present: Daria D'Arienzo, Margaret Ricci, Maureen O'Brien, Dean Acheson. Guests: Tryna Hope, Sherry Loomis, and Melissa Wilson, Senior Center Director. Technical Assistance: Charlene Nardi, Town Administrator. Quorum was met.

The meeting was called to order at 12: 20 p.m.

Minutes: Minutes of the Meeting of June 17, 2020 were accepted as amended.

Outreach: Director Melissa Wilson reports a Staff push to assist with increased SNAP applications. Tryna Hope and Melissa have been trained. Outreach includes flyers up at the Nash Hill apartments. Eight applications have been approved and a total of 15 individuals have benefited from information and help with applications. One new feature is that income eligible seniors who are on a fixed income and not working have to recertify income eligibility only every three years.

Despite the pandemic, the Senior Center continues to provide medical equipment, coordinate weekday meals, take and eat meals for weekends, yoga classes, dance classes, Men's Group, and the Farm Share Program. Maureen asked if they were in need of volunteers. Volunteers should contact Melinda, who is in charge of the program.

Grants:

Highland Valley Grant (HV) for \$3500 has been awarded to purchase two laptops to create two workstations for staff to socially distance in the dining room. The Senior Center is anticipating the next Title III grant for the carpool and companion programs in the Fall. Forty-five hundred dollars of the most recent grant has been spent already.

Donations: The Senior Center solicits donations through the newsletter, and one class alone has provided \$350 in donations to date.

Old Business:

Staff: Staff members are still working some from home, but also occasionally at the Center.

Letter Writing Project: Daria clarified that her letter writing program intentions were to solicit from the Director and Staff a list of names and addresses of Seniors who might appreciate mail during this time of continued social isolation, and perhaps to join with others to send personal greetings. She did not want it to be a costly enterprise for the Senior Center in either time or money. Melissa and staff, including Tryna and Carol, will suggest a list of prospective recipients. Maureen offered to join in the project.

Melissa responded that looking at Senior Center membership lists has turned out to be a good exercise because the list needed to be updated. Dean asked if help was needed with updating. Sherry Loomis said that she has already begun the time-intensive but necessary process. Once it has been completed, it will be easier to keep up.

New Business:

Margaret Ricci had **questions about communications**

- If emerita members of the board should be listed in newsletter
- Who edits the newsletter, and do editors have copyrighting rules in mind. Sherry partially edits the newsletter.
- If Outlook, the platform that the Town uses for group emails, is appropriate for small committee emails, which have to adhere to public meeting laws. No individual email addresses are available through Outlook. Maureen volunteered to pose this question to Charlene Nardi, the Town Manager.

Dean Acheson raised **question about safe voting information for Seniors**. The Town is publicizing offering mail in ballots and early voting. **Suggestions were made** for targeted communications: The Senior Center could share information in September newsletter about voting safely in the general election in November. Brenda Lessard could include such information in distributed meals. Senior Center can post on *All Things Williamsburg Facebook* platform.

Daria proposed the Board again offer thanks to Melissa and asked her to pass them along to Staff. They've each and all stepped up under difficult circumstances to work with a vulnerable group of townspeople. Motion seconded and passed.

Next C.O.A. Board meeting will be held on Weds. August 19, 2020 via Zoom at 12:15p.m.

Motion to adjourn was made and seconded. Adjournment at 1: 10 p.m.