

KINGSTON COUNCIL ON AGING ADVISORY BOARD MEETING
JANUARY 14, 2025

Meeting called to order at 11:30 a.m. at the Kingston Senior Center and broadcast on Local Seen with Zoom available for those not able to attend. Pledge of Allegiance was recited.

Board Members Present: Caty Starr-Chairman, Donna Weinberg-Vice Chair, Maureen Elwood, Mary Hayes, Kathy Studley and Associate Member, Lucy Colletta. Those absent: Mary Harriman and Joan Hutchison.

Other members present: Holly Nighelli, Interim Director, Kingston Council on Aging

Announcements: Chairman, Caty Starr, announced that there are several volunteer positions at the Kingston Council on Aging for Meals on Wheels, Café help, Computer Skills and for the new season of the Senior Tax Write Off Program. Reach out to the Director of the COA, if interested. Reminder of COA Advisory Board email: coa-ab@Kingstonma.gov.

Open Forum: There was no discussion at open forum.

Secretary Report: A motion was made by Mary Hayes to accept the Secretary Report of December 10, 2024. This was seconded by Maureen Elwood. All were in favor.

New Business:

1. Holly Nighelli updated Board regarding OCPC contract. She spoke with Joanne Zygmunt, Senior Planner of OCPC, regarding the next step for the Age and Dementia Friendly Study. Joanne has reached out to Keith Hickey, Town Administrator, and he has requested that the COA Advisory Board send him letter requesting that the Town create a Task Force Committee for this study so that he can present to the Select Board. Donna Weinberg made a motion to draw up this letter to Keith for the Task Force, Maureen Elwood seconded and all were in favor. Caty is going to get this letter to Keith, so that it can be received well ahead of next Select Board meeting, Tuesday, January 28, 2025, to be discussed and approved. The next step in this process would be to have the Town sign a contract for this program to move forward in the study. Our Board would also, at that time, receive copy of this contract. Holly also passed out the Town of Easton's Age-Friendly Advisory Committee Resolution and Charge and also the Town of Duxbury's Tax Force Committee initial process sent to her by Joanne Zygmunt for our Board review.
2. Caty reviewed Town and COA Board By-Laws and Policies and Procedures. After discussion with our Board regarding revisions to these documents, a motion was made by Caty to form a working group to make sure these documents all coordinate with each other so we can finalize at next meeting. Kathy Studley seconded and all were in favor. Kathy Studley, Maureen Elwood and Donna Weinberg volunteered to be part of this working group.

3. Caty distributed list of all our Board members and their term expirations. Caty, Kathy and Donna's terms are up this coming June, 2025. Caty stated that she does not plan to renew her Board membership for fiscal July, 2026. She asked that the above mentioned make their decisions for their renewal and that we have a Board vote in May. This will be forwarded to Keith Hickey for their renewal appointment by the Town Select Board. Kathy and Donna did express interest in renewing their Board membership moving forward. Also, Lucy Colletta, our Associate Member (non-voting) is planning to renew her membership which expired in 2024, for the upcoming year ahead. Kathy made a motion to recommend Lucy to renew for another year, Caty seconded and all were in favor. Caty will draft a letter to Keith Hickey regarding renewing Lucy's membership so that he can pass on to Select Board for final appointment.

Director's Report: See report attached. Holly Nighelli spoke about the following:

1. Holly was pleased to announce that the Holiday Luncheon, held on Thursday, December 12, 2024, was a success with 100 meals served. She thanked all those volunteers and staff that assisted with the event.
2. The Budget Fiscal Year 2026 process is now underway. Holly has submitted to Keith Hickey for review to be approved by Finance Committee. Holly has been regularly attending all staff/department head meetings with the Town these past few months.
3. Holly attended the December, 2024, Annual Luminaries Event. She set up a table at the Library and passed out handouts that evening representing our COA.
4. Holly is working on the new year, 2025, adding new programs, exercise classes, one-time events, collaborating with other towns and departments for seniors and community.
5. Covid Test Kits are now available at the COA and at the Town Health Department.
6. Holly announced that on Saturday, April 26, 2025, the Annual Town Meeting has been scheduled.
7. Holly reminded Board Members, Committee Members and Municipal Employees to review their records since they are all required to complete Conflict of Interest Law/Ethics training every two years and also the yearly review (2025) of the Summary of Conflict of Interest Law.

Chairman's Report: Caty Starr discussed the following:

1. Caty announced that due to a scheduling conflict, she will not be able to be part of the Interview Committee for the hiring of the new COA Director. She had been selected by the Town back in December. Caty told our Board that she has asked Donna Weinberg, Vice Chair, to take her place in the upcoming interview. Donna has agreed to step in for her.
2. Caty spoke about a few scams involving hackers and QR Codes, suggesting that these QR Codes not be used. She also mentioned brushing scams using name/addresses/packages allowing scammers to gain access to all personal data on our phones. Remember not to open links on texts.
3. Caty showed us two security key holding lock boxes for seniors/residents. The first box she showed, a similar one, used by Town of Kingston having a number or letter combination, a traditional method registered through Fire Department who keep the codes. Caty purchased on her own, outright, another model for \$250.00 call the Knox Box. It is also registered through Fire Department, who hold the master key system. Seniors can call the COA or Fire Department for more information.

Old Business: No discussion at this meeting.

Other Business: Remembered, Kathy Studley asked that we give a moment of silence for the devastation by the California wildfires and all involved.

Next Regular Meeting: Next regular COA Advisory Board to be held on Tuesday, February 11, 2025, 11:30 a.m. at the Kingston Senior Center.

A motion was made to adjourn meeting at 12:45 p.m. by Maureen Elwood, seconded by Donna Weinberg. All were in favor.

Respectfully submitted,

Donna Weinberg, Vice Chair COA Advisory Board and Interim Secretary