

Nahant COA Policies and Procedure

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I. Roles and responsibilities of the COA Board and Director

BOARD MEMBERS

- Council Board Members: The Town Administrator, with the approval of the Board of Selectmen, appoints the nine (9) members to the Council board. Three (3) members serve for one year, three (3) members serve for two years, and three (3) members serve for three years, and thereafter, each shall serve for three years.
- Although the Executive Director of the COA is appointed by the Town Administrator and approved by the Board of Selectmen, the review and recommendation by the Council Board will always be requested.
- Council Board members should meet and organize annually by electing one of their members' chairperson and other members to positions they deem necessary.
- The Council Board shall be responsible for submitting an annual budget to the Town for approval by the Town Meeting.
- The Council Board shall have the power to adopt reasonable rules and regulations for the proper conduct of any activity sponsored by the Council on Aging, including hiring procedures and preparation of job descriptions and employee reviews, operating hours, guidelines for operations, etc.
- The Council Board should establish regular meeting times and the Chairperson of the Council Board should be responsible for setting the agenda. The Chairperson should always receive input from the Executive Director when preparing the agenda.
- The Council Board can and should be the group that sets policy and strategic direction, coordinates activities, and resolves problems pertinent to the COA. The Council Board should work through the Executive Director who will be responsible for the day to day operations of the COA
- The role of the Council is to set sound written policies and do long-range planning.

EXECUTIVE DIRECTOR

- The Executive Director is formally appointed by the Town Administrator, with the approval of the Board of Selectmen. Typically, the Town Administrator will work closely with the Council on Aging in interviewing and selecting the Executive Director.
- The primary responsibility of the Executive Director is to carry out the policies set by the Council and to manage the day to day operation of the COA.
- The Director coordinates the daily activities of the COA, attends all meetings set by the Council, assists the Council in preparing meeting agendas and assists the Council in preparing annual budgets.
- The Director shall keep the Council fully informed as to the needs of the COA, and to recommend to the Council such measures requiring action by them, or the town.

- The Director is responsible for preparing, filing and maintaining all financial and administrative records, as may be required.
- The Director is responsible for the care and use of COA property, including maintenance and repair and the development of a comprehensive maintenance program for COA facilities and equipment and to maintain a full and accurate inventory of COA real and personal property.
- The Director is responsible for administering personnel policies, practices, or rules and regulations as they relate to services contracts, employees and volunteers of the COA.

CHAIRPERSON

- The Chairperson of the Council Board is chosen by the Council and serves for 2 years. Being chairperson does not mean forfeiting the right to vote or express an opinion. It is the responsibility of the Chairperson to make sure the meeting follows the Roberts Rules of Order.
- The Chairperson is responsible for preparing the agenda for each meeting falls to the Chairperson, often with the help from the Executive Director. This task includes determining what issues will be up for discussion, what order items will be heard and what will not appear on the agenda.
- The Council should set a deadline by which they must receive all requests to have all items appear on the agenda. Usually the agenda is "closed" several days before a regularly scheduled meeting, to allow time for it to be distributed. Past minutes should be distributed several days prior to seeking approval. It is good practice to group items on the agenda into categories:
 1. Approval of past minutes
 2. Treasurer's Report
 3. Executive Director's Report
 4. New Business
 5. Old Business

II. Public Meeting Notice in Town Hall

Per Clerk of the Town of Nahant.

Public Meeting notices and agendas to be posted by the Clerk 48 hours prior to the meeting not including Holidays and Weekends.

Public hearings and meetings on primary or Election Day.

From Legal Counsel at Elections Division

We have received many inquiries as to whether public hearings or meetings are permitted on Election Day.

The following are the only public meetings that must not be held on Election Day.

All public hearing held under Zoning Act by city councils, planning boards, and boards of appeals. G.G. c 40A s 11 (2004 ed.)

Public hearings by the State Department of Community Affairs on low-rent public housing projects. G.L. c 121B s 31 (2004 ed)

All other public hearings and meetings appear to be permitted on Election Day, although we do not recommend holding them on the day of the election.

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III. COA Policy for Medical Incident

1. To insure the safety of all involved should a medical incident occur the following policy should be followed, one person should stay with person experiencing symptoms while another person calls 911. In the event you are alone, you must call 911 first then tend to the person. The EMTs once on the scene will take over from there and they will evaluate the person to be sure the situation is resolved and does not need additional treatment or attention
2. If the person who has experienced the symptoms refuses to have 911 it would be up to the EMTs to follow their protocol.
3. In the case of an infectious disease outburst such as flu, diarrhea, food poisoning etc. the case shall be reported to the Public Health nurse by the Director or a person assigned by the Director. The closure of the center if appropriate, should be made in collaboration with the Public Health Nurse, the Chairperson of the Council Board and the Director of the COA.

IV Standards of Independence

The programs at the Nahant Senior Center are primarily designed for and targeted to people aged sixty and older. Others may participate when the staff has been consulted and space allows. In order to ensure a welcoming environment, all participants at the Center must be able to adhere to the following standards of independence and behavior:

CENTER:

1. Provide the staff with the name and telephone number of a person to contact in case of an emergency.
2. To insure the safety of all involved should a medical incident occur the following policy should be followed, one person should stay with person experiencing symptoms while another person calls 911. In the event you are alone, you must call 911 first then tend to the person. The EMTs once on the scene will take over from there and they will evaluate the person to be sure the situation is resolved and does not need additional treatment or attention.
3. Refrain from smoking, drinking alcohol or using illegal substances on the premises. Participants who appear to be under the influence, as determined by Center staff will be asked to leave immediately.
4. Take responsibility for their own personal care and medical care, including hygiene, toileting, continence, feeding, the taking of medications, monitoring special diets, etc. Center staff cannot be responsible for providing assistance with medication or other personal/medical care.
5. Be oriented, capable of independent decision making and capable of planning their own activities, e.g., transportation, lunch, financial transactions.
6. Avoid causing disturbances or disruptions, and to show respect for other participants, staff, building facilities and the personal property of others.
7. Violence or threats of violence are not permitted and will result in the participant being asked to leave; possible permanent suspension of senior center privileges may result.

COA VAN:

1. Be able to access the van on own or accompanied by a companion/escort who will manage access.
2. Transportation clients who have difficulty getting on and off the vehicle will be evaluated by COA staff and may be required to use lift for boarding for safety reasons.
3. Consideration among passengers, communication between drivers and courtesy and patience from all who use the COA Van.
4. No eating or drinking on the COA Van

If a participant cannot meet the required standards, staff is available to share resources and discuss options including reasonable accommodations to facilitate participation. The staff is committed to providing a welcoming atmosphere for as many community participants as possible.

V. COA Closing Policy

This policy is for all programs offered by the COA, lunch, exercise, quilting and/or other programs.

1. Inclement Weather: If public school in Nahant is closed due to weather emergency i.e. blizzard, hurricane, etc. then all programs including lunch will be closed.
2. Building Emergency: i.e. power failure, plumbing issues etc. that would impact the serving of meals. In this case the lunch program will be closed.
3. Some special field trips would require the lunch program to be cancelled. This closing would be at the discretion of the Director with prior approval of the board. When this occurs an explanatory message will be posted.
4. Holidays: lunch program closed on all state and federal holidays. Other program closings would be at the discretion of the Director.

VI. Tiffany Room Use Guidelines

The Tiffany Room will be available to people for use, for private parties, civic groups, political groups, etc. Below are the guidelines:

COST	Maintenance fee (\$30.00)
Maximum # of Occupants	40
Kitchen rules	Use of stove/oven, coffee machine prohibited

Process:

Complete the event registration request which can be found on our COA website, nahantcouncilonaging.org.

Town of Nahant

EVENT/ACTIVITY REGISTRATION REQUEST
FORM



Name	
Address	
City, State, ZIP	
Home Phone (Include area code)	Cell Phone
Email	

Note: Authorized representative shall be present for the entire event and accessible via designated cell phone #.

EVENT LOCATION REQUESTED: CHECK ONE

<input type="checkbox"/> Bailey's Hill <input type="checkbox"/> Low Lands	Town Hall : <input type="checkbox"/> Main Hall <input type="checkbox"/> Conference Rooms	<input type="checkbox"/> Ellingwood Chapel	<input type="checkbox"/> Other (please specify)
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Type of Event: _____
DATE(s) of EVENT: _____
TIME: _____
of Persons Attending: _____ (limit 40 guests)
of Vehicles: _____
Group/Organization/Sponsor _____

PLEASE MAKE CHECKS PAYABLE TO: TOWN OF NAHANT

\$ 50.00 per event

\$100.00 Security Deposit

As approved by Board of Selectmen Vote of September 17, 2015

******* Required Releases *******

• Executed Indemnification Agreement

- Provide an insurance certification with \$ 1,000,000/\$3,000,000 coverage**

NOTES:

- Public access must be guaranteed at all times to outdoor venues in publicly owned lands.**
- Rehearsals require pre-authorization**
- Applicant is required to return facility to the condition it was found (clean up and removal of all trash) – Failure to do so will result in DPW performing necessary work and the cost being deducted from deposit.**
- Events are limited to 2 hours for all outdoor events & 4 hours for indoor events**
(Extended time limits require pre-approval from Town Administrator)
- Bookings are limited to 60 days in advance of event.**
- Number of attendees in excess of 50, furnishings & amplification – all subject to pre-approval of Town Administrator**
- No alcohol or pyrotechnics permitted. Food service and tents may require special approval(s).**
- Notify Police Department one (1) day in advance of event 781-(581-1212)**
- Notify Fire Department one (1) day in advance of event 781- (581-1235)**

Lessee's Indemnification Agreement

The (Lessee) _____ shall, to the maximum extent permitted by law, indemnify and save harmless the Town of Nahant, its officers, agents, volunteers, and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) that may arise out of or in connection with Lessee's lease or use of the (**name and address of building or facility**) _____ for any damage to its real or personal property that occurs in conjunction with the lease or use of (**name and address of building or facility**) _____ by Lessee, unless the damage is caused by the Town of Nahant's gross negligence or willful misconduct.

Signature

Date

Please do not write below this line:

Police Dept. Review:

Details Required : POLICE _____

Approved: _____ **Yes** _____ **No** _____ **by** _____ **Date** _____

Fire Dept. Review:

Details Required : FIRE: _____

Approved: _____ **Yes** _____ **No** _____ **by** _____ **Date** _____

Town Administrator Final Approval:

Approved: _____ **YES** _____ **NO** _____ **Signature :** _____ **Date** _____

Insurance Provided _____ **Yes** _____ **NO** - **Charge** _____ **Yes** _____ **No** \$ _____

DPW Final Approval _____ YES _____ NO *(Facility inspection before and after event-
required)*

Board of Selectmen Final Approval _____ Yes _____ No Meeting Date:

Approved/Denied _____ By _____ Date _____

Copy of Final Approval sent to Police Dept - Date _____ Initials _____

Copy of Final approval sent to Fire Dept. - Date _____ Initials _____

VII. COA Board Vacancy

The Nahant Council on Aging has an opening for a board member. The COA board of directors meet the first Wednesday of the month for an hour or more. The person needs to be computer literate and willing to make decisions for the seniors of Nahant. If you are interested please send your resume and an email to Linda Peterson, lpeterson@nahant.org

VIII Political Presentations

IX Kitchen Rules

Food Policy

The COA's weekday lunch program provides a nutritious, healthful and tasty meal in a safe, clean, cheerful and social setting. It is designed to be an "dine-in" not a "take-out" program. However, in the event that a regular diner is ill or infirm, meals may be taken out of the Senior Center, at the discretion of the Director.