

**COUNCIL ON AGING
BOARD OF DIRECTORS MEETING MINUTES
October 25, 2017**

IN ATTENDANCE: COA Director Lynne Stanton, Kathryn Alesse, Dot DiChiara, Laurel Puchalski, Frank Sadowski, Anita Wright
CALL TO ORDER Meeting called to order at 9:30 a.m.

Notes from meeting of 9/20/17 were reviewed and all votes taken regarding Minutes from 6/21/17, Treasurer's and Director's reports (see attached) were unanimously approved as written on a motion made by F. Sadowski, seconded by D. DiChiara.

TREASURER'S REPORT (see attached) given by D. DiChiara unanimously approved on a motion made by F. Sadowski, seconded by L. Puchalski.

DIRECTOR'S REPORT (see attached)

D. DiChiara made the motion, L. Puchalski seconded and it was unanimously voted to purchase our van from MVRTA for \$1.00.

SENIOR CENTER INITIATIVE COMMITTEE REPORT given by A. Wright

Finance Director must be included in all meetings. COA Director L. Stanton and Finance Director D. Dembrowski will be included in all meetings of the committee.

Interviews were held for three firms. CBA (Caolo and Bieniek Architectural) was selected and contacted. They were approved to proceed, \$30,000 contract for bid for design. Open meeting will be held with CBA on 11/2 at 4:30 for information gathering, land survey review.

MEETING ADJOURNED at 10:50 a.m. on a motion by L. Puchalski, seconded by K. Alesse and unanimously approved.

NEXT MEETING: November 15, 2017, 9:30 a.m., Public Safety Building Conference Room

RESPECTFULLY SUBMITTED BY Laurel Puchalski

TOWN CLERK
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2017 NOV 20 PM 6:06

TOWN OF GROVELAND

Groveland Council On Aging

Director's Report

September 20, 2017

Old Business

- ☞ **Recipe Book Fundraiser** 25 recipes received. Little interest. May do a "self print" booklet in lieu of the publisher approach.
- ☞ **Panera Bread** Offering to all Groveland residents going well. Did have to include "low to moderate income" caveat as several high income residents were coming in.
- ☞ **Board Member Info** Documents included: COA / Staff / BOS contact info and term expirations – Board Member Responsibilities (Marblehead) – COA Policies / Procedures (from State) – "A Guide for COA Board Members"
- ☞ **FY2018 Salary Survey** Attached
- ☞ **Healthy Aging Sept. 19** Program well attended

New Business

- ☞ **Town Hall/COA closed Mon., Oct. 9th** (Columbus Day).
- ☞ **Elders** Two elders w/ mental health issues have had difficulties. Clients have been referred to police and ESMV. Otherwise, quiet.
- ☞ **Staff** Walt's last day will be Tues., October 3. We will be having a gathering that day at 12:00. No driver applications so far (posting shared w/ other COAs + town website etc.). Will now post in *Eagle Tribune*. Indeed.com now requires credit card. Our Outreach worker, Amanda Fisher, continues to do a great job. She and Nisha will both be attending the MCOA Conference on Thurs, Oct. 19. I'll attend on Wed. Oct. 18 (so office has coverage). This year, it will be held in Danvers. No overnights required. I will submit my Director's Report ahead of the monthly board meeting (falls on same date).
- ☞ **FY18 Budget** On target.
- ☞ **MVRTA** Current van may be eligible for purchase. They will get back to us re. cost. Discussion.
- ☞ **Van** Rear rubber bumper to be replaced + hazard light fix at MVRTA (Thurs., Sept. 28). Now has a crack in windshield. That will be scheduled as soon as glass company can come to Town Hall parking lot.
- ☞ **New Van** Acquisition of info / specs on new van purchase continues. Will submit to Capital Improvement Committee (CIC) by September 30.
- ☞ **Executive Office of Elder Affairs (EOEA) Annual Report** Our Report submitted to the state for FY2017 is enclosed. Recv'd a call from Emmett Schmarsow. Appreciated the appreciation.
- ☞ **Formula Grant** Grant dollars not finalized by state yet. Will submit as soon as they're posted.
- ☞ **FY18 Cultural Council Grant Application** I will submit a grant for the Delvena Theatre Co. to perform at our May 10th (mark your calendars) "COA Senior Day" celebration. Submission deadline is October 16.
- ☞ **Shredding Event** Contacted Shred It.com (formerly Universal Shredding, Georgetown) will do for \$300 / hr. – 3 hr. minimum. Checked w/ Finance Director to "share" event. Town must seek permission from state to do a big shred. Takes several months for approval. Thinking it might still be a help for our folks. Perhaps spring? Discussion.
- ☞ **Senior Center Initiative** Update from Anita.

Coming Events

- ☞ **"Winter Is Coming"** Sept. 26 at 11:00am. Heating / winter safety w/ Amanda. Her maiden program!
- ☞ **"Calling 911" Event** Tues., October 3 at 10:00am. Police Chief Jeff Gillen and Fire Chief Bob Lay will discuss the procedure, process, protocol and response when calling 911 for a medical emergency. Discussion.
- ☞ **Birthday Party** Thurs., October 12 at 12:00pm. Entertainment w/ Dan Cleary.
- ☞ **"Medicare 2018"** Program on Oct 17th at 12:30pm. Open enrollment begins Oct. 15 – Dec. 7.
- ☞ **Flu Clinics w/ Rite Aid** October 17 + October 24 – 9:00-11:00am at Town Hall for folks 60+.
November 7 + November 14 – 5:00-7:00pm for those 9 years old to Adult.
- ☞ **NEET Luncheon** Thurs., October 26 at 12:00 at DiBurros.
- ☞ **Men's Breakfast** First breakfast will be November 14 at 8:00am

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Next COA Board Meeting:

Date: October 18, 2017 Time: 9:30am Public Safety Building – Conference Room

Year to Date	2017	2018

Groveland Council On Aging - Director's Report

October 25, 2017

Old Business

- ♦ **"Winter Is Coming"** Heating/Winterization help was well attended. Amanda did a great job.
- ♦ **"Calling 911" Event** Not well attended. PSA by Chief Lay is going to do a PSA for our cable channel outlining their procedures.
- ♦ **Birthday Party** October was popular. Entertainment w/ George Berube (Dan Cleary had to cancel – medical issue) was well liked.
- ♦ **"Medicare 2018"** Program on Oct 17th - 12 folks attended. Still missing Soc. Sec. and some insurance carrier rates.
- ♦ **FY18 Cultural Council Grant Application** Submitted a grant for the Delvena Theatre Co. to perform at our May 10th (mark your calendars) "COA Senior Day" celebration.

New Business

- ♦ **Town Hall/COA** Closed Fri., Nov. 10 (observing Veterans' Day) and Thurs., / Fri., Nov. 23 + 24 (Thanksgiving)
- ♦ **Elders** All is quiet. Amen.
- ♦ **Staff** Denise will post van driver ad in *Eagle Tribune* (for this weekend). Outreach worker, Amanda Fisher, continues to do a great job. She and Nisha attended the MCOA Conference. Recap and info sharing on Thursday.
- ♦ **FY18 Budget** On target.
- ♦ **MVRTA Lease** Per Merrimack Valley Planning Commission, we can continue to lease for \$1.00 'til van dies or transfer ownership. Transfer can happen on MassDOT website. New approach. MVRTA will get back to all towns re. procedure to use web.
- ♦ **Van** Rear bumper replaced + windshield still to be repaired / replaced. Next week.
- ♦ **New Van** Submitted new handicapped van quotes to Capital Improvement Committee (CIC). I meet with them at 7:00pm on Tues., Oct. 31st.
- ♦ **(EOEA) Formula Grant** Word from state on Oct. 23 that FG amount will be \$9.70 per elder (2010 - Fed Census = 1,350 elders in Groveland) = \$13,095. *This is a reduction from last year's grant of \$10 per elder.*
- ♦ **Medicare Open Enrollment** (Oct. 15 – Dec. 7) Doing Rx Formulary searches. Completed 12 to date.
- ♦ **Holiday Food Baskets** Receiving baskets from Groveland Cong'l Church + Ocasio's Martial Arts.
- ♦ **Fuel Assistance** Will receive funding again this year from the Cong'l Church for seniors' winter heating. Total \$\$ amount hasn't been given yet. Amanda working on recipients.
- ♦ **Senior Center Initiative** Update from Anita.

Coming Events

- ♦ **NEET Luncheon** Thurs., October 26 at 12:00 at DiBurros.
- ♦ **Police Assoc. Harvest Dinner** Reservation deadline is October 25. Event is Wed., Nov. 1.
- ♦ **"Stuff a Cruiser"** The Groveland PD will do another pantry food drive on November 4th benefitting the COA and Sacred Hearts Church in Bradford.
- ♦ **Flu Clinics w/ Rite Aid** Ages 9+ - Adults – November 7 + 14 from 5:00-7:00pm at Town Hall.
- ♦ **Men's Breakfast** First breakfast on Tues., November 14 at 8:00am. Free in Nov. - Sponsored by Ray Goulay on "Electrical Safety."
- ♦ **Holiday Party** Thurs., Dec. 14th w/ small group of Pentucket musicians.

Next COA Board Meeting:
Date: November 15, 2017 Time: 9:30am
Public Safety Building – Conference Room

Council on Aging Treasurer's Monthly Summary for FY2018
September 2017

ITEM	BUDGET	2017												2018						Year to Date Balances	% Left
		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE								
PAYROLL																					
Director	\$53,601.00	\$2,880.64	\$4,115.20	\$4,115.20													\$42,489.96	79.3%			
Office Staff	\$34,068.00	\$1,895.73	\$2,614.80	\$2,614.80													\$26,942.67	79.1%			
Outreach	\$8,435.00	\$485.70	\$647.60	\$647.60													\$6,654.10	78.9%			
Van Drivers	\$19,300.00	\$1,018.88	\$1,018.88	\$1,303.88													\$15,958.36	82.7%			
Payroll Subtotal	\$115,404.00	\$6,280.95	\$8,396.48	\$8,681.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$92,045.09	79.8%			
EXPENSES																					
Bills Payable	\$7,600.00	\$1,169.51	\$1,038.36	\$107.88													\$5,284.25	69.5%			
Budget Month	\$123,004.00	\$7,450.46	\$9,434.84	\$8,789.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$97,329.34	79.1%			
FORMULA GRANT	\$13,560.00																				
Mail Deposit		\$2,748.13															\$2,748.13				
Postage Cost		\$390.56	\$390.20	\$389.45													\$1,170.21				
Mail Balance		\$2,357.57	\$390.20	\$389.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,577.92	\$13,560.00			
Mail Withdrawal																	\$0.00				
Printing		\$321.00		\$403.00													\$724.00	\$2,041.83			
Outreach		\$299.52	\$453.32	\$339.99													\$1,092.83	\$11,518.17			
Other Expenses		\$225.00															\$225.00				
Grant Month	\$0.00	\$845.52	\$453.32	\$742.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,041.83	84.9%			
REVOLVING ACCOUNT	Beginning Balance																				
	\$13,478.84	\$13,478.84	\$13,323.30	\$12,838.25													\$13,478.84				
Taken In		\$487.75	\$267.39	\$863.00													\$1,618.14				
Expended		\$643.29	\$752.44	\$278.98													\$1,674.71				
Balance	\$13,478.84	\$13,323.30	\$12,838.25	\$13,422.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,422.27				