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**GROVELAND COUNCIL ON AGING BOARD OF DIRECTORS
MEETING MINUTES October 19, 2022**

ATTENDING: Kathryn Alesse, Larry MacElhiney, Laurel Puchalski, Irene Thomas, Marie Waller, COA
Interim Director Lynne Stanton **ABSENT:** Dot DiChiara

CALL TO ORDER: Motion made by L. Puchalski, seconded by I. Thomas at 9:38 a.m.

MINUTES:

- Motion made by L. Puchalski and seconded by M. Waller to approve minutes of Sept. 21, 2022 meeting. Unanimously accepted.

TREASURER'S REPORT: D. DiChiara and L. Stanton rectified accounts and await the accounts being rectified with the Town Accountant. L. Stanton plans to meet with the Town Administrator to rectify unexpected overages in the expenditures and van maintenance lines.

- Motion to accept report with notes and amendments made by L. Puchalski, seconded by L. MacElhiney. Unanimously accepted.

DIRECTOR'S REPORT presented by Lynne Stanton:

- Our Neighbor's Table is honoring the good work of previous Director Amanda Fisher, and ongoing efforts of Assistant Director Nisha Burke and Outreach Coordinator Maria Yagual in addressing food security needs for Groveland Seniors at a Breakfast of Champions on October 25. Congratulations!
- Credit for the damaged and returned freezer and refrigerator will be used to order new ones.
- COA Staff is preparing for the Fuel Assistance season and to distribute Holiday baskets.
- Still under warranty, the new van's faulty sensor had been replaced as it was causing the "check engine" light to go on. Van passed its annual safety inspection, however idling seems irregular and AC is not working reliably. A goal is to find local mechanics who service large vans.
- Funds from the Formula Grant are earmarked for seniors to get a key card (similar to a library card) which is scanned and counted automatically through My Senior Center when attending events.
- Lynne is still awaiting the release of the EOE Annual Report so she can complete it.
- Cultural Council Grant, submitted Oct. 15, seeks funds for a "Songs from the Sound of Music" program.
- Lynne is updating the Director Transition Folder to be useful and timely when a new director is hired. Lynne is also working to bring the COA section of the town website up to date.
- The November/December newsletter, uploaded on the website, is being printed and will be mailed out.
- The new job descriptions (Collins Center) and salary recommendations will be available in Nov.
- Lynne is spending more hours per week on administrative work than anticipated (20 vs 15), but expects the hours to complete work to lessen after completing the Nov.-Dec. Newsletter.
- As predicted, transfers had to be made to line items in the FY23 budget for bills payable from July 1 to August 31. Funds to mail the Nov/Dec and Jan/Feb newsletters are deposited. The town accountant prepared a wage summary for the Assistant Director if the DOT grant is received. Line items equated more with actual costs and spending still need to be discussed for FY24.
- The Friends of the COA are sponsoring the Nov. Calendar Raffle, a fundraiser.
- Upcoming van trips include the Museum of Fine Arts (Oct. 31), Encore Casino, Burlington Mall, Enchanted Village in Avon.
- Assistant Director will need help hosting scheduled programs: Real ID on Nov. 3, The American Revolution on Nov. 14, Holiday Luncheon on Dec. 22.

NEW BUSINESS:

- L. MacElhiney, on behalf of the Interview Committee, reports that resumes reviewed have not been good fits for the skills and knowledge for the COA Director, so the search continues. Collins Center position descriptions will be reviewed when received in November.
- Nov. Calendar raffle tickets are still available in the COA office.

NEXT MEETING: November 16, 2022 at 9:30 a.m. in the Back Hall Conference Room.

ADJOURNED: Motion made by L. Puchalski and seconded by M. Waller to adjourn at 10:25 a.m.

RESPECTFULLY SUBMITTED BY: Irene Thomas, Secretary