

**GROVELAND COUNCIL ON AGING BOARD OF DIRECTORS
MEETING MINUTES September 21, 2022**

TOWN OF GROVELAND

2022 OCT 19 AM 10:59

ATTENDING: Kathryn Alesse, Dot DiChiara, Larry MacElhiney, Laurel Puchalski, Irene Thomas, ^{Maria} Waller, COA Director Lynne Stanton

TOWN CLERK
RECEIVED/POSTED

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

MINUTES:

- Motion made by D. DiChiara and seconded by M. Waller to approve minutes of June 15, 2022 meeting. Unanimously accepted with L. MacElhiney and L. Puchalski abstaining (guests on June 15, 2022).

TREASURER'S REPORT: D. DiChiara reported the accounts, up to June 2022, while waiting to rectify accounts with COA Director and Town Accountant.

- Motion to accept report made by I. Thomas, seconded by L. Puchalski. Unanimously accepted.

DIRECTOR'S REPORT presented by Lynne Stanton:

- COA has moved into the new offices with the benefits of expanded space to serve seniors and for the food pantry. Damaged freezer and refrigerator are being returned and new replacements are coming.
- The number of people who receive UTEC boxes varies, but COA is servicing 5 people now. With no Groveland COA congregate meal site, AgeSpan sponsors Traveling Chef to COA which distributes meals to 40 people each month.
- Connectivity has improved due to updated PCs for the Director, Assistant Director, and Outreach Coordinator. Soon seniors/clients will check into events using a new touch screen computer with a handheld scanner bought with remaining funds from the FY 22 Formula Grant. Seniors will get a key card (similar to a library card) which is scanned and counted automatically through My Senior Center.
- New job descriptions, created by the Collins Center after interviews with staff, have been received by the Director, Assistant Director, and Outreach for review. The Town Administrator has written a job description for the Van Driver positions.
- When the EOE Annual Report is released in the coming weeks, Lynne will complete it.
- Lynne is updating the Director Transition Folder to be useful and timely when a new director is hired.
- Unexpectedly, the new van has shown some areas in need of repair. The maintenance budget line item needs attention to cover costs now and in the future.
- FY23 budget is tight and paying expected bills for communication needs results in being over budget by about \$800 in the Expense Line, which is only \$3,000. Transfers will be needed now. An increase for this line item in future budgets needs to be discussed.
- In FY22, The Formula Grant (based on \$12/elder in Groveland from 2010 census) had \$2,546 of unspent funds which the state (post Covid) allows to be rolled over into the FY23 grant funds.
- The November/December newsletter is being prepared and will be mailed out.
- The Friends of the COA are sponsoring two fundraisers: Sept. 29 BBQ and a Nov. Calendar Raffle.
- Upcoming van trips include the Topsfield Fair (Oct. 6) and Museum of Fine Arts (Oct. 31).

NEW BUSINESS:

- Chairman Alesse reports that there are a few qualified applicants for the COA Director position. A subcommittee of volunteers K. Alesse, L. MacElhiney, M. Waller will join the Town Administrator for interviews to narrow the field for COA Board interviews. I. Thomas made a motion to accept the three volunteers for the interview subcommittee, seconded by K. Alesse. Unanimous.
- *Chairman Alesse reminded the board members of the rule against expressing any opinion in an email that addresses a matter that could come up at a meeting.*
- The COA Board publicly thanks Anita Wright for her years of contributions to the COA Board, COA Staff, and Groveland Seniors. Due to her retirement, the COA Board will miss her service and experience. With a board of 6 members, the quorum will be 4, but the COA Board can have up to 7 members.

NEXT MEETING: October 19, 2022 at 9:30 a.m. in the Town Hall Meeting Room.

ADJOURNED: Motion made by D. DiChiara and seconded by L. Puchalski to adjourn at 10:45 a.m.

RESPECTFULLY SUBMITTED BY: Irene Thomas, Secretary