

TOWN OF GROVELAND  
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**GROVELAND COUNCIL ON AGING BOARD OF DIRECTORS  
MEETING MINUTES December 22, 2022**

**ATTENDING:** Linda Brown, Larry MacElhiney, Laurel Puchalski, Barbara Sanborn, Deb Stephenson, Irene Thomas, Marie Waller.

**CALL TO ORDER:** Motion made by L. Puchalski, seconded by D. Stephenson at 9:31 a.m.  
**MINUTES and TREASURER'S REPORT:** None to approve at this second Dec. meeting.

**OLD BUSINESS:**

- Board Chair L. Puchalski confirms submitting the Annual Town Report, and Town Administrator R. Oldham responded with "good job." Board thanks her for her work to complete this challenge.
- Chair Puchalski learned the Formula Grant based on the 2020 Census has increased. In the near future, she will check with Adam Frank to see if remaining funds can be rolled over. Groveland Census shows that 16.5% of the population is senior, or age 60 or over. Based on the 2020 Census, 16.5% of 6,752 = 1,115 seniors in Groveland.
- Chair Puchalski has been working on the COA budget and its cover letter that should include the mission, goals, reasons for the amounts, but needs access to cleargov site to complete this.
- Discussed FY24 COA Budget goals.
- In the future, Board will need to decide to mail the newsletter and incur those expenses, for the postage and the penalty for the undeliverable newsletters, or offer it online and have printed copies available in several locations in and around town. I. Thomas is working to update an accurate address list to determine the number we need, if mailing, and hopes to contact/phone/email people to see if they will shift to e-newsletters.
- D. Stephenson asks that we try to formulate seeing all of the expenses in one big picture for a more complete understanding of town funding, grant funding, and costs.

**NEW BUSINESS:**

- R. Oldham informed L. Puchalski of a Jan. 3 ZOOM presentation at 11:00 about the MA DOT Grant and link will be shared to Board once it has been received.
- L. Puchalski will share link with anyone interested for First Amendment Audit ZOOM on Jan. 10.
- Budget meeting is planned for Dec. 27 to calculate figures to enter into cleargov form. (Meeting became unnecessary, so no posting and no meeting happened.) \*
- Food Pantry update by D. Stephenson: No one has come for food this week before Christmas, but food is abundant, donations have come in, and pantry volunteers are answering lots of calls related to rides and other needs that are a challenge to answer (when Nisha has sick days) which makes it clear that this Outreach Coordinator position needs to be filled. I. Thomas observed the need for a consistent and informed humanitarian face and voice in Outreach to serve seniors and their diverse needs. D. Stephenson added that we are happy to volunteer to help with the food pantry, but are not equipped to meet the many other needs. L. MacElhiney reports that one application has been received and an interview needs to be scheduled with the Personnel Committee (L. MacElhiney, L. Puchalski, I. Thomas).

- L. MacElhiney plans for van to be serviced in Saugus in early January and will work with Frank to deliver the van to the location, likely at the end of Frank's Thursday shift.
- L. MacElhiney reports that about 10 director applications have come in, so he has created a rubric to rate the diverse collection of candidates more objectively. Plans are to collaborate with the interview committee to develop specific questions, narrow the field to 3-4, have the Board do final interviews to make a recommendation. Rules state that first interviews will be open unless one candidate requests closed interviews, which will result in closed first interviews for all. COA Director Search Chair MacElhiney plans an organization meeting soon to distribute position descriptions, rubric, protocols for search committees (K. P. Law, MA COA, Town of Groveland, Groveland COA) and ask committee members to suggest personality traits and values as COA Director should possess.
- AARP Tax Prep has had to change from Thursday to Friday appointments which will need to be publicized via emails, Facebook, and primarily when people call for appointments.

**ADJOURNED:** Motion made by L. MacElhiney and seconded by M. Waller to adjourn at 10:37 a.m.

**NEXT SCHEDULED MEETING:**

January 18, 2023 at 9:30 a.m. in the Town Hall Main Meeting Room.

\* Meeting notes were prepared in Jan. so cancelled Dec. 27 meeting is included for clarity

**RESPECTFULLY SUBMITTED BY:** Irene Thomas, Secretary