

**GROVELAND COUNCIL ON AGING BOARD OF DIRECTORS**  
**MEETING MINUTES December 9, 2022**

2023 JAN 24 PM 2:56

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

**CALL TO ORDER:** Motion made by M. Waller, seconded by L. MacElhiney at 9:30 a.m.

**MINUTES:** Motion made by B. Sanborn and seconded by L. Brown to approve amended minutes of Nov. 16, 2022 meeting. Unanimously accepted. Attached to the minutes are: Nov. 9, 2022 resignation letter of Maria Yagual and letter to COA and Ed Watson from Ann Norman.

**TREASURER'S REPORT:**

- Motion made by L. MacElhiney and seconded by D. Stephenson to table accepting the report until the Dec. 22 meeting. Unanimously accepted. D. Stephenson and B. Sanborn questioned why the COA Board Treasurer had to collect data for reports when this is a job responsibility for the Town Treasurer.

**OLD BUSINESS:**

- With gratitude for their service, the Board welcomes three new members: Linda Brown, Barbara Sanborn, and Deb Stephenson.
- Per request of the COA Assistant Director, L. MacElhiney made a motion, seconded by M. Waller, that I. Thomas, as an officer, can sign payroll and bills payable documents if L. Puchalski or M. Waller is unavailable. Unanimous approval.
- Volunteers with some training have been able to keep the Groveland Food Pantry in the COA Outreach Office open on Wednesdays and Thursdays from 10 a.m.-2 p.m. for citizens in need of food security. D. Stephenson has prepared a SignUp Genius for the volunteers. Since the Assistant Director's announcements in the paper and on Facebook, generous donations have been arriving. Lori Townsend of Our Neighbors' Table informs us that ONT is starting a round of strategic planning, and she plans to meet with Asst. Dir. Burke and representatives of all 12 participating towns. She recommends that we pause on stocking the freezer and refrigerator with perishable food until an Outreach Coordinator is hired.
- Those who call in food pantry orders have also been asking for toiletries and paper products.
- L. MacElhiney made a motion, seconded by M. Waller, that I. Thomas and D. Stephenson have permission to have access to the Food Pantry key on Wed., Dec. 14 and Dec. 28 when N. Burke is on vacation, so food needs can be met.
- D. Stephenson and I. Thomas assured that food pantry needs are the only outreach services at this time. All other Outreach requests are being forwarded to other COAs.
- Actions are being taken to solve the new COA van's ongoing AC issue. It will be brought to a Saugus company that honors the warranty. No van trips are scheduled for Jan.
- After observations and while riding on the van and conferring with the Town Administrator, L. MacElhiney prepared a letter to the BOS regarding a van driver's ongoing issues of safety and confidentiality with riders. This will be the second official notice of concern during the driver's probationary period as an employee at will. The Board is requesting formally that the BOS extend the probationary period, so the new Director, when hired, can act in the official

capacity of trainer and evaluator of this driver. A letter from the COA Board Personnel Committee will be drafted and sent to the driver.

- L. MacElhiney motioned that Frank Sapianti be named the COA's Lead Van Driver and continue to be paid the daily salary. The Board previously voted that drivers be paid hourly and the COA Board voted to continue this for additional, non-lead drivers. Unanimous approval.
- The Outreach Coordinator opening is posted on the town's website. R. Oldham has reposted the COA Director opening on the MMA website. Search Committee Chair L. MacElhiney is developing a rubric, a more objective tool to rate candidates based on the position's criteria when applications are received. The Search Committee includes B. Sanborn, L. MacElhiney, M. Waller, Town Administrator R. Oldham, Selectman J. Naves, Finance Committee Member S. McGrath. Four people have expressed interest in filling the last position: Town Clerk B. Cunniff, Friends of the Groveland COA Officer J. Donnelly, citizens S. Hancox and J. Dempsey.
- COA is still awaiting the release of the EOE Annual Report
- On Dec. 12, R. Oldham will meet with COA Chair L. Puchalski, Treasurer M. Waller, and COA Board Member B. Sanborn about the Budget for FY24. Board gave unanimous approval for B. Sanborn and/or D. Stephenson to help once Cleargov form is available to complete.
- N. Burke has collected statistics and photos from July 1, 2021-June 30, 2022 for the Annual Town Report for the COA. L. Puchalski and I. Thomas will seek coaching for this.
- MA DOT Grant for \$9,000 was approved and confirmed in a Dec. 8, 2022 letter.
- COA is still waiting to hear updates for the Wadleigh Foundation Grant.
- COA Board Chair L. Puchalski reminded those attending of the COA Mission Statement that focuses on meeting the needs of Groveland seniors.

#### **NEW BUSINESS:**

- With the MA DOT grant funds, the COA Board recommends that N. Burke be paid a lump sum of \$4,500 now for the back pay that is owed, and the remaining \$4,500 be divided equally among the remaining fiscal year payments. The COA Board also recommends strongly, in the future, N. Burke's pay comes from the town funds and only the Formula Grant.
- The Newsletter will be streamlined until a new Director is hired, however necessary information will be available through Facebook, PR postings, and a reduced printed form with a Jan/Feb calendar will be in the usual town locations. L. Puchalski and I. Thomas are taking responsibility.
- B. Sanborn suggested that the COA publicize the COA textile depository now that MA restricts textiles in the trash. Future action is on hold as more information is researched.
- L. MacElhiney was thanked by the Friends of the Groveland COA for attending their last meeting. The Friends reported success with the Nov. Calendar Raffle fundraiser. L. Brown volunteered to be a liaison between the COA Board and the Friends of the COA.

- **NEXT SCHEDULED MEETINGS:** December 22, 2022 at 9:30 a.m. in the Outreach Office.  
January 18, 2023 at 9:30 a.m. in the Town Hall Main Meeting Room.

**ADJOURNED:** Motion made by I. Thomas and seconded by L. MacElhiney to adjourn at 10:50 a.m.  
**RESPECTFULLY SUBMITTED BY:** Irene Thomas, Secretary