

Town of Millville Council on Aging
Minutes of Meeting January 18, 2024

Meeting was held at the Millville Senior Center

Members in Attendance: Larry Pearson, Vice Chair
 Pat Finn, Secretary
 Pam Kobetitsch
 Sandy Caswell
 Tina Cook, Director

Members Absent: Diane Lamoureux, Chairperson
 Richard Hurteau
 Sue Robbins

Guests/Public: Lori Remillard

Larry Pearson called the meeting to order at 1:03 p.m.

1. **Pledge of Allegiance**, followed by a moment of silence for Jill Anderson and Dan Ryan, both of whom recently passed away.
2. **Minutes of COA Meeting December 21, 2023**: Motion made by Sandy and seconded by Pam to accept the minutes as written. Unanimous vote by Larry, Pat, Sandy, and Pam who were all present at the December 21st meeting.
3. **Monthly Budget Review**: Copy provided by Tina of December/January to date expenses. We are now in the negative with regard to Van Driver Salaries #5118 (\$5.06). The balance owed for this account (\$338) was paid out of our Formula Grant. All other line items remain steady. Tina discussed our new Grant of \$13,000 for Transportation and \$3,000 for Nutrition. The Transportation Grant will be used (up until the end of June) to offset and pay for our Van Driver Salaries. Paperwork will be submitted on a monthly basis. An additional portion of the Grant will be used for a first class postage direct-to-all-senior-citizens mailing expected in February. This mailing will specifically highlight the Transportation and Nutritional Services now being offered at the Senior Center.

Larry asked if our van usage has slowed any and was told that although we saw some cutback in use due to bad weather, it has started to pick up again.

Pat asked about our Van Coordinator, making sure that we keep these expenses separate from regular van drivers so that we can include this in our upcoming budget request. Kathy is

working remotely and is making approximately \$194 every two weeks for 6 hours/week. Dennis (one driver) will be taking 3 weeks' vacation in March, and Kathy plans to come back to Millville to take over those driving duties as well, temporarily.

Larry asked about when our new Senior Van was expected and was told it is still planned in February and will be appropriately painted with our Council on Aging Line.

As far as the Nutrition Program, we are being charged \$7 per lunch and are requesting \$3 donation from all attendees. The balance will be paid for by the new Grant. The school does deliver these meals. We will have to use Tri-Valley during vacation and summer when the school is closed.

4. New Business:

a. Upcoming Events: "Elf" the movie will be shown on Thursday, January 25th. We also have a Craft scheduled, a painting class in February with Darrell (although Joe may teach), and we did have a VNA home safety class scheduled but that was cancelled due to weather. It has been rescheduled for Tuesday, February 27th. Tina will promote it.

b. Personnel requirements: Due to the recent death of her husband, we are uncertain as to whether Mary Ryan will be coming back to the Center to continue with the Line Dancing. Tina found a new exercise instructor, Crystal Lee, to take over classes starting February 1st, but she is charging \$60/hr. (\$240/month) as compared to Lori Coco who charged \$45. Students make a \$3 donation per class and the remainder is paid through our Formula Grant. Tina will start with Crystal and will continue to look for someone less expensive.

Tina mentioned that she would like to organize some sort of bereavement group for regular meetings (1x per month?) at the Senior Center, considering the number of seniors that we have lost in the past several years. After the discussion, Pam said she would be happy to lead such a group, especially since she has 40 years of social work experience. This will merit additional discussion and a vote by the Council on Aging prior to moving forward. Some discussion also ensued regarding if this leadership role would qualify for the senior tax work-off program.

c. Beaulieu Account Update: Our CD with Bluestone Bank will mature on 2-28-24 and we should have earned approximately \$5,400 which will be transferred to the Senior Center Beaulieu Account and utilized during our next fiscal year. Jane will be looking for institutions that offer higher interest rates for the new year.

d. Budgetary Preparation for FY24: Tina has received Peter's guidance on our new budgets, and the first draft is due to be submitted to the Town Hall/Laura, our Accountant, by Friday, February 2nd. Therefore, we are calling for a **special Budget Planning session** to be held at the Senior Center on **Friday, January 26th @ 10:00 a.m.** Pat will send out a reminder to all COA Members and Tina will post the meeting.

e. Other items not received within 48 hours prior to the meeting:

Tina: (1) Kate Donovan from the Garden Club would like to use the Senior Center on Sunday, February 11th from 11:00 – 2:00 p.m. for their annual Seed Swap. Tina is ok to open and close

the center. **Vote was called to let the Garden Club use the Center. All were in favor, unanimous vote.**

(2) Tony Catalano of the Blackstone Lions Club requested to use our Bingo Cards on February 10th, Saturday, for a scheduled function. Our Bingo at the Center is scheduled for February 1st so there is no conflict. **Vote was called to let the Lions Club borrow some of our bingo cards. All were in favor, unanimous vote.**

(3) Our Annual report to the Town of Millville is due on February 21st. Tina has started to prepare it and Pat volunteered to assist in its preparation, stating that we must include the grants we have received this year to help with our budget. The Senior Center's Annual report is also due to the EOEA this month.

5. Old/pending Business:

a. BVT/Dog Toy Update: We have 11 people signed up for the trip, and Pat will give a final count to BVT. We have also received several boxes of tee-shirts through Kevin Sullivan (donated by Amazon0, and we will bring a box along with us to be used in making the toys. All attendees are expected at the Senior Center at 8:45, the van will leave at 9:00 and arrive at BVT at 9:30 a.m. After a demonstration/presentation on how to make the dog toys, we will have a brief tour of several classrooms and disciplines, including Cosmetology (note to bring back pricing and scheduling information) and will then follow with lunch at the Three Seasons. We should be returned to the Center by 1:00 p.m.

After meeting note: Pat has been in touch with Kevin Sullivan who will also meet us at BVT (since he will be the recipient of the dog toys that we intend to make and donate).

b. Space Requirements for Senior Center/Library: Andrew has not yet contacted Tina as far as a date and time to discuss these requirements, although it was understood that he did attend a meeting of the library and visited them several times.

6. Member Forum:

Nothing mentioned.

7. Public Forum:

Nothing mentioned.

8. Review of Policies and Procedures for 2024:

Since we have a quorum for the meeting, it was decided to proceed with this review:

Page 5 (Under Beaulieu Account – Process for Expending Funds): Addition added to this paragraph regarding full-year budgeting by quarter.

Page 9 (COA Board Member Appointments (5)) – Discussion followed but kept with no change.

Page 15 (General Policies and Procedures (6)) – Changed paragraph to delete mention of monthly senior club and add deposited to “appropriate” COA account.

(9) Changed “at the discretion of “Town officials as well as...” and also added passage about cold weather and power outages.

Page 19 (MEMA Generator) Under testing. Discussion ensued regarding who should be doing the testing in the event of upcoming storms, etc., and agreed that this should be a Town Office named in the document, perhaps the Chief of Police or Fire Chief. We will revisit this item when Diane and Richard are at our meeting in the hopes that one of them will volunteer to clarify this issue.

Page 31 (Payment of Invoices and Expenses) – director’s bi-weekly salary. Larry asked Tina if her salary requests are being signed off by Diane and was told “yes.”

After additional discussion on remaining Policy and Procedure pages, Pam made a motion and Larry seconded it that we vote to approve all changes as discussed above. **Unanimous vote to approve all changes as discussed.** Members will be given changed pages at next meeting.

8. Next meeting Date:

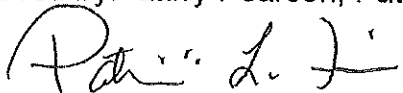
The next regularly scheduled COA Meeting will be on Thursday, February 15, 2024 at 1:00 p.m. Our Budget Prep Meeting will be held on Friday, January 26th at 10:00 p.m.

9. Adjournment:

Pat made a motion and Pam seconded it that the meeting be adjourned. **Unanimous vote by all COA members in attendance, and meeting adjourned at 2:34 p.m.**

Minutes respectfully submitted by Patricia Finn, Secretary, COA.

Approved by: Larry Pearson, Pat Finn, Pam Kobetitsch, Sandy Caswell

 3-21-24

Minutes Accepted on: ~~February 15, 2024~~ March 21, 2024

Copies provided at meeting:

1. Agenda for January 18, 2024 meeting.
2. Minutes from December 21, 2023 COA meeting
3. December/January expenses