

TOWN OF GROVELAND

2016 JUL -6 PM 3: 31

COUNCIL ON AGING

BOARD OF DIRECTORS MEETING MINUTES 03/16/2016

TOWN CLERK
RECEIVED/POSTED

IN ATTENDANCE: COA Director Lynne Stanton, Dot DiChiara, Ron Mertens, Carl Much, Laurel Puchalski

Guest: Anita Wright (consultant)

Absent: Frank Sadowski

CALL TO ORDER Meeting called to order at 9:35 a.m.

MINUTES

Motion was made by C. Much, seconded by D. DiChiara, and it was unanimously voted to accept the Minutes from the February 17, 2016 meeting.

TREASURER'S REPORT

Motion was made by L. Puchalski, seconded by C.Much and it was voted unanimously to accept the Treasurer's report.

DIRECTOR'S REPORT

Director L. Stanton gave her Director's report. (see attached)

SENIOR CENTER INITIATIVE

- Advisory Committee toured the Municipal Light Department with the Building Inspector on March 3.
- A. Wright attended the Friends of COA meeting on March 3 to introduce the plans for the Senior Center Initiative and to have discussion with the members.
- Discussion was held regarding the Building Committee and its agenda / plans for their meeting to be held on March 17. COA Director, L. Stanton will be creating a touring template to be used when visiting other Senior Centers in the area to use as a tool for comparison.

NEXT MEETING: April 20, 2016, 9:30 a.m., Public Safety Building Conference room

Adjourned: 11:15 a.m. on motion made by L. Puchalski, seconded by D.DiChiara and unanimously voted.

RESPECTFULLY SUBMITTED BY Laurel Puchalski

Council on Aging Treasurer's Monthly Summary for FY2016 March 2016

ITEM	BUDGET	2015												2016						Year to Date Balances	% Left		
		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE										
PAYROLL																							
Director	\$51,520.00	\$3,342.88	\$3,932.80	\$3,932.80	\$5,899.20	\$3,932.80	\$3,932.80	\$3,932.80	\$3,932.80	\$3,932.80	\$5,899.20	\$3,932.80	\$2,499.60	\$3,749.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,781.92	24.8%	
Office Staff	\$32,746.00	\$2,124.66	\$2,499.60	\$2,499.60	\$3,749.40	\$2,499.60	\$2,499.60	\$2,499.60	\$2,499.60	\$2,499.60	\$3,749.40	\$2,499.60	\$3,749.40	\$920.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,124.94	24.8%	
Outreach	\$8,108.00	\$572.39	\$0.00	\$0.00	\$1,554.74	\$1,160.25	\$711.62	\$618.80	\$618.80	\$920.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,950.93	24.1%	
Van Drivers	\$18,551.00	\$1,150.05	\$1,415.45	\$1,415.44	\$2,123.16	\$1,415.44	\$1,415.45	\$1,326.98	\$1,326.99	\$2,123.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,838.88	26.1%	
Payroll Subtotal	\$110,925.00	\$7,189.98	\$7,847.85	\$7,847.84	\$13,328.50	\$9,008.09	\$8,559.47	\$8,378.18	\$8,378.19	\$12,692.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,696.67	25.0%	
EXPENSES																							
Bills Payable	\$6,600.00	\$582.42	\$1,381.75	\$400.16	\$264.17	\$33.08	\$1,007.38	\$32.74	\$368.58	\$383.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,146.50	32.5%	
Budget Month	\$117,525.00	\$7,772.40	\$9,229.60	\$8,248.00	\$13,590.67	\$9,041.17	\$9,566.85	\$8,410.92	\$8,746.77	\$13,075.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,843.17	25.4%	
FORMULA GRANT	\$12,204.00																						
Mail Deposit		\$1,253.15	\$1,000.00	\$414.67	\$427.15	\$408.29	\$415.16	\$6.37	\$415.92	\$402.34	\$1,000.00	\$1,000.00	\$1,000.00	\$1,716.92	\$1,716.92	\$1,716.92	\$1,716.92	\$1,716.92	\$1,716.92	\$1,716.92	\$5,253.15		
Postage Cost		\$419.45	\$676.88	\$414.67	\$427.15	\$408.29	\$415.16	\$6.37	\$415.92	\$402.34	\$1,000.00	\$1,000.00	\$1,000.00	\$1,716.92	\$1,716.92	\$1,716.92	\$1,716.92	\$1,716.92	\$1,716.92	\$1,716.92	\$3,536.23		
Mail Balance		\$833.70	\$1,206.82	\$792.15	\$365.00	\$956.71	\$541.55	\$1,535.18	\$1,119.26	\$1,716.92	\$1,716.92	\$1,716.92	\$1,716.92	\$1,716.92	\$1,716.92	\$1,716.92	\$1,716.92	\$1,716.92	\$1,716.92	\$1,716.92	\$1,716.92	\$11,716.92	
Mail Withdrawal			\$1,000.00			\$1,000.00		\$1,000.00		\$1,000.00											\$4,000.00		
Printing		\$211.00		\$511.00	\$212.00	\$212.00	\$297.00		\$556.92	\$509.00	\$509.00	\$509.00	\$509.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,655.00		
Outreach		\$309.40					\$402.22	\$556.92	\$495.04	\$750.30											\$2,513.88		
Other Expenses							\$429.67	\$429.67													\$429.67		
Grant Month		\$1,709.44	\$1,000.00	\$511.00	\$212.00	\$1,212.00	\$699.22	\$1,986.59	\$495.04	\$2,259.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,351.03		
DONATION ACCOUNT																							
Beginning Balance	\$3,738.22																						
Taken In		\$370.00	\$421.00	\$680.99	\$1,745.00	\$840.00	\$1,138.50	\$952.50	\$195.00	\$1,425.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,767.99		
Expended		\$125.00	\$291.65	\$1,753.47	\$239.70	\$1,141.55	\$248.00	\$75.00	\$445.35	\$1,100.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,419.96		
Balance	\$3,738.22	\$3,983.22	\$4,112.57	\$3,040.09	\$4,545.39	\$4,243.84	\$5,134.34	\$5,011.84	\$5,761.49	\$6,086.25	\$6,086.25	\$6,086.25	\$6,086.25	\$6,086.25	\$6,086.25	\$6,086.25	\$6,086.25	\$6,086.25	\$6,086.25	\$6,086.25	\$6,086.25	\$6,086.25	
Year to Date Balances																					\$3,738.22		
Year to Date Balances																					\$7,767.99		
Year to Date Balances																					\$5,419.96		
Year to Date Balances																					\$6,086.25		
Formula Grant Balance =																					\$12,204.00		
Formula Grant Balance =																					\$7,351.03		
Formula Grant Balance =																					\$4,852.97		
Formula Grant Balance =																					\$39.8%		

Sponsored by



Harvard Pilgrim
HealthCare Foundation

the *healthy living*
Center of Excellence

Sign Up Today For a **Free** Six Week Workshop!

Healthy Eating For Successful Living in Older Adults

Date: Thursday, May 5th - Thursday, June 9th

Time: 12:30 - 3:00 PM

Site Location: Groveland Council on Aging

Address: 183 Main Street

Groveland, MA 01834

For More Information or to Register:

Contact: Nisha Burke at nburke@grovelandma.com

www.healthyliving4me.org

In this workshop, you will...

- ✓ Learn to make healthier food choices
- ✓ Receive tips for improving portion control and label reading
- ✓ Plan meals to better control fats, sugars, carbohydrates and sodium
- ✓ Explore ways to add physical activity to your day
- ✓ Enjoy a healthy, delicious meal together
- ✓ Discover that making small changes can lead to BIG results!



Groveland Council On Aging

Director's Report

March 16, 2016

Old Business

- ☞ **FY17 Budget** Have not received request from Finance Committee for annual budget review appointment. We maintained same amount in expense account. Preliminary 2% pay increase.
- ☞ **MVRTA Van** Had oil changed and replaced wiper blades.
- ☞ **Social Hour at the COA** Second date in March 3 was also well attended. Next gathering Wed., April 13.
- ☞ **AARP Tax Prep** All appointments filled for 2016. Volunteers gave ok to squeeze in a few additional appointments if needed.

New Business

- ☞ Return to meeting location at **Public Safety Bldg/Conference Room** OK for April. New dispatch space is now complete. Wiring etc. in conference room will be removed and back to normal shortly.
- ☞ **Elders** No serious issues at this time.
- ☞ **Staff** All is well. Nisha's back, w/ doctor's note. Flu/severe colds ran rampant through Town Hall.
- ☞ **FY16 Budget** On track. Replacing Nisha's laptop. Old laptop will be reformatted for program/speaker use. May also need to replace Katherine's printer. All told ~ \$1,000. Laptop from expense line item. Printer from Formula Grant.
- ☞ **Town Meeting Warrant Article** An article is being included in the April 25 meeting warrant changing our Donation Account (illegal per state auditors – apparently there are several in various town departments) to a Revolving Account. Maximum spending limit will be \$10,000 - a random cap so that we don't place the amount too low and be unable to spend. Old line item numbers will remain the same.
- ☞ **MVCOA Directors' Meeting** at new Newburyport Senior/Community Center. Photos + discussion.
- ☞ **New Senior Center** Advisor Anita's + Building Committee's progress. Discussion.
- ☞ **Fitness Classes** Instructor is dropping 2nd class due to cumbersome equipment aggravation and small class size. Senior Fitness Circuit class remains.

Coming Events

- ✓ *SHINE Workshop at ESMV* (Fri.) March 25, ½ day, Health Safety Net and MassHealth info.
- ✓ *April Van Trips*—(Mon.) April 11 Currier Museum—(Thurs.) April 21 Mitch's Mystery Ride—(Mon.) April 25 Scenic Rockport & Lunch.
- ✓ *Volunteer Appreciation Brunch*—Thursday, April 7 (10:30 – 12:00) No gift cards to volunteers this year due to need to conserve funds for possible architect/planning expenses going forward. Invitations will go out March 21.
- ✓ *Men's Breakfast*—Tues., April 12—"Baseball Season" w/ Bill Burt of the Eagle Tribune
- ✓ *Social Hour at the COA*—Next date: Wed., April 13 at 10:30am
- ✓ *Birthday Bash*—April 14 at 12:00pm with entertainer Paul Wayne
- ✓ *Charlie Cards*—April 19 date with (West Newbury COA) reps from Sen. Tarr's office. Program will be at the Groveland Town Hall.
- ✓ *Annual Town Meeting*—Mon., April 25 at the Bagnall School
- ✓ *COA Senior Day*—Thurs., May 12 from 9am – 2pm. Davis Bates (storyteller/musician) will perform at 12:30.
- ✓ *SHINE Re-certification Exam*—Test will take place in April.

Next COA Board Meeting:

Date: April 20 Time: 9:30am

Police Safety Building – Conference Room

**Council on Aging Treasurer's Monthly Summary for FY2016
February 2016**

ITEM	BUDGET	2015						2016						Year to Date Balances	% Left
		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE		
PAYROLL															
Director	\$51,520.00	\$3,342.88	\$3,932.80	\$3,932.80	\$5,899.20	\$3,932.80	\$3,932.80	\$3,932.80	\$3,932.80	\$3,932.80	\$1,966.40	\$1,966.40	\$16,714.72	32.4%	
Office Staff	\$32,746.00	\$2,124.66	\$2,499.60	\$2,499.60	\$3,749.40	\$2,499.60	\$2,499.60	\$2,499.60	\$2,499.60	\$2,499.60	\$1,249.80	\$1,249.80	\$10,624.54	32.4%	
Outreach	\$8,108.00	\$572.39	\$0.00	\$0.00	\$1,554.74	\$1,160.25	\$711.62	\$618.80	\$618.80	\$309.40	\$309.40	\$309.40	\$2,562.00	31.6%	
Van Drivers	\$18,551.00	\$1,150.05	\$1,415.45	\$1,415.44	\$2,123.16	\$1,415.44	\$1,415.45	\$1,376.99	\$1,376.99	\$707.72	\$707.72	\$707.72	\$6,254.32	33.7%	
Payroll Subtotal	\$110,925.00	\$7,189.98	\$7,847.85	\$7,847.84	\$13,326.50	\$9,008.09	\$8,559.47	\$8,378.18	\$8,378.19	\$4,233.32	\$0.00	\$0.00	\$36,155.58	32.6%	
EXPENSES															
Bills Payable	\$6,608.00	\$582.42	\$1,381.75	\$400.16	\$264.17	\$33.08	\$1,007.38	\$32.74	\$368.58	\$144.16	\$144.16	\$144.16	\$2,385.56	36.1%	
Budget Month	\$117,525.00	\$7,772.40	\$9,229.60	\$8,248.00	\$13,590.67	\$9,041.17	\$9,566.85	\$8,410.92	\$8,746.77	\$4,377.48	\$0.00	\$0.00	\$38,541.14	32.8%	
FORMULA GRANT	\$12,204.00														
Mail Deposit		\$1,253.15	\$1,000.00			\$1,000.00		\$1,000.00					\$4,253.15		
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Mail Balance		\$833.70	\$1,206.82	\$792.15	\$365.00	\$956.71	\$541.55	\$1,595.18	\$1,130.53	\$1,130.53	\$1,130.53	\$1,130.53	\$1,130.53	\$12,204.00	
Mail Withdrawal			\$1,000.00			\$1,000.00		\$1,000.00					\$3,000.00		
Printing		\$211.00		\$511.00	\$212.00	\$212.00	\$297.00			\$212.00			\$1,655.00		
Outreach		\$309.40					\$402.22	\$556.92	\$495.04	\$247.52			\$2,011.10		
Other Expenses								\$429.67					\$429.67		
Grant Month		\$520.40	\$1,000.00	\$511.00	\$212.00	\$1,212.00	\$699.22	\$1,986.59	\$495.04	\$459.52	\$0.00	\$0.00	\$7,095.77	41.9%	
DONATION ACCOUNT															
Beginning Balance	\$3,738.22														
Taken In		\$3,738.22	\$3,983.22	\$4,112.57	\$3,040.09	\$4,545.39	\$4,243.84	\$5,134.34	\$6,011.84	\$5,761.49	\$5,865.49	\$5,865.49	\$3,738.22		
Expended		\$370.00	\$421.00	\$680.99	\$1,745.00	\$840.00	\$1,138.50	\$952.50	\$195.00	\$315.00			\$6,657.99		
Balance		\$125.00	\$291.65	\$1,753.47	\$239.70	\$1,141.55	\$248.00	\$75.00	\$445.35	\$211.00	\$0.00	\$0.00	\$4,530.72		
		\$3,983.22	\$4,112.57	\$3,040.09	\$4,545.39	\$4,243.84	\$5,134.34	\$6,011.84	\$5,761.49	\$5,865.49	\$5,865.49	\$5,865.49	\$5,865.49		