

COUNCIL ON AGING

BOARD OF DIRECTORS MEETING MINUTES 11/16/2016

IN ATTENDANCE: COA Director Lynne Stanton, Dot DiChiara, Ron Mertens, Laurel Puchalski, Anita Wright

Absent: Frank Sadowski

CALL TO ORDER Meeting called to order at 9:35 a.m. on a motion made by D. DiChiara, seconded by A.Wright and so voted.

MINUTES of 10/19/16 unanimously approved as amended on a motion made by D. DiChiara, seconded by R. Mertens

TREASURER'S REPORT (see attached)

- Budget is on target
- Report was unanimously approved on a motion made by L. Puchalski, seconded by A.Wright

DIRECTOR'S REPORT (see attached)

- L. Stanton reported on workshop she attended at Massachusetts Council on Aging (MCOA) Conference entitled "What it takes to develop and build a successful center for older adults."
- Presenter stated gaining community support is essential He also stressed the importance of maintaining the goal of providing opportunities for socialization, nutrition and exercise while planning a center.

SENIOR CENTER INITIATIVE COMMITTEE REPORT

- A. Wright reported on Committee meeting held on 10/20. The Committee was streamlined as follows: John Osborne will serve as Chair, Sam Jocelyn will serve as a consultant to the committee, Kim Jackson, Kevin Cuniff, and Kermit Cross will serve as community members, and Anita Wright will represent as COA Board member.
- The Affordable Housing Committee has already done a Feasibility Study on the plot of land, so the \$40K requested by L. Stanton to the Capital Improvement Committee to conduct a Feasibility study will now be "renamed" to conduct a Senior Center Design Study at the same amount.
- The Committee met on 11/4. A. Wright will attend BOS meeting of 12/12 to thank them for their unanimous support of the Senior Center and to update them on the Committee's progress.
- The Committee has created a draft for financial justification for a Senior Center in Groveland, which will be discussed and voted on at their 11/18 meeting. This includes a timeline of process involved.

MEETING ADJOURNED at 11:00 a.m. on a motion by L. Puchalski, seconded by A.Wright and unanimously approved.

NEXT MEETING: December 21, 2016, 9:30 a.m., Public Safety Building Conference Room

RESPECTFULLY SUBMITTED BY Laurel Puchalski

RECEIVED/POSTED
TOWN CLERK
2016 DEC 21 AM 11:48
TOWN OF GROVELAND

Groveland Council On Aging

Director's Report

November 16, 2016

Old Business

- ☞ **MVRTA Bus Service to River Pines** No update.
- ☞ **Birthday Bash** In spite of price increase, good attendance at our October party (18 attended). Possibility of November 17 (chicken pot pie, squash, stuffing) b'day being cancelled due to folks going to Poets' Inn/ Whittier special Thanksgiving lunch.

New Business

- ☞ **Elders** Relatively quiet at this point.
- ☞ **Staff** All is well. Katherine wants to change her schedule. Walt's on vacation week of 11-14 and 11-21. Hugh's filling in his hours. Hugh gave his notice on Nov. 3. He would have had 5 years of service in February 2017. His last day will be December 22. Small "van driver help wanted" blurb to be included in November newsletter. Denise wants to re-do the job description etc. to post.
- ☞ **MCOA (Mass Councils on Aging) Conference** "*What it takes to develop and build a successful center for older adults.*" Discussion.
- ☞ **Van** 6 tires replaced. COA will be charged by MVRTA for 2 of the 6. Light was replaced under handicapped ramp. Annual safety inspection on November 15 at Coady's in Methuen.
- ☞ **SHINE** ~ 2-3 appointments per day (sometimes 4). As of Nov. 14 ... 17. Open enrollment ends Dec. 7.
- ☞ **FY17 Budget** On track. See Treasurer's Report. Paying close attention to expenses for the remainder of the year due to PC purchase.
- ☞ **New PCs** Mine installed. Software issues. Possibly operator error! Waiting for Katherine's to be installed. Nisha's software was updated.
- ☞ **Capital Improvement Committee** I emailed request to Jeff Pappas (CIC Chairman) to rename our \$40k request from "Feasibility Study" to "Senior Center Design Study." He requested that I submit justification for that dollar amount. Will provide cost from other centers. Discussion.
- ☞ **State Formula Grant** On Nov. 4th per MCOA (Mass Councils On Aging director), Formula Grant amount of \$10 per elder was reinstated. \$13,560 for COA. Receipt of funds due start of 2017.
- ☞ **Donations** Ocasio's Martial Arts is again donating 5 turkey baskets. Police Dept. doing a "Stuff a Cruiser" COA pantry drive on Saturday, November 19. I was asked to attend. Haverhill Breakfast Exchange will be donating a check for \$250 to our pantry. I will attend their 8:00am meeting on Tues., November 22 to be presented w/ the check. A bountiful time.
- ☞ **Medicare** Medicare B premium for 2017 will be \$109 (for those already enrolled). Premium for new enrollees will be \$134 and up (higher income = higher premium). Sheet w/ new deductibles etc. included.

Coming Events

- ☞ **Winter!**
- ☞ **December Holidays** COA/Town Hall closed Mon., Dec. 26 + Mon., January 2.
- ☞ **Holiday Party** Tentatively scheduled for Thurs., Dec. 8 at 11:30 w/ Pentucket Quartet + Mini Chorus. Nisha's not received confirmation from quartet director.
- ☞ **Men's "Coffee"** Tues., Dec. 13 at 8:30. "WWI / WWII Relics" w/ Gus Reusch. Groveland Diner's closed. Until new caterer can be found, we'll do a "light" breakfast at no cost in December.
- ☞ **Ladies Tea** Thurs., Dec. 29 at 12:00pm "Story Gems of Christmas" w/ Gus Reusch

Next COA Board Meeting:

Date: December 21 Time: 9:30am

Public Safety Building – Conference Room

Council on Aging Treasurer's Monthly Summary for FY2017
October 2016

ITEM	BUDGET	2016												Year to Date Balances	% Left		
		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE				
PAYROLL	\$52,550.00															\$35,436.10	67.4%
Director		\$3,020.10	\$4,026.80	\$6,040.20	\$4,026.80											\$22,526.80	67.4%
Office Staff		\$1,918.80	\$2,558.40	\$3,837.60	\$2,558.40											\$5,688.08	68.8%
Outreach		\$475.20	\$633.60	\$950.40	\$522.72											\$12,760.52	67.4%
Van Drivers		\$1,087.32	\$1,449.76	\$2,174.64	\$1,449.76											\$76,411.50	67.5%
Payroll Subtotal	\$18,922.00	\$6,501.42	\$8,668.56	\$13,002.84	\$8,557.68												
EXPENSES																	
Bills Payable		\$1,257.02	\$32.43	\$485.69	\$2,078.30											\$3,853.44	58.4%
Budget Month		\$7,758.44	\$8,700.99	\$13,488.53	\$10,635.98											\$79,158.06	66.1%
FORMULA GRANT	\$13,560.00																
Mail Deposit		\$1,905.46														\$1,905.46	
Postage Cost		\$611.82	\$395.05	\$402.25	\$406.85											\$1,815.97	
Mail Balance		\$1,293.64	\$395.05	\$402.25	\$406.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$89.49	\$13,560.00
Mail Withdrawal		\$1,000.00			\$1,000.00											\$2,000.00	
Printing		\$321.00	\$375.97	\$897.89	\$429.00											\$1,933.86	\$5,818.82
Outreach		\$190.08	\$491.04	\$760.32	\$443.52											\$1,884.96	\$7,741.18
Other Expenses																\$0.00	
Grant Month		\$1,511.08	\$867.01	\$1,568.21	\$1,872.52											\$5,818.82	57.1%
REVOLVING ACCOUNT																	
Beginning Balance		\$11,211.93														\$11,211.93	
Taken In		\$886.00	\$200.00	\$748.56	\$1,210.30	\$12,385.52										\$3,044.86	
Expended		\$347.73	\$395.06	\$731.06	\$397.42											\$1,871.27	
Balance		\$11,211.93	\$11,555.14	\$11,572.64	\$12,385.52	\$12,385.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,385.52	
																\$12,385.52	