

Laurel

COUNCIL ON AGING

BOARD OF DIRECTORS MEETING MINUTES 11/18/2015

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

Guest: Anita Wright (consultant)

CALL TO ORDER Meeting called to order at 9:30 a.m.

MINUTES

Motion was made by ^{D.}DiChiara, seconded by C. Much, and it was voted to accept the amended Minutes from the October 21, 2015 meeting.

TREASURER'S REPORT

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

DIRECTOR'S REPORT

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

NEW BUSINESS

- Tour of Municipal Light Department facility and follow up letter from Building Inspector Sam Joslin (see attached) was discussed. Facility does not appear to be suitable for our purposes.
- C. Much exited the meeting.
- Chair R. Mertens will ask that we be put on BOS agenda to reconvene and provide updates on the proposed building from 2008 plans to be built on Town - owned land behind the Central Fire Station. A. Wright will present the information. A written commitment from the Selectman for the land will be requested at that time so that we may proceed with the next stage of planning. Members of Friends of COA and other active seniors will be encouraged to attend.

NEXT MEETING: December 16, 2015, 9:30 a.m., Public Safety Building

Adjourned: 11:07 a.m.

RESPECTFULLY SUBMITTED BY Laurel Puchalski

TOWN OF GROVELAND
2015 DEC 16 AM 11:35
TOWN CLERK
RECEIVED/POSTED

**Council on Aging Treasurer's Monthly Summary for FY2016
November 2015**

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											\$30,479.52	59.2%		
Office Staff	\$32,746.00	\$2,124.66	\$2,499.60	\$2,499.60	\$3,749.40	\$2,499.60												\$19,373.14	59.2%	
Outreach	\$8,108.00	\$572.39	\$0.00	\$0.00	\$1,554.74	\$1,160.25												\$4,820.62	59.5%	
Van Drivers	\$16,551.00	\$1,150.05	\$1,415.45	\$1,415.44	\$2,123.16	\$1,415.44												\$11,031.46	59.5%	
Payroll Subtotal	\$110,925.00	\$7,189.98	\$7,847.85	\$7,847.84	\$13,326.50	\$9,008.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65,704.74	59.2%		
EXPENSES																				
Bills Payable	\$6,600.00	\$582.42	\$1,381.75	\$400.16	\$264.17	\$33.08												\$3,938.42	59.7%	
Budget Month	\$117,525.00	\$7,772.40	\$9,229.60	\$8,248.00	\$13,590.67	\$9,041.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$69,643.16	59.3%		
FORMULA GRANT	\$12,204.00																			
Mail Deposit		\$1,253.15	\$1,000.00		\$1,000.00													\$3,253.15	Formula Grant Balance = \$12,204.00	
Postage Cost		\$419.45	\$626.88	\$414.67	\$427.15	\$1,003.43												\$2,891.58		
Mail Balance		\$833.70	\$1,206.82	\$792.15	\$1,365.00	\$361.57	\$361.57	\$361.57	\$361.57	\$361.57	\$361.57	\$361.57	\$361.57	\$361.57	\$361.57	\$361.57	\$361.57	\$361.57		
Mail Withdrawal			\$1,000.00		\$1,000.00													\$2,000.00		
Printing		\$211.00		\$511.00	\$212.00	\$212.00												\$1,146.00	\$3,455.40	
Outreach		\$309.40																\$309.40	\$8,748.60	
Other Expenses																		\$0.00		
Grant Month		\$520.40	\$1,000.00	\$511.00	\$1,212.00	\$212.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,455.40	71.7%		
DONATION ACCOUNT	Beginning Balance																			
	\$3,022.03	\$3,022.03	\$3,267.03	\$3,396.38	\$2,323.90	\$3,829.20	\$3,372.65	\$3,372.65	\$3,372.65	\$3,372.65	\$3,372.65	\$3,372.65	\$3,372.65	\$3,372.65	\$3,372.65	\$3,372.65	\$3,372.65	\$3,022.03		
Taken In		\$370.00	\$421.00	\$680.99	\$1,745.00	\$685.00												\$3,901.99		
Expended		\$125.00	\$791.65	\$1,753.47	\$239.70	\$1,141.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,551.37		
Balance	\$3,022.03	\$3,267.03	\$3,396.38	\$2,323.90	\$3,829.20	\$3,372.65	\$3,372.65	\$3,372.65	\$3,372.65	\$3,372.65	\$3,372.65	\$3,372.65	\$3,372.65	\$3,372.65	\$3,372.65	\$3,372.65	\$3,372.65	\$3,372.65		

Groveland Council On Aging

Director's Report

December 16, 2015

Old Business

- ☞ **New Adult Life / Senior Center** December Selectmen's meeting? Discussion.
- ☞ **Medicare Open Enrollment** Ended December 7. Completed 30 appointments in November!
- ☞ **MVRTA Van** Van wouldn't start on November 30. Groveland Equipment jumped it. Walt brought van up to shop for analysis. New battery/labor = \$315. Portent of things to come.
- ☞ **Recycling w/ Ecosmith** Haven't heard from company to do the PSA. Will follow up.
- ☞ **Holiday Party** Very well attended. Student musicians/chorus members were well received. Coffee/donuts provided by Groveland Police Assoc.

New Business

- ☞ **Elders** No serious issues at this time.
- ☞ Seeking students needing **Community Service** through PR High School. Yard work / snow shoveling always top of the list for elders. Students have a tendency to wait 'til May to get work done.
- ☞ **Staff** All is well. Walt out Dec. 14/15 for an out-of-state funeral. Hugh filled in one of his two days. Katherine's been updating literature/brochure stock. Work continues on "Evacuation List." Request for names/inclusion on list will be posted in Jan/Feb newsletter. Nisha's booked two new fitness classes which will run on Tuesdays, plus weekly Wednesday Reiki appointments (for fee now).
- ☞ **FY16 Budget** On track. Sign offs on **Bills Payable due Tues., Dec. 22** (due to holiday).
- ☞ **FY17 Budget** Denise is seeking, re. the annual budget review, ways to economize + inclusion of 2-4 goals for each department for the coming fiscal year. Discussion. 2% non-contractual employee raise suggested. Again this year, total budget not to exceed 1.5%. Budget cut would be necessary in order to meet overall percentage. Due to possible van repairs / expenses, I'll be holding current expense line item.
- ☞ **Donations** We've received a *bounty of donations* this year. ~ \$475 for memorial donations following the death of Julia Rampulla, \$600 from two Groveland residents, several hundred in Market Basket gift cards and Nichols Village will be donating ~\$600-700 (in gift cards) following their fundraising event on December 14. I was invited. It was very well attended.
- ☞ **Fuel Assistance** Thanks to funding from the Cong'l Church, which was increased to \$6,000 this year, 12 households will receive \$500 each. To be distributed in January, February and March.
- ☞ **Savers Store in Plaistow NH** *Friends of COA* are doing a fundraiser with them. Due to that new connection, we've been contacted directly to receive adult diapers etc. COA van will pick up.

Coming Events

- ✓ **Van Trips**—Wentworth by the Sea, 2 shopping trips, 2 mystery rides, and Imax Theater/Fuddrucker's
- ✓ **Men's Breakfast**—Tues., January 12 (Atty. Dalton on Estate Planning) + February 9 (John & Valerie Osborne on "Hot and Cold - Travel Stories from New Orleans and Iceland")
- ✓ **Ladies Tea**—"Lincoln's Assassination" with Lee Thomas
- ✓ **Holidays** - January 18 + February 15
- ✓ **Reiki Appointments**—20 min. appointments will be available Wednesday mornings from 9-11am (except on Mystery Book Club day)
- ✓ **Social Hour at the COA**—First date scheduled for February 4 (10:30-11:30).
- ✓ **Volunteer Appreciation Brunch**—Thursday, April 7
- ✓ **Chahlie Cahds**—April date with West Newbury COA TBD.

Next COA Board Meeting:

Date: January 20 Time: 9:30am

Conference Room—Public Safety Building



Denise M. Dembkoski
Finance Director & Personnel Director
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Office of the
Finance Director

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To: All Boards and Committees

From: Denise M. Dembkoski, Finance Director 

Re: Open Meeting Law and Emails

Date: November 20, 2015

Please be advised that in a recent legal correspondence, it has been determined that sending emails, which expresses an opinion, requests information, or discusses, in any way, any matter of public business, to a quorum of a committee or board you are a member of, is a violation of the Open Meeting Law. The Attorney General has determined that communications over email can constitute deliberation, even if no other public body member replies.

The only emails that are allowable are ministerial matters, such as forwarding an attached agenda, announcing a change in meeting date, or a cancellation due to weather are lawful and could be sent to an entire board or committee. But beyond these very limited types of communications, the best rule is – no emails to the entire committee or board, or a quorum of it, about any public business.

The AG's Office has made several determinations on this matter and they take claims of these types of violations very seriously. Each email to an entire board/committee could be considered a separate violation.

If you have any questions, please do not hesitate to contact me. Thank you.