

COUNCIL ON AGING

BOARD OF DIRECTORS MEETING MINUTES 4/19/17

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

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

MINUTES of 3/29/17 unanimously approved as amended on a motion made by F. Sadowski, seconded by D.Dot DiChiara.

TREASURER'S REPORT (see attached) unanimously approved on a motion made by A. Wright, seconded by F. Sadowski.

DIRECTOR'S REPORT (see attached)

- L. Stanton reported Friends of COA were not interested in having a recipe book fundraiser. She asked if the Board would be interested in initiating a recipe book collaborative with town seniors; we would gather the recipes, have them printed into a book and distribute them for sale, proceeds to go to Friends group. She will confirm with the Finance Director that this is something we as a Board would be permitted to do legally. Discussion followed.
- A. Wright made the motion, seconded by L. Puchalski and unanimously approved to act on this fundraiser if approved by Finance Director.

SENIOR CENTER INITIATIVE COMMITTEE REPORT

- Public meeting will be held tonight at 7:00 p.m. for informational purposes.
- Article 19 on the Town Meeting Warrant to be voted April 24 to ask the town to approve \$35,000 for Senior Center Design Study.
- All subsequent steps after approval are completed and ready for action.

OTHER

- R. Mertens requested we submit Kathryn Alesse's name as soon as possible to the BOS for appointment to the COA Board to replace him when his term expires, to assure an easy transition. The Board unanimously agreed.

MEETING ADJOURNED at 10:35 a.m. on a motion by D.DiChiara, seconded by F. Sadowski and unanimously approved.

NEXT MEETING: May 17, 2017, 9:30 a.m., Public Safety Building Conference Room

RESPECTFULLY SUBMITTED BY Laurel Puchalski

TOWN OF GROVELAND
2017 MAY 17 AM 11:05
TOWN CLERK
RECEIVED/POSTED

Groveland Council On Aging

Director's Report

April 19, 2017

Old Business

- ☞ **Recipe Book Fundraiser** *Friends* group not too enthusiastic over this fundraiser. They seek financial benefit of fundraiser. Was it successful in NY and ~ how successful was it? Relayed info request to A. Wright to inquire in May.
- ☞ **Yoga** 8 – 10 participants now!
- ☞ **Walking Club** participation stalled between 1-4.
- ☞ **Online Ethics Certification** Deadline was April 7th. Everyone complete exam?
- ☞ **MARTap Driver Training** Both van drivers attended and passed the “Lift Use / Passenger Securement” class in Beverly on Thurs., April 13
- ☞ **Volunteer Appreciation** A great morning. Reaction?

New Business

- ☞ **Elders** Quiet, at the moment.
- ☞ **“National Drug Take Back Day”** Sat., April 29 from 10am-2pm. Drop off in PD station lobby.
- ☞ **Staff** Outreach worker – Posted position on Indeed.Com. Have received 8 resumes. Will screen and initiate interviews.
- ☞ **SHINE** Recertification Exam due May 1.
- ☞ **Van** No issues.
- ☞ **FY17 Budget** Expenses at \$1,087 (after April 13th Bills Payable warrant). Outreach line item = \$5,094 excess (whatever is not used by new hire) will go back to town's general fund.
- ☞ **FY18 Budget** 2% salary/wage increase approved by BOS and Fin Com. Health insurance premiums up 6-6.8% (depending on plan).
- ☞ **Formula Grant** See Treasurer's Report. With minimal Outreach salary deductions going forward (likely June only), will spend down with mailing supplies, Bulk Mail deposit and additional rolls of stamps.
- ☞ **Town Meeting Article** \$35,000 requested for “Senior Center Design Study” approved by BOS and Fin Com. Did not make deadline for new abatement amount for Senior Tax Work Off Program. Will submit if we have a fall special town meeting. Senior Center Design Study funding of greater importance.
- ☞ **Senior Center Initiative** Public hearing with Building Committee on Wed., April 19 at 7:30pm/

Coming Events

- ☞ **Vacation Days** Two – Thurs., April 27 + Mon., May 1
- ☞ **Events / Trips** May van trips – Loop/Olive Garden, Richard's Mystery Ride and Museum of Russian Icons.
- ☞ **Men's Breakfast** April 11 breakfast cancelled (only 8 signed up – minimum of 10 needed for caterer). May 9th breakfast program will be offered by Buttonwoods on “Early American Life.”
- ☞ **No Birthday party** in May due to COA Senior Day. Next party – Thurs., June 8th. First BBQ of season! Entertainment TBD.
- ☞ **COA Senior Day** Thursday, May 11th 9:00am -2:00pm. This year's theme: “Age Out Loud!”
- ☞ **Elder Law Program** Tues, May 16 (Elder Law month) at 10:00am. Atty. Elaine Dalton will give program
- ☞ **Ladies Tea** Tues., May 16 at Noon. Gus Reusch's program on Anne Bradford and Emily Dickinson
- ☞ **“Medicare 101”** Mon., May 22 at 6:00pm. Will offer basic info for folks soon-to-be turning 65.

Next COA Board Meeting:

Date: May 17 Time: 9:30am

Public Safety Building – Conference Room

Council on Aging Treasurer's Monthly Summary for FY2017
March 2017

ITEM	BUDGET	2016												2017				Year to Date Balances	% Left	
		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE							
PAYROLL																				
Director	\$2,550.00	\$3,020.10	\$4,026.80	\$6,040.20	\$4,026.80	\$4,026.80	\$4,026.80	\$4,026.80	\$4,026.80	\$4,026.80	\$4,026.80	\$4,026.80	\$4,026.80	\$6,040.20				\$13,288.70	25.3%	
Office Staff	\$33,400.00	\$1,918.80	\$2,558.40	\$3,837.60	\$2,558.40	\$2,558.40	\$2,558.40	\$2,558.40	\$2,558.40	\$2,558.40	\$2,558.40	\$2,558.40	\$2,558.40	\$3,837.60				\$8,455.60	25.3%	
Outreach	\$8,270.00	\$475.20	\$633.60	\$950.40	\$522.72	\$594.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$5,094.08	61.6%	
Van Drivers	\$18,922.00	\$1,087.32	\$1,449.76	\$2,174.64	\$1,449.76	\$1,449.76	\$1,428.85	\$1,226.72	\$1,540.37	\$2,174.64								\$4,940.18	26.1%	
Payroll Subtotal	\$113,142.00	\$6,501.42	\$8,668.56	\$13,002.84	\$8,557.68	\$8,628.96	\$8,014.05	\$7,811.92	\$8,125.57	\$12,052.44	\$0.00	\$0.00	\$0.00	\$0.00				\$31,778.56	28.1%	
EXPENSES																				
Bills Payable	\$6,600.00	\$1,257.02	\$32.43	\$485.69	\$2,078.30	\$135.00	\$210.95	\$906.07	\$72.27									\$1,422.27	21.5%	
Budget Month	\$119,742.00	\$7,758.44	\$8,700.99	\$13,488.53	\$10,635.98	\$8,763.96	\$8,225.00	\$8,717.99	\$8,125.57	\$12,124.71	\$0.00	\$0.00	\$0.00	\$0.00				\$33,200.83	27.7%	
FORMULA GRANT	\$13,560.00																			
Mail Deposit		\$1,905.46				\$1,000.00												\$3,905.46		
Postage Cost		\$611.82	\$395.05	\$402.25	\$406.85		\$798.05											\$3,379.26		
Mail Balance		\$1,293.64	\$395.05	\$402.25	\$406.85	\$1,000.00	\$798.05	\$0.00	\$615.96	\$381.20	\$0.00	\$0.00	\$0.00	\$0.00				\$526.20		
Mail Withdrawal		\$1,000.00			\$1,000.00				\$1,000.00									\$3,000.00		
Printing		\$321.00	\$375.97	\$807.89	\$429.00	\$213.00	\$662.40											\$3,269.26		
Outreach		\$190.08	\$491.04	\$760.32	\$443.52	\$190.08												\$2,075.04		
Other Expenses																		\$490.00		
Grant Month	\$0.00	\$1,511.08	\$867.01	\$1,568.21	\$1,872.52	\$403.08	\$662.40	\$0.00	\$1,000.00	\$950.00	\$0.00	\$0.00	\$0.00	\$0.00				\$8,834.30	34.9%	
REVOLVING ACCOUNT																				
Beginning Balance	\$11,211.93	\$11,211.93	\$11,750.20	\$11,555.14	\$11,572.64	\$12,385.52	\$12,663.48	\$12,886.01	\$12,883.21	\$12,970.51								\$11,211.93		
Taken In		\$886.00	\$200.00	\$748.56	\$1,210.30	\$635.00	\$847.80	\$580.00	\$310.00									\$5,417.66		
Expended		\$347.73	\$395.06	\$731.06	\$397.42	\$357.04	\$625.27	\$582.80	\$222.70	\$742.99								\$4,402.07		
Balance	\$11,211.93	\$11,750.20	\$11,555.14	\$11,572.64	\$12,385.52	\$12,663.48	\$12,886.01	\$12,883.21	\$12,970.51	\$12,227.52	\$0.00	\$0.00	\$0.00	\$0.00				\$12,227.52		