

Town of Millville
Council on Aging
Meeting Minutes
June 20, 2018

In Attendance: Andrew Alward (Vice Chair), Rhonda Wert (Secretary), Sue Robbins, Lois Laflamme, Pam Dean Kobetitsch

Visitors: Jen Dean Wing, John Kobetitsch, Cecile Gomes

The meeting was called to order at 6:30 PM with the Pledge of Allegiance led by Andrew Alward.

Director's Report: (read by Andrew Alward as Jill was not present at this meeting)

1. New bulbs purchased by custodian for fluorescent light fixtures and installed by a volunteer, Kyle Bouchard, as fulfillment of a workplace Community Service program (EMC).
2. Jason Ravitz, plumber, installed new circuit board in water heater plus several other parts. Hot water functional as of 6/12/18. Cost \$702.
3. Sheriff's work crew due on Friday, June 15. They will spread asphalt left by the highway department and clean out the shed.
4. Lawn mowed and edging performed on 6/11/18 by Dowding Lawn and Landscaping.

Other:

-Senior Club is planning to have their annual barbeque on July 9th. The club vice president, John Beroth, will attend the COA meeting to request that the COA pay the caterer.

*John Beroth did not attend this meeting. RW

-A state Lottery Commission certificate was issued to the Millville COA on June 5 for "Recreational Beano".

-Cribbage group will take the summer off, and start up again in the fall.

-Chorus will perform as the entertainment for the barbeque, then take the rest of the summer off.

Old Business:

1. There were questions at the last meeting about the progress of the curtains that

were being made for the Senior Center and whether or not the people who had purchased the materials had been reimbursed. Pam informed the board that she had paid for the material and that she had been reimbursed. Ann Denoucouer, the woman making the curtains has not submitted a voucher as of yet.

-Jill left a note for the board based on a conversation she had with Ann Denoucouer on the 14th of June stating that she had not begun to work on valances but expects to very soon. She hopes to finish them before the end of June. She left us her phone number in case anyone wants to talk to her. 508-883-6714.

2. Hall Rental- After much discussion there were some changes made to the Use Of The Senior Center Policy and Application For Use Of Senior Center Facility forms.

Lois Laflamme made the motion to accept the changes to the Use of the Senior Center Policy form and the Application For the Use of Senior Center Facility form. Sue Robbins seconded the motion. The motion passed.

The changes on the Use of the Senior Center Policy are as follows:

1. Under Use of the Senior Center Policy title-

Changed "YOU MUST RECEIVE PERMISSION FROM THE COUNCIL ON AGING IN ORDER TO USE THE SENIOR CENTER FACILITY" to YOU MUST RECEIVE PERMISSION FROM THE DIRECTOR OF THE SENIOR CENTER OR THE CHAIRMAN OF THE COA BOARD IN ORDER TO USE THE SENIOR CENTER FACILITY.

The sentence that reads A SPECIAL REQUEST FORM MUST BE APPROVED FOR THE USE OF THE KITCHEN FACILITIES, will be removed.

2. Under Application Form: Instead of reading, "Complete and return the Application for Use of the Senior Center form to the Council on Aging." It will now say, Complete and return the Application for Use of the Senior Center form to the Director of the Senior Center/or Chairman of the COA.

3. Under User Fee: We added, The COA has the right to wave the fee for non-profits.

4. Under Hours of Use: We added, Rental use for a maximum of 4 hours.

5. We removed the paragraph labeled Kitchen and Cooking.

6. Under Decorations: We deleted, "All decorations need to be non-flammable."

We changed the sentence, "Nothing may be taped, tacked, stapled, or nailed to any surface with the permission of the Council on Aging." It will now read, Nothing may be taped, tacked, stapled, or nailed to the walls, ceilings or any surfaces except the tables which may have things taped to them.

7. Under Janitorial Fee: We changed the wording of "Janitorial Fee" to Custodial Fee.

We also changed, "There is a non-refundable custodial fee of \$25 payable at the time of the event's approval" to, There is a non-refundable custodial fee of \$50 payable at the time of the event's approval.

We added, The custodian will open and close the building and will make sure that everything is cleaned and put back. The custodian will also make sure the trash is put in the outside barrels. The custodian may be required to stay for the event at the discretion of the Director/ Chairman of the COA Board.

The **Application For Use Of Senior Center Facility** form:

The following sentences were removed from this form as use of the Senior Center's kitchen will not be allowed.

1. Will you require use of the kitchen facilities?
2. If yes which appliances? _____
3. If food will be prepared, have you completed a Special Request Form.

-It was discussed that the Director would be asked to keep a calendar for booked events outside of the director's office where the COA would have access to it. That way the Director/Chair or COA Board will not double book events.

-All events booked by the Director or Chair should be brought to the attention of the COA Board. Unless the Director hires the custodian, the COA will need to hire the custodian at the meeting prior to the event or call a special meeting if necessary.

-There was discussion in a past meeting about Senior Center usage for events that are not specific to seniors, not during Director's hours and for those not paying. There was a question as to whether or not there was a form already created that was required to be filled out in these situations. The **Application For Use Of Senior Center Facility** form covers those situations.

Therefore, it is noted that anyone using the Center for an event; whether it be a Non-Profit, For-Profit, Town Event, or Other; needs to fill out and turn in this form to the Director or Chair of the COA. Due to the fact that the Center will now be available to rent, all events must be cleared and put on the calendar to prevent double booking.

-It was discussed that the Senior Center Rental forms should be made available on the town website.

New Business:

1. Senior Club Barbeque- On July 9th the Senior Club is having a BBQ. They have requested that the COA would pay for the caterer.

Sue Robbins made the motion that the COA pay for the July 9th Senior Club BBQ catering out of the Beaulieu account. Lois Laflamme seconded the motion. The motion passed.

2. The board talked about the possibility of attending the Senior Club BBQ instead of doing an official meet and greet.

3. The Mission, Goals and Objectives of the COA based on the outcome of the June 19th override vote- There was discussion on the fact that the override failed and what would be the effect of this on the Senior Center and the COA Board. The discussion was that the Senior Center would remain open and may need volunteers to do so and that the COA would still exist and have the potential of still meeting. Everything is currently up in the air so the board will wait to see what happens with the budget.

Reading and Approving of Minutes

The March 14, 2018 minutes were read. Sue Robbins made the motion to accept the March minutes as presented and Pam Kobetitsch seconded the motion. The March minutes were approved by all.

The April 25, 2018 minutes were read. Sue Robbins made the motion to accept the April minutes as presented and Rhonda Wert seconded the motion. The April minutes were approved by all.

The May 9, 2018 minutes were read. Andrew Alward made the motion to accept the May minutes as presented and Rhonda Wert seconded the motion. The minutes were approved as presented by all.

Announcements/Open Discussion:**Members Good and Welfare:**

Rhonda Wert announced that this was her last official meeting on the COA as she has completed her term and does not want to be reappointed for another term. Things

have become more difficult at home caring for her elderly parents. She will miss all those she has served on the board with and wishes she could have done more to serve the seniors of Millville.

Andrew Alward also announced that this was his last meeting serving as Vice -Chair of the COA Board.


Public Good and Welfare:

The next meeting will be held on July 11, 2018 at 6:30 PM.


The motion to adjourn was made by Sue Robbins. The motion was seconded by Lois Laflamme. The motion was passed.

The COA meeting adjourned at 8:15 PM.

Sincerely,


Rhonda Wert
(COA Secretary)

Andrew Alward (Vice Chair)


Sue Robbins

Rhonda Wert (Secretary)

Lori Legere


Pam Dean Kobetitsch


Lois Laflamme