

Town of Millville Council on Aging
Minutes of Meeting April 14, 2022

Meeting was held at the Millville Senior Center

Members in Attendance: Diane Lamoureux, Chairperson
Pat Finn, Secretary
Pam Kobetitsch, Member
Sandra Caswell, Member
Larry Pearson, Member
Alan Whittemore, Member
Tina Cook, Director

Absent: Sue Robbins, Vice Chairperson

Guests: Richard Hurteau, Denice Benjamin, Ellen Bowen,
Judy Monroe, Gerald Finn, Don Lamoureux, Alan Whittemore
Tony Catalano

The meeting was called to order at 1:00 p.m. by Chairperson, Diane Lamoureux, starting with the Pledge of Allegiance. Afterwards, a moment of silence was held to remember Tom Burroughs, a long-time resident of Millville, who had passed away recently.

Alan Whittemore was then introduced and welcomed as the newest member of the COA.

It should be noted that the Senior Club requested to record the meeting, and that the COA also had a recording device at the meeting and recorded same.

Minutes from Meeting on March 17, 2022: Motion made by Sandy and seconded by Pam to accept minutes as written. Motion passed, unanimous, with votes cast by Diane, Pat, Sandy, Sue, Pam, and Larry. Minutes will be signed and dated by Pat Finn and turned into Town Hall.

Tina handed out the budget as of 4-14-22 along with line-item expenditures. Balance remaining was given as \$6096.99. Money still remains in the generator account. Tina was told that COA is responsible for bi-annual servicing of MEMA generator. Pat Finn will write e-mail to TA/BOS regarding same as this does not seem correct as the generator is part of our Emergency Management System.

New Business:

- a. Treasurer Position: This is in our bylaw. Pam suggested that we do not need this position since Tina has it under control and there is oversight on all bills from Town Accountant. Pat asked for a written process/procedure on how all bills are paid and Tina said she will provide. Vote taken for no Treasurer position, motion made by Pam and seconded by Larry. Unanimous vote.

- b. COA Policies & Procedures update from 7-17-2007: Several word changes made to handout and after brief discussion, motion made by Pam and seconded by Larry to accept the updated Policies and Procedures as of 4-14-2022. Vote was unanimous to accept.
- c. Senior Center Van: Brief discussion regarding all riders being given a copy of this policy to sign and return. Tina will check with Tony to see if this is/has been done. Decided to HOLD on this policy until next meeting.
- d. Dialing 911: Policy discussed, and motion made by Diane and seconded by Pam to approve this policy. Unanimous vote. This Policy will be posted at the Senior Center.
- e. Opening and Closing the Senior Center: Policy discussed, and title changed to "Closing Senior Center." Inclement weather to be added, going along with school closings. Policy approved with changes, motion made by Sandy and seconded by Pam. Unanimous vote.
- f. Senior Center Director Job Description: Pat previously provided a copy to all COA members for their review. This has already been reviewed with our current director. Motion made by Pam and seconded by Pat to approve Job Description. Vote was unanimous.

Old/Pending Business:

- a. Generator Update – Previously discussed under budget review above.
- b. Refrigerator Issue: Tina advised that the refrigerator was currently not working and that a coil to try to fix the issue (by G&H – Bruce Myers) would cost approximately \$1,100. Options were provided: (1) 25 cu.ft. LG Refrigerator from Lowes \$1,599 with free delivery. Richard Hurteau mentioned his 10% veteran discount. (2) Bellingham Electric has similar double door Refrig/Freezer for \$1,800. (3) Brand new Samsung on Facebook for \$450 – not acceptable. (4) Westerman will take both current Refrigerator and Freezer (which we do not use) and give us \$900. Refrigerator is only used for small amounts of soda, water and milk products. Skipped to (d) Side fencing update and after discussion, gave Tina approval to go with options (1) and (4) above, Lowes, check delivery, then proceed with Westerman for removal of current equipment. Motion made by Larry and seconded by Sandy. Unanimous vote. *(Note: \$1800 - \$900 = \$900. Balance after fencing is \$400. Leave \$500 to find in funds or budget for this purchase)*
- c. Van Application: Mandatory zoom meeting from MADOT on 4/21 regarding filling out grant. Tina and Pat will both attend. Still need to pick up letter from TA regarding 20% payment b Town and we were asked to supply the language for this letter
- d. Side fencing, lighting updates: Reviewed Pam's revised quote from North Smithfield Fence @ \$2,587 for 48' of fencing plus 2 lamp posts and 2 bumper posts. After discussion and our thanks to Pam for a great negotiating job, motion was made by Pat and seconded by Larry to move forward with the side fencing ASAP. Unanimous vote.
- e. Formula Grant Update: Tina received notification from Treasurer that grant monies received 3/21/22. Current balance is \$198.00 prior to deposit being made.
- f. Draft of Policy for Renters: Sandy provided language for the rental policy, and it was decided for all to review the language and come back next month with discussion and vote.
- g. COA Volunteer for municipal vulnerable prep. Plan: Larry is trying to get in touch with Sara at Town Hall and will catch up by watching previous zoom meetings.

Member Forum:

2:45 p.m. Larry questions why we do not host and schedule trips for Seniors. Have not done so in past several years due to COVID and Center closing but trips will be discussed in the near future. He also mentioned that Mendon has a Friend of Mendon Seniors Club, and they are a 501-3C.

Diane suggested that we start having a "Coffee And" at least 1x per month. She also brought up a new application from Denice Benjamin for a Cribbage League to be held the 1st and last Monday of every month, starting with May 2nd. This will be from 12:00 – 2:00 p.m. and will charge seniors \$1/week. Pam made a motion to approve this league, seconded by Alan. Unanimous vote.

Pat informed COA that the mailer was ready to go but she was waiting until 2 weeks prior to Annual Town meeting in order to get the most current interest and attendance. She also handed out flyers to each COA Member to personally solicit neighbors to attend the meeting and support the COA budget, specifically our director's salary.

Public Forum:

3:05 p.m. Ellen Bowen wanted to know why our meetings are not filmed for Cable. Our times are not conducive to this happening. Also set up at the Senior Center would take several hours and run into scheduled events. There is no rule stating that we have to be filmed, and our minutes are handed in on a timely basis.

Richard Hurteau requested a form to request funds from the Beaulieu account. This is being worked on but is not yet complete. When asked what the Senior Club would like to do with the funds, answer was a bus trip to Casino. COA hopes to have policy and form available at next COA Meeting.

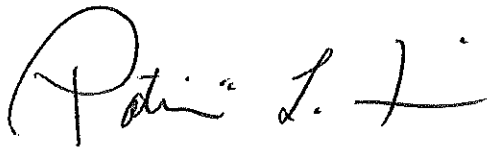
Diane mentioned to the club officers that they had violated many aspects of the Serve Safe criteria at their recent April luncheon, that there was no serve safe person supervising the serving, food was initially served without gloves, coughing at the food was seen, etc. The person who provided the lunch was food serve safe certified but did not stay to serve or supervise. This is not to happen in the future and club stated that they would take care of the issue.

Next Meeting Date will be Thursday, May 19th at 1:00 p.m. at the Senior Center.

Pam made a motion and Larry seconded it that the meeting be adjourned. Unanimous vote at 3:25 p.m.

Notes respectfully submitted by Patricia Finn, Secretary, COA

Minutes Accepted on 5-19-22 (Date)



REC MAY 24 2022
09:05

TOWN CLERK