

Town of Millville Council on Aging
Minutes of Meeting May 19, 2022

Meeting was held at the Millville Senior Center

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

Absent: Sandra Caswell, Member

Guests: Richard Hurteau, Ellen Bowen,
Judy Monroe, Don Lamoureux

The meeting was called to order at 1:00 p.m. by Chairperson, Diane Lamoureux, starting with the Pledge of Allegiance

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. Approved by Chairperson.

Minutes from Meeting on April 14, 2022: Motion made by Alan and seconded by Pam to accept minutes as written. **Motion passed, unanimous**, with votes cast by Diane, Pat, Sue, Pam, Alan and Larry. Minutes will be signed and dated by Pat Finn and turned into Town Hall.

Monthly Budget Review: Tina handed out the budget as of 5-19-22 along with line-item expenditures. Balance remaining was given as \$2,350.05. Oil/propane has been put on hold until end of year (July 1st). Van driver salaries are over (in the negative) and there is approximately \$236 left for director salary. Balance has to come from formula grant until new budget takes affect. Pat asked if money had been transferred from any town funds to pay for our emergency van repair, and we were told no. We will have to make up the dollars somewhere in the budget.

New Business:

- a. **COA Nominations for 2022/2023:** Forms were handed out and all entered their nominations for officers, first asking whether or not current officers wanted to retain their positions. Sue did not wish to remain as Vice Chair; however, both Pat and Diane wished to continue in their roles as secretary and chairman. Some discussion on 2-year terms for officers, and this will be brought up at our next meeting. *(Confusion surrounding 1 or 2 year terms for officers; will be checked for next meeting, also any mention in by laws)*. Sue nominated Larry Pearson for Vice Chair and he accepted. Nomination forms were handed out, all entered names for upcoming officers, and Richard Hurteau from the audience tabulated our nomination forms and

found that we are nominating Diane Lamoureux for Chairperson, Larry Pearson for Vice Chair, and Pat Finn for Secretary. Pam motioned to accept the nominations and Sue seconded. Unanimous vote to accept. Voting will take place at our next meeting on June 14th.

- b. Beaulieu Account Policy and Financial review: All COA members received a draft of the Beaulieu Account which included expending the funds. Tina read the DRAFT policy and procedure and then informed the council of her recent meetings with our treasurer and town accountant regarding this account, specifically that the interest from the Trust account was never taken and transferred into our interest account in February 2022. Additionally, the past accountant seems to have deposited monies given to the Town for reimbursement of the Beaulieu interest account into a different Town account.

The treasurer will go to Dean Bank in Blackstone to sit down and discuss this in further detail. At this time, no one at Dean or at the Town Hall knows specifically how the Beaulieu Account is to work. We do know that Dean sends a notice to the treasurer on 12/31 and that a personal visit is required in order to tell them what to do with the yearly interest by February 2nd. If this is not accomplished, the yearly interest is redeposited back into the principle. During this past year, our treasurer passed away. The Senior Center did not get our interest. **This only reiterates why it is so important to document this account!** Sad story summarized is that a thorough audit will be made by the assistant treasurer of all slips provided by Tina so that they can reconcile the exact total of the interest account. Same applies to the Van Donations account.

Discussion also held regarding the Policy/Procedure to spend the Beaulieu account. We are unable to vote and accept this DRAFT Policy and Procedure until we know how much is in the account. Additionally, we cannot continue with a form to request funds until we know what the balance of these funds is and how much we will budget for the coming year. Motion made by Pat and seconded by Diane to table this policy until more information is forthcoming. **Unanimous vote.**

The Beaulieu Reimbursement DRAFT was then read and discussed, and after a change under Paying the Vendor (1) to "held at the Millville Senior Center '*or another mutually-agreed-upon location*'", and under Reimbursement (5) "back to the Beaulieu '*interest*' account. Motion made by Larry and seconded by Pam to accept this Policy/Procedure with changes noted above. Approved by **Unanimous vote.**

- c. Working with the Library: Diane brought up a request from Colleen Curis at the Library to hold a dual event (Book and Bake) at the Senior Center, planning session to be held at 6:00 p.m. on June 14th utilizing an old cookbook created in Millville. Motion made by Diane and seconded by Pam to proceed with this event. Approved by **unanimous vote**. Pam asked if we could change our COA Meeting to June 14th (Tuesday) instead of June 16th. After discussion, we agreed to hold our next meeting on 6/14. Approved.
- d. COA July cookout: Discussed holding a COA Sponsored July cookout at the senior center on Monday, July 11th. This would be held after the regularly scheduled senior club meeting and would be open to all seniors in the Town. After much discussion about who would cook, etc., it was decided to check prices with Bobby Marks in town to see if he is interested. We would still provide chips, beans, water and soda, etc. The date will be announced to the senior club at their June meeting, and further plans will be made. Also, COA agreed to pay for entertainment

in the way of a karaoke machine/DJ at a cost of around \$75.00. Funds for this July picnic will be taken from the Beaulieu Account. More discussion and plans at our next meeting.

- e. Southwick Zoo Mobile: Hoping to have this at the senior center in August, weather dependent. This is a Grant. If not then it will be held on a Saturday in September. 55 people came last time we had this. It was wonderful! More to follow.
Diane also mentioned a potential art show/gallery of paintings to be held at the center with Darrell Crow and his students sometime during the fall on a Saturday. There will be a competition on the paintings and also prizes and raffles.

Old/Pending Business:

- a. Annual town Meeting review – Our budget passed and an additional \$1,000 has been added so as to pay for bi-yearly generator maintenance.
- b. Refrigerator Issue: Tina advised that she has received the \$900 for selling the old refrigerator and freezer and had to purchase a new combo until from Frank's Appliances for \$1,200. We will have to find \$300 in our remaining budget dollars.
- c. Van Application Update: Tina had to go back to the TA and request a letter commitment for approx. \$3,000 more than initially anticipated (\$12,914) because the price of the van, per MASSDOT, has increased. Application being worked on and should be ready to submit next week.
- d. Bill pay written process: Tina has this and will provide Pat with a copy for documentation.
- e. Van policy to riders: After speaking with Tony, Tina has been assured that all new riders receive our Policy.
- f. Draft of Policy for Renters: As Sandy was absent, this item has been tabled until next month's meeting.
- g. Senior Club Request for Locked Box: We will wait for a decision by our BOS. Until that time we will follow the guidance from legal.

Member Forum:

Pat mentioned that the CPC Van Carport was approved up to \$6000 from the ARPA funds and should be installed by the end of June.

Diane also mentioned that the right-side fencing has been completed. Nice job to Pam for getting this done!

Tina will be taking a vacation day on Thursday, June 9th. We will look for coverage in order to keep the Center open that day. Larry indicated that he may be available.

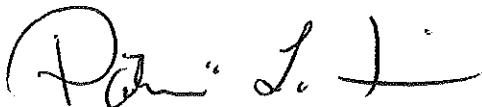
Public Forum:

Richard Hurteau discussed April's meeting and being told that the club was in violation of the ServeSafe certification at their last club meeting/lunch. Richard asked for a copy of the violation law. Diane was unable to provide this but did state past experience going through classes for ServeSafe. Our concern was for the safety of the seniors at our center. Richard called this an accusation but in fact it was just a concerned observation. Diane apologized that this was misunderstood by the club leaders.

Tina asked Bobby Marks for a copy of the law stating that he was not required to stay and serve the food but that the food was safely prepared and served within an hour. It was received. Issue closed.

Next Meeting Date will be Tuesday, June 14th at 1:00 p.m. at the Senior Center.

Pat made a motion and Sue seconded it that the meeting be adjourned. **Unanimous vote** at 2:46 p.m.



Notes respectfully submitted by Patricia Finn, Secretary, COA

Minutes Accepted on June 14, 2022 by: Diane Lamoureux, Pat Finn, Pam Kobetitsch, Alan Whittemore (present at 5-19-22 meeting).

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