

Town of Millville Council on Aging
Minutes of Meeting June 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
Alan Whittemore, Member
Tina Cook, Director

Absent: Larry Pearson, Sue Robbins

Guests/Public: Richard Hurteau, Ellen Bowen,

The meeting was called to order at 1:08 p.m. by Chairperson, Diane Lamoureux, starting with the Pledge of Allegiance. Afterwards, a moment of silence was held to remember Jeanine Therrien's sister, who had passed away recently.

Richard Hurteau announced he would be recording the meeting as did Secretary Pat Finn.

Minutes from Meeting on May 19, 2022: Motion made by Pam and seconded by Alan to accept minutes as written. Motion passed, unanimous, with votes cast by Diane, Pat, Pam, and Alan. Minutes will be signed and dated by Pat Finn and turned into Town Hall.

Tina handed out the budget as of 6-14-22 along with balances. Balance remaining was given as \$1,387.99. Tina did mention that we had a pending Encore bill (service call today) that would need to be paid, also that we had \$5,000 in the Formula Grant. Pat Finn asked that Tina call Encore to ask the amount of the service bill, then to line-item transfer to the Salary line items with our accountant any balances left so that no budget monies remain at the end of this fiscal year.

New Business:

a. Electing New Officers:

Pam made a motion and Sandy seconded Diane Lamoureux as the COA Chair for 7/1/22 – 6/30/23. Unanimous vote.

Pam made a motion and Diane seconded Pat Finn as the COA Secretary for 7/1/22 – 6/30/23. Unanimous vote.

Pam made a motion and Pat seconded Larry Pearson as the COA Vice-Chair for 7/1/22 – 6/30/23. Unanimous vote.

New officers had previously expressed their interest in holding these positions.

- b. Library Potluck Supper: Event being held this evening at 6:00 p.m. Per Colleen Curis, approximately 15 expected to attend, bringing with them recipes baked from the 1980's Millville cookbook.

- c. COA July Cookout: Free COA sponsored BBQ will be held Monday, July 11th from 12:00 – 2:00 p.m. Pat will print flyers for Town buildings and also put invitation on cable and Facebook. Bobby Marks has given us a price of \$8.00 pp for one each hotdog and hamburger plus chips, antipasto and pasta salad. We will provide beans, potato salad, water and soda, as well as watermelon. So far have 34 signed up from senior club and would hope for up to 50 seniors attending. Tina will schedule BBQ planning meeting next week. Larry, Pam, and Pat have volunteered to help.
- d. Carport Update: Tina mentioned that the Carport should be shipped around June 22nd. There is a link to track the trucking and she will coordinate the delivery with Moe Therrien, who will be installing it for us.
- e. Martap Mini Grant Request: Tina has submitted a grant request and feels confident that she will receive it for \$1,000 from the Mass. Department of Transportation. We will have to front 10% but this should cover 4 new tires (Tellstone price \$918, Millville Service price \$1711) for the van. Grant is due by June 17, awarded June 27, with reimbursement by July 29th. Order will go to Tellstone, and after grant is received, this should be no effect on our budget. Nice job, Tina!
- f. Other items not received within 48 hours: Nothing brought up.

Old/Pending Business:

- a. Bill Pay Written Process – Provided by Tina and discussed with COA. Process will be added to our Policies and Procedures Manual.
- b. Policy/Check List for Renters: Sandy provided the group with updated information on our policy and check list for renters. Discussion ensued regarding rental rate and price for custodial fee. Fee of \$100.00 for rental and \$50.00 custodial fee was ultimately agreed upon. Also discussed hours of rental (4 hours total) with setup prior and breakdown after (same day as rental) and hours of operation as being 10:00 a.m. – 6:00 p.m. Someone from the COA must be present prior to group leaving. Two checks are required, one for use and one for cleaning. If cleaning was acceptable, \$50.00 check will be returned to group hosting event. Diane made a motion to accept Policy with changes above and Sandy seconded. Unanimous vote and accepted as of 6-14-22. Clean copy will be sent to all COA members.
- c. Senior club request for lock box: Richard Hurteau was asked if he had a decision from the Millville BOS. He stated he did not but was meeting with them this evening. Item tabled until future meeting.

Member Forum:

Sandy mentioned she would not be in attendance for July meeting and could we change the date or cancel the meeting altogether. Our bylaw states that we must have a regularly scheduled monthly meeting (so no months without meetings) but also it should be understood that COA members are allowed to miss an occasional meeting. We will still hold meetings even if no quorum is present; we just cannot vote.

Public Forum:

- 1) Richard Hurteau wanted to know if Beaulieu Account Request form (asked for in February) has been created yet. Pat informed him that nothing had changed from last month's meeting when

Tina informed us that the funds (deposits, withdrawals, etc.) are being looked into by our new Treasurer and Accountant for accuracy of amount.

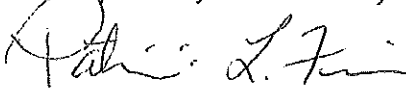
- 2) Richard also wanted to know if we documented the ServeSafe issue discussed at our last meeting. Pat told him we had and that it was in the minutes that were voted on today.
- 3) Ellen Bowen wanted confirmation that the July 11th BBQ was free of charge to seniors and was told that it is a COA sponsored event and is free. The event will be paid for from the Beaulieu account.

Next Meeting Date will be Thursday, July 21st at 1:00 p.m. at the Senior Center.

Sandy made a motion and Pam seconded it that the meeting be adjourned.

Unanimous vote at 2:02 p.m.

Notes respectfully submitted by Patricia Finn, Secretary, COA



Minutes Accepted on July 21, 2022

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PM 12:05

TOWN CLERK