

Town of Millville Council on Aging
Minutes of Meeting March 16, 2023

Meeting was held at the Millville Senior Center

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

Absent Member: Alan Whittemore(waiting official resignation(*added after meeting*))

Guests/Public: Don Lamoureux, Ellen Bowen, Jeff Pettit

The meeting was called to order at 1:03 p.m. by Chairperson, Diane Lamoureux, starting with the Pledge of Allegiance. A brief moment of silence followed in memory of Norman Thuot who recently passed away. It was noted that a funeral service would be held at St. Mary's Uxbridge on 6/13/23 @ 10:00 a.m.

Minutes from Meeting on February 16, 2023: Motion made by Sandy and seconded by Pam to accept minutes as written. Pat made note that the recording from February 16th meeting was accidentally deleted and she put her trust in the member's review of minutes as written. After a brief discussion, **vote was unanimous**. Minutes will be signed and dated by Pat Finn and turned into Town Hall.

Monthly Budget: Tina handed out the budget as of 3-16-23 along with balances. She stated that the Van Driver Salaries line item will be depleted next month, and that Office Supplies and Custodial Supplies have been depleted. Several bills are expected: \$325 for finishing the lights on the fence (right side of driveway) and \$355 for the annual Hood inspection. Brief discussion on replacing the gas stove with electric but no research/decisions made to date. Hood may still be required even with electric. Septic system pumping was brought up (received previous quote of \$600) and Larry presented a quote from Gibson Septic of \$300 to pump 3,000 gallons (two tanks). Noted that Gibson is donating their services to the Senior Center and only charging for the cost of disposal. Motion made by Sandy and seconded by Larry to accept the Gibson quote and have Tina contact them immediately to pump our system (which it is believed not to have been pumped since 2013). **Vote was unanimous**.

New Business:

- a. Member Update/Introductions: Diane informed the COA that Alan Whittemore resignation e-mail had been taken to Town Hall and presented to the Town Clerk. His resignation is now official. With that said, we have two interested parties in the vacant COA Board Member

position, Cecile Gomes, who could not be present today, but who did say that she would be happy to help if the need arose. The second party is Jeff Pettit who was present. The COA introduced ourselves, Jeff introduced himself, and let us know that he is currently on the CPC, was a member of the Conservation Committee, and would very much like to assist the COA and with our building needs in particular; that he would be another set of hands at the Senior Center. He has a live-in mother-in-law who would be interested in coming to the senior center, he is currently a municipal employee in Bellingham, and he is well versed on all things mechanical. After some back and forth questions, Sandy made a motion and Larry seconded it to approve Jeff Pettit as a member of the COA. **Vote was unanimous.** Diane will contact Cecile to thank her for her interest and let her know what transpired at this meeting. Pat will send a note to the TA and BOS for a positive appointment of Jeff at their March 20th meeting. *As a side note, Jeff took as-built septic drawings outside to locate the tank, and also checked the kitchen stove for any gas leakage.*

- b. Policies and Procedures Update: Pat handed out two P&Ps: Promoting an Event – motion made by Pam and seconded by Sue and **passed unanimous**, and Payment of Invoices/Expenses (which we have discussed in the past but did not officially approve). This was also motioned by Pam and seconded by Sue, **passed unanimous**, to add to our Policies and Procedures manual.
- c. Painting Classes: Classes will continue with Darrell Crowe on the 2nd Thursday of each month from 10:00 a.m. – 2:30 p.m. and additional monies needed will be funded from the Beaulieu account until received from the Cultural Council. Diane did hear that we were approved for some grant monies but have not heard yet how much is expected. 13 people painted on 3/9 although 19 had signed up.
- d. Podiatrist Visit: Tina has 5 individuals who are interested in a visit at the Center. Tina will contact Dr. Bianco for additional details. Hold until next meeting.
- e. Other items not received within 48 hours: Tina had submitted a Capital Program Request bundle of \$10,000 but was contacted by TA who stated we may be better served by utilizing ARPA Funds. Sharon Shilinsky submitted some advertising items to Tina for consideration for sale at the center.

Old/pending Business:

- a. Stove Update – discussed earlier in meeting.
- b. Light Posts side of driveway – Discussed earlier. Job has been completed.
- c. Podiatrist visit – discussed above.
- d. FRAUD Training – Seminar held on Monday, March 6th @ 10:00 a.m. with a representative of Dean Bank and Police Chief Coupe. 20 people in attendance. Short discussion on Artificial Intelligence. Seminar was well received, and we will plan to hold another in the fall.
- e. Cultural Council Update: Mentioned above. We have received a grant but do not yet know how much.
- f. Beaulieu Account update: Pat informed the Council that after last month's meeting, she, Diane and Larry had met with Tina to research old files and records concerning the Beaulieu Account to better determine how much monies should be in the Trust and also in the revolving account, which has not yet been updated by the Town. As a result, a detailed e-mail was sent to the TA, including all that we were able to ascertain about the accounts. A response was received which appears positive in that the Town is making strides to better invest the Trust assets of \$120K

and to bring up to date the Interest Account which currently resides in the General Ledger. We are closer to final resolution on this account, first being the Town Treasurer will be investing the \$120K in a 4%+ interest bearing account which should afford us at least \$5000 in interest next year. A final e-mail will be sent requesting at least quarterly reconciliations of the interest account and also prompt acknowledgement of interest on the Trust when received and how much. Our process has been documented on the Beaulieu Trust and will be revised if needed once these tasks are completed.

Member Forum:

- 1) Pam let the Council know that Darrell Crowe will be offering a class in painting Tall Ships which will be held at Bellingham Senior Center. Cost will be \$20 and space is limited.
- 2) Diane tried for a Cultural Council grant for "Gallery of Senior Paintings" but was denied. The grant would have purchased easels for display purposes.
- 3) Pat gave an update on the recent mailing to age 65+ seniors with questionnaire. We received 5% return (not a bad start), and was told that Tina does have more completed questionnaires. Results to date show that e-mail and Facebook are most common methods of receiving mail, 100% of responders would like to receive a quarterly newsletter, and some suggestions made for improvement at the center included nutritional programs, cooking classes, computer training, low impact yoga, more safety classes, etc.
- 4) Larry brought up an e-mail received regarding the Veterans Agent wanting office space at the Senior Center. Tina gave a brief update on a visit with the agent (Art Campbell) and a discussion of converting our lobby into an office. Some discussion ensued and at least three COA members (all officers) appeared not to be in favor of this. Decisions on this will be postponed until we have heard more about this "proposed" plan.
- 5) Diane mentioned that the Garden Club would like to go back to the Chestnut Hill Community Center for their monthly meetings but cannot do so until it reopens in the spring.

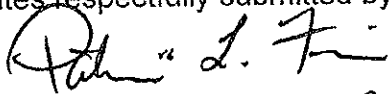
Public Forum. Nothing from the public.

Next meeting Date:

The next regularly scheduled COA Meeting will be on Thursday, April 20th at 1:00 p.m.

Sandy made a motion and Pam seconded it that the meeting be adjourned. **Unanimous vote** and meeting adjourned at 2:43 p.m.

Minutes respectfully submitted by Patricia Finn, Secretary, COA.



Minutes Accepted on

April 20, 2023

Copies provided at meeting:

- 1) February COA Budget Update
- 2) Policies/Procedure for Promoting an Event and Payment of Invoices/Expenses
- 3) Quote from Gibson Septic Service
- 4) CPC FY24 Capital Item Request form
- 5) Proposed Advertising Items

