

Town of Millville Council on Aging

Minutes of Meeting April 20, 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 (by phone @ 1:12 p.m.)
Pam Kobetitsch
Sandy Caswell
Tina Cook, Director

Guests/Public: Jeff Pettit, Richard Hurteau, Cecile Gomes, Art Campbell, Ellen Bowen, Judy Munroe

The meeting was called to order at 1:03 p.m. by Chairperson, Diane Lamoureux, starting with the Pledge of Allegiance.

Sue Robbins joined the meeting by phone @ 1:08 p.m., at home recuperating from surgery.

Minutes from Meeting on March 16, 2023: Motion made by Larry and seconded by Sandy to accept minutes as written. After no discussion, **vote was unanimous** (no vote by Sue). Minutes will be signed and dated by Pat Finn and turned into Town Hall.

Monthly Budget: Tina handed out the budget as of 4-20-23 along with balances. Van Driver salaries several thousand dollars over budget and will have to line item transfer before end of fiscal year. Another Encore Fire Protection bill has been received for the CO Detector repair of \$1,763.89. Questions asked about bills and Tina stated that inspections are required 2x/year for the fire suppression and CO detector. After bills are paid, should find nothing during next inspection period. Pat asked for a complete list of all bills submitted from Encore during this past spring. Tina will provide information and list will be sent to all COA members.

Tina told the Council that she has received several quotes from lock companies for an automatic access wheelchair door; estimates are \$5,000 and \$6,000. Checking to see if this is ADA required but Franklin lock company stated that they have been installing many of these doors recently on senior centers – may be an upcoming State requirement? Tina has had several issues of late with wheelchair access and would like to install an opener at our main emergency door. After some discussion, COA directed Tina to submit the quotes to TA as this should be a covered expense payable from the Town for ADA access to our Senior Center, perhaps ARPA funds.

New Business:

a. BOS meeting 4-10-23:

- 1) **Alan Whittemore Resignation** - Officially resigned and issue closed. Diane discussed mistakes made in accepting an email resignation.

- 2) Candidates for Open Positions: Diane read a paragraph regarding our upcoming interview process. Each candidate will be given the opportunity to introduce themselves, give us an overview of their background and credentials, tell us why they want to be a member of the COA, and how they feel they can help the COA with outreach and service to our senior population. Following this, the COA will ask questions of each candidate. Once Q&A has finished, the candidates will no longer talk. At end of the third interview, the COA will vote as far as who they will recommend to the BOS as our next committee member.
- i. Jeff Pettit – Resident since 2010, served on conservation committee before it fell apart, currently on capital planning committee. Has many certifications and updated training, has worked for Bellingham DPW for 10 years, has been a mechanical/vehicle maintenance for 20 years, currently working out of the house with his own shop. Also certified master mechanic. Gerry Finn reached out to him regarding possible opening. He requested information from there. Since town has high percentage of seniors, he would like to help. Was looking up mechanical door requirements while the COA talked. Can also do generator maintenance. Larry asked about conflict of interest on CPC, and Jeff stated he could step back on items that may be in conflict.
 - ii. Richard Hurteau – Has lived in Millville for 40+ years. Gave list of qualifications and boards he has served on over the past 30 years as well as current boards. Has constructions super. License with restrictions. Current president of senior club. Was building inspector for Town for over 9 years. Retired from Norfolk Corrections. Wants to do what's in the best interest of the seniors. Questioned if he needs to do more than just being on senior club and what he thinks he can do being on COA. Wants to be in on discussions and voting matters that concern the seniors. Richard stated there were lots of issues he feels that he could have solved exclusive of taking the matter further. When asked by Pat Finn about a specific example, Richard stated that Liability insurance was a key issue, with the alleged burden placed on Pat Finn for going to TA without a vote from COA. Pat disputed this and stated that she went to the TA on fact-finding regarding Policies and Procedures (later to present to the COA). When rental policy came up, Peter Caruso asked for our current form which was provided and which had a "liability insurance" statement already incorporated on it when created years back. The TA sent the form to legal for their opinion. (Side note: Legal opinion came back that liability insurance should be provided on all rentals in order to protect the town. BOS later overrode that opinion). Pam wanted to know why Richard was interested in rejoining the COA now? More discussion followed.
 - iii. Cecile Gomes – Is a senior citizen in town, have been involved in many committees over time, including Memorial Day Celebration at the Town Park, in memory of her father, with Pam. Has some medical issues but would be happy to help with the COA should she be needed. She only wants what is best for the seniors in town and suggested that we go with Jeff Pettit as our candidate.
- 3) ARPA funds for Senior Center: We have been given \$10,000 from the BOS for purchase of computers, stereo, tv and floor refinishing. Tina has talked to the CM Geeks but wonders if we should purchase 2 or 3 computers. Pam is working on quotes

for refinishing the floors as well as replacing the carpeting. Discussion had regarding difference between CPC funds vs. ARPA funds.

- 4) Art Campbell, Veterans Admin. – Has been working at Town Hall since November 22, 2022. He has limited privacy and is looking for more private, permanent space from which to assist the veterans. He was working with 0 veterans in November and now has 15 veterans, 10 of whom are from Millville. He has measured our front parlor and suggested making an offer of 9'4" long x 7'8" wide by adding a wall and door. Art currently works Tuesday, Wednesday, and Thursday, having access to and utilizing TA's office for privacy, and back to his cubicle for filling out forms. After much discussion and questions by the COA, no decisions was made to allow changes to our Senior Center at this time.

- b. Policies and Procedures Update: Pat handed out two P&Ps: Board Member Appointments and Board Member Resignations. Because of time constraints, we have decided to hold voting on these procedures until our next meeting. Diane then brought up a list of our names and appointment dates and when our terms expire as follows: Sandy Caswell 6/30/25, Pat Finn 6/30/24, Pam Kobetitsch 6/30/25, Diane Lamoureux 6/30/24, Larry Pearson 6/30/24, and Sue Robbins 6/30/25. Vacant position expires 6/30/24.
- c. May COA Officer Election Candidates: We will be voting for new officers at our May meeting. After some discussion and agreement, we have the following candidates for vote: Diane Lamoureux as Chairperson, Larry Pearson as Vice chair, and Pat Finn as Secretary. No other interest from members to hold an officer's position.
- d. Summer Activities: This will be held until next meeting or a separate meeting later in the month.
- e. Automatic Front Door Opener: Already discussed above. Tina will send quotes to TA to see if ARPA funds can cover. Pat will look into ADA requirements for same.
- f. Other items not received within 48 hours: Tina has received a request/application from Steve Furno to use the building for a fire academy training program on 5/31 from 5:00 – 10:00 p.m., 6/3 from 8:00 – 4:00 p.m. and 6/7 from 5:00 – 10:00 p.m. **Unanimous vote** to approve (Sue not on phone at this time).

5. Old/pending Business:

- a. Cultural Council Update: Diane reported that we have received a grant for \$854.00 for senior paint classes. This will help cover some of the expenses but we will have to continue to charge attendees \$15.00 for each class.
- b. Beaulieu Account update: Pat informed the Council that the Trust monies (\$120K) have now been deposited in a money market/cd at a rate of 4.5% interest. This means that next March 2024, we will be receiving approximately \$5,500 to be used towards programs, services, and entertainment for the seniors of Millville. We are still waiting for the reconciliation of the interest account from our Treasurer and Accountant so that we know exactly what we have to spend.

6. Member Forum: Nothing brought up.

7. Public Forum: Ellen Bowen apologized for her outburst earlier in the meeting but thought there might be something underhanded going on with regard to openings on this board. Pat commented back that we regularly call people, knock on doors, send letters, talk to citizens about volunteering and becoming a member. Sandy mentioned that it is difficult to talk about anything because of open meeting laws. We can talk one-on-one but not with a majority unless we post a meeting.

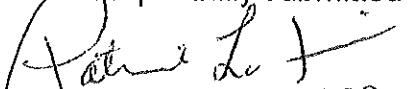
8. Next meeting Date:

The next regularly scheduled COA Meeting will be on Thursday, May 18th at 1:00 p.m. Pat will not be present at the meeting; therefore, Larry will chair the meeting and Diane will take the notes.

Some final discussion had on our budget, the upcoming Town Meeting, and meeting with the finance committee regarding the van driver's salary.

Sandy made a motion and Pat seconded it that the meeting be adjourned. **Unanimous vote** and meeting adjourned at 3:06 p.m.

Minutes respectfully submitted by Patricia Finn, Secretary, COA.


Minutes Accepted on: May 18, 2003

Copies provided at meeting:

- 1) March COA Budget Update
- 2) Policies/Procedures for Becoming a COA Member and Resignation from COA
- 3) COA Membership Appointment/Expiration List

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TOWN CLERK