

Town of Millville

Council on Aging

Policies and Procedures

Town of Millville, Council on Aging

Policies and Procedures

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Procedure: Beaulieu Account	Date: March 17, 2022
Reimbursement	Revised Date: May 19, 2022

Example: If a Cultural Council Grant is received for an activity, the following “Cultural Council Reimbursement” process is to be followed. This process is followed because of the time difference between holding an activity, having to pay the vendor, and receiving reimbursement from the Cultural Council.

Paying the Vendor:

- 1. Activity is scheduled and held at the Millville Senior Center or another mutually agreed upon location.**
- 2. Invoice is given to the event coordinator**
- 3. Event Coordinator gives invoice to Senior Center Director for processing**
 - a. Note: If this is a first-time vendor, a W-9 form needs to be completed and is turned in with the invoice for processing**
- 4. Senior Center Director completes a payment warrant with copy of invoice attached. Payment warrants include Vendor Name, Description of Services, Invoice Number, Invoice Date, Amount of Invoice and Account Number. **Copy of warrant form is attached.****
- 5. Events are paid for from the Beaulieu Account and are reimbursed to said account.**

Reimbursement to Beaulieu Interest Account from Cultural Council:

- 1. A reimbursement form needs to be completed and given to the Cultural Council Committee (**see copy of Cultural Council Reimbursement Form**)**
- 2. Form includes**
 - a. Application # of Cultural Council**

- ## Warrant Form:

* Current year W9 on file with accountant. If no, please provide.

Cultural Council Reimbursement Form:



LOCAL CULTURAL COUNCIL PROGRAM REIMBURSEMENT FORM

For Council Use: Application # _____

Grantee _____

Contact Phone _____

Contact Email _____

Project Title _____

Total award amount \$ _____ Amount to be paid now \$ _____

Please attach supporting documentation such as copies of programs, press, invoices, cancelled checks, and receipts, as required by the Local Cultural Council for payment.

This request is: 1. ☐ a progress payment or ☐ final payment 2. ☐ for the applicant or ☐ third-party vendor

MAKE CHECK PAYABLE TO:

NAME _____

ADDRESS _____

CITY/TOWN _____ STATE/ZIP _____

TAX ID/ FED EMPLOYEE ID/SOCIAL SECURITY # _____

"As grantee for the project as detailed above, I certify that the statements made herein are true and that the funds requested to be disbursed fulfill the purpose indicated in the approved application, and that I have fulfilled the credit policy requirements outlined on the Mass Cultural Council website."

[If your grant was approved with a CONDITION]: "I further testify that the condition imposed on the project has been met."

Signed under the pains and penalties of perjury:

Signature of grantee or officer of grantee organization with legal authority to bind and execute this certification _____ Date _____

FOR LOCAL CULTURAL COUNCIL USE ONLY: Must be completed and signed by at least two Cultural Council members.

Please check:

___ The LCC has notified the grantee of the credit policy outlined in the *LCC Program Regulations and Guidelines*.

___ The grantee has completed all or part of the project described in the original proposal approved, and has submitted appropriate supporting documentation regarding how funds were used.

LCC Member Signature _____ Print Name _____ Date _____

LCC Member Signature _____ Print Name _____ Date _____

Town of Millville, Council on Aging
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Procedure: Beaulieu Account	Date: February 22, 2022
	Revised Date: January 18, 2024

Beaulieu Account is a gift to the Senior Citizens of Millville. Mr. Beaulieu left a percentage of the proceeds from the sale of his house in trust to the Town of Millville, with interest only to be transferred to a separate account and used by the Senior Center Director in conjunction with and approval by the Council on Aging for the sole purpose of the seniors.

The following draft provision in Mr. Beaulieu's will concerning his gift to the Town of Millville is taken from a letter from Attorney at Law, Ralph W. Warner, Hudson, MA 01749:

"There should be no authority to take any money from principal because enterprising town officials will find a way to take some each year and there will be nothing left. The purposes should be stated in a general way within certain guidelines. The interest may be carried over from one year to the next and it will still be interest and be available for spending. There will be no rush at the end of the year to spend any interest remaining."

And from the will:

"Seventy-five (75) percent thereof to the Town of Millville, in Trust, nevertheless, with the interest only to be used for purposes directly relating to the Millville Senior Center, to be expended under the direction of the Director of the Senior Center and the Council on Aging. It is the intention of the testator that none of these funds shall be used to replace those salaries and expenditures usually and customarily provided by the Town but instead to be used only for those programs and activities, including equipment, that in the sole discretion of the Director of the Senior Center and the Council on Aging would be of benefit to the senior citizens of the

Town. Any interest not used in any year may be carried forward to the next year”.

Expenditures will be based on the yearly interest income. See the Town Treasurer for additional information.

Process for Expending the Beaulieu Funds:

A proposed annual budget, broken into quarters, is to be submitted by the Director to the COA and discussed at a regularly scheduled meeting, covering anticipated programs and events and Beaulieu dollars to be expended. These dollars will be based on the yearly income received from this account, not to exceed \$3,000 per year unless special circumstances dictate. Special requests for funds will also be considered in this manner, along with a “Request for Funds” Form completely filled out and submitted to the COA for review and approval or rejection. All decisions are final.

Programs are discussed and voted on by the Council on Aging (COA) and Senior Center Director at regularly scheduled monthly meetings. Upon approval by majority vote, programs/services are scheduled with appropriate vendors.

These programs/services include but are not limited to exercise classes, painting and the arts, instructional courses, events such as luncheons and gatherings with entertainment, local trips, etc., and must be offered and advertised to the entire Millville senior population via local cable, social media, flyers at public buildings, Town signs, etc. Attendance is on a first-come, first-served basis.

At the conclusion of any COA approved programs, the Director would open a warrant to pay the vendor invoice and would include the following information:

Example:

Invoice Submittal:

Name: Laurie Coco	INVOICE # 123442
Service Description: Fitness instruction, specialty, restorative based programming	Date: 2/28/22
Address: 83 Mason Road Dudley, MA 01571	Q3 Budget
Phone: 774-293-0456	
Email: lauriemcoco@gmail.com	

Service	Date	Time	Fee
Senior Fitness Program	2/1/2022	1:30 PM – 2:15 PM	\$45.00

See warrant form attached.

Town of Millville, Council on Aging

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Procedure:	Date: May 18, 2023
COA Board Member Appointments	Revised Date:

The Millville Council on Aging is a 7-member board appointed by the Millville Board of Selectmen.

When a COA board position is open, the following procedure is to be followed:

1. Vacancies on the Board are to be made public as far in advance of appointment as practical. Vacancies may be advertised on Local Access Cable TV, posted on the Town website and on the bulletin board in the Town Hall as well as at the Millville Senior Center.
2. Board Membership: Prospective members must be residents of the Town of Millville. They must be involved in the senior center and be informed of and concerned with senior issues. They do not need to be a senior citizen.
3. A prospective member should make their interest known to the Council on Aging (via email, regular mail, or verbally to a member) and be prepared to introduce themselves and provide credentials at a regularly scheduled COA meeting. Should the COA be interested in having a person become a member of the Board, the COA will then recommend that individual in writing to the Board of Selectmen for appointment.
4. Official Appointment: Once an official appointment has been made by the Millville Board of Selectmen, the appointed individual must be sworn in by the Town Clerk. (see attached Appointment form)
5. The new COA Board member is now an official member of the Council on Aging and is expected to attend regularly scheduled meetings and be part of the decision-making process for the Millville Senior Center.

**Town of Millville
Elected/Appointed and Resignation Form
Appointed**

SAMPLE

Department: Council on Aging
Position: Member
Terms:
Name:
Address:
Telephone:
E-Mail:

I acknowledge that I have been furnished a copy of the Open Meeting Law, Chapter 30, SS23A, B, C of the MGL and a copy of the Conflict of Interest Law, Chapter 268A of the Massachusetts General Laws, by the Town Clerk of Millville. I acknowledge that it is my responsibility to complete the Conflict of Interest Law Online Training Program found at <https://www.mass.gov/online=conflict-of-interest-training> within thirty days of my election/appointment, and every two years thereafter.

Date Sworn In: _____

Signature: _____
(Printed name), Council on Aging, Member

Sworn In By: _____
Town Clerk

Last Ethics Training:

**PLEASE NOTE (Per MGL Chapter 41, SS 109):
ALL RESIGNATIONS MUST BE IN WRITING TO TOWN CLERK**

DATE OF RESIGNATION: _____

Town of Millville, Council on Aging
Policies and Procedures

Procedure:	Date: May 18, 2023
COA Board Member Resignations	Revised Date:

Should a duly-appointed member of The Millville Council on Aging wish to resign their appointment for any reason, they must tender their resignation first to the Council on Aging, preferably in person but also in writing, signed by that individual.

The COA will then submit the signed resignation to the Town Clerk for processing.

The Town Clerk will log in the resignation, utilizing the “Elected/Appointed and Resignation Form” found attached to the COA Board Member Appointments section of the Council on Aging Policies and Procedures.

The Council on Aging shall then follow the process outlined under COA Board Member Appointments mentioned above.

Town of Millville, Council on Aging
Policies and Procedures

Procedure:	Date: February 10, 2021
Closing Senior Center	Revised Date: April 14, 2022

The Millville Board of Selectmen, Town Administrator, and Board of Health all have the authority to close the Senior Center since this is a municipal building.

In an extreme emergency, the Senior Center Director or Chairman of the COA can make the call to close the Center.

Example: State of Emergency (such as Covid-19)

Example: Local schools closed due to inclement weather

With the exception of the above, closing or reopening the Senior Center shall be voted on by the majority of the COA Board members.

Example as to why the Senior Center would be closed: In the absence of the Senior Center Director, with no one else available to cover their duties and responsibilities.

Town of Millville, Council on Aging
Policies and Procedures

Procedure: DIALING 911 FOR	Date: April 14, 2022
MEDICAL EMERGENCIES	Revised Date:

Whenever there is a medical emergency, including but not limited to slips, falls, injury, heart attack, stroke, diabetic reaction, allergic reaction, etc., while in attendance at the Millville Senior Center (including the out-buildings, parking lot, or outside property) or while attending an event or activity sponsored by the Millville Council on Aging, it is the Council on Aging's policy immediately to call 911.

The subsequent issue of whether emergency transportation is required becomes the responsibility of the Millville Fire Department and/or its representatives along with the individual to whom the medical emergency situation has occurred.

Town of Millville, Council on Aging
Policies and Procedures

Procedure:	Date: July 17, 2007
General Policies & Procedures	Revised Date: January 18, 2024

The Millville Senior Center, a town of Millville building, was built in 2007, and the official opening was June 24, 2007. The Millville Council on Aging is responsible for the use and care of the building and as established in the COA Constitution and Bylaws, is also responsible for setting policy for the operation of the senior center. It is the objective of the COA to maintain the integrity and attractiveness of the building while adhering to their mission of enhancing life for the seniors of Millville, while at the same time being ever diligent regarding budgetary restraints. With this in mind the COA has adopted the following policies:

1. All programs and activities at the senior center will be made available to seniors in the town of Millville, surrounding towns, and seniors from other areas. Younger residents, and handicapped residents, are welcome to participate in intergenerational programs at the center.
2. Services for residents in need, under the age of 60, will be provided at the discretion of the director and COA.
3. All persons using the center must be able to take care of their own personal needs or be accompanied by a caregiver.
4. The director, along with input from the COA, will determine if a person, senior or handicapped, is not an appropriate candidate for center programs and activities.
5. Pets will not be allowed in the center with the exception of service animals.

- 6. All proceeds from programs and activities at the center will be deposited in the appropriate COA account, depending upon the specific program or activity.**
- 7. Senior Center hours are 9am to 3pm, Monday, Tuesday and Thursday providing that there is coverage by the director, or two or more volunteers. All related business will be conducted during those hours, with the exception of the monthly COA sponsored activities, or a COA scheduled event.**
- 8. In the event of a town-wide emergency, such as hurricane, tornado, or flood, the center will be used as a shelter.**
- 9. In the event of an extended heat wave, extreme cold weather, or power outages, the center may open additional days and/or longer hours. Opening will be at the discretion of Town Officials along with the senior center director and the COA.**
- 10. The center may close during inclement weather and when local schools are closed for the same reason. Closing will be at the discretion of the director.**
- 11. Use of the center will be scheduled by the director and the COA.**
- 12. The Director of the Senior Center is responsible for opening and closing the center.**
- 13. Smoking, alcohol, and drug use is strictly prohibited.**
- 14. Nothing may be attached or hung in any part of the building without prior approval of the director and the COA.**
- 15. Furnishings may not be removed.**
- 16. The office areas may not be used.**

17. The office computers and telephones are not for general use.

18. After July 1, 2012, the center is available to the town of Millville adult non-profit organizations at the discretion of the COA. The fee and associated criteria for rental of the Senior Center are discussed in the Senior Center Use Policy.

Town of Millville, Council on Aging
Policies and Procedures

Procedure: Medical Equipment	Date: 7/26/2022
Loan/Form	Revised Date:

At any given time, the Millville Senior Center has a supply of medical and personal equipment that is available for borrow by our clients. This equipment is kept in the storage shed as well as in the Senior Center.

Such equipment includes but is not limited to:

- Wheelchairs
- Walkers, Standard
- Walkers with seat
- Shower Chair
- Crutches
- Canes

Once a client calls to request the loan of equipment, the shed and closet in the Senior Center is checked for availability. After checking for and confirming availability, the client is responsible to come in during business hours to pick up the required equipment.

Prior to releasing the equipment for loan, the client must sign a release form (see below). The form is signed and filed away for reference. When the loaned equipment is no longer needed, it is returned to the Senior Center, checked for viability, the form is marked with the date of return, and the loan closed. The equipment is returned back to its prior location.

In a case where specifically requested equipment is not available at the Millville Senior Center, it is at the discretion of the Senior Center Director to determine the need and whether or not to try and locate a piece of equipment from another local Senior Center.

Millville Senior Center
EQUIPMENT RELEASE FORM

I understand that the equipment listed below is the property of the Town of Millville, in care of the Millville Senior Center, and is on loan to me. I will be held fully responsible for the return of and/or liable for the full amount of the replacement of the equipment. I further agree to return the equipment to the Millville Senior Center when said equipment is no longer required.

Equipment: _____

Name: _____

Contact Number: _____

Address: _____

City, State: _____

Signed by/Date : _____

Approved by/Date: _____

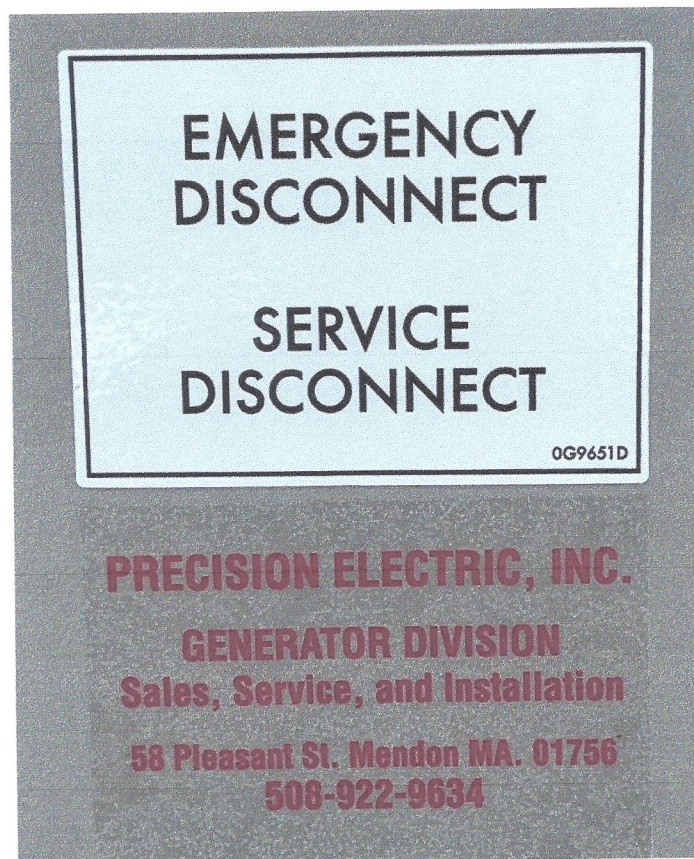
Senior Center Director/Date

Return Date: _____

Town of Millville, Council on Aging
Policies and Procedures

Procedure:	Date: March 1, 2022
MEMA Generator	Revised Date:

GENERAC generator was installed at the Millville Senior Center in September 2021 as a result of a MEMA Grant. The generator is 100 amp and has been set up to run most systems in the Senior Center for a period of time. Our regular service is 300 amps. Cost of the generator was approximately \$17,000.



Warranty: Currently have a 5-year limited warranty as follows:

Year 1 and Year 2: All parts and labor

Year 3: Parts only

Year 4 and Year 5: Full coverage on machine components, engine and alternator.

There are extended warranties available – 7 or 10 year – which cost approximately \$1,000 for the term of the warranty. We can get a quote on these to see if the town wants to proceed.

Service: Required every 6 months at a cost of approximately \$320.00 per visit (\$650.00 per year). This should be covered by the Town and in the Town budget as a MEMA Building. Jack Gringa (Precision Electric) will send an e-mail notification when it is time for service.

Components: The test panel is located on the right side of the Senior Center. It is opened with two hand screws at the bottom of the panel.



Hand Screws

Testing: To test the system, pull the handle OFF. The generator will start, and you will hear a Snap. All services should be working within the Center.

To end the test, push the handle ON. The Generator will run for several minutes to cool down but all systems in the building will remain on. Replace the front panel and hand-tighten the screws.

Testing should be done on this panel in the event of an upcoming storm or known event. Do this several days prior to the event so that any problems can be resolved prior to the event.

Generator: Located on the Left side of the building. Needs keys to open the enclosure (keys are located inside the manual in the Senior Center Director's office).



Key hole

Emergency turn-off buttons are located inside the generator. There is also a menu to change specific programs. Escape out of menus, find and enter what you are looking for. Instructions are in the manual. Samples of programs include editing weekly test times, etc.



Daily Instructions: Make sure the outside GREEN light is on. All is good.



Green light – all good

If the light is RED, there is an issue. Call immediately for service.

Notification of Issue: There is an application for cell phone notification of an issue. Need Wifi, name and password. Jack Gringa is in Millville on Tuesdays and Thursdays. Call and he will send someone out to set up cell phone notification.....perhaps this should be done at Police Department as they are always open?

Town of Millville, Council on Aging
Policies and Procedures

Procedure: Description	Date: March 14, 2022
Millville Senior Club	Revised Date: July 21, 2022

The Millville Senior Club is a group of senior citizens from Millville and surrounding towns, led by a board of four (4) members, who have their own set of bylaws, rules, and regulations, all of which are independent and separate from the Town of Millville.

The club was formed to hold meetings, and schedule luncheons and entertainment for the benefit of their club members and interested senior citizens in the surrounding area. Club members pay a yearly dues to the Club.

In order to support all senior citizens in Town and to encourage all to utilize the Millville Senior Center and its varied programs and services, the duly appointed Millville Council on Aging has approved the use of the Millville Senior Center to the Senior Club for their monthly meetings and get-togethers. This has been approved by annual vote of the COA at NO COST for rental/usage of the facility, although this exemption is normally reserved for non-profit organizations. The Senior Club is required, however, to follow the rules and regulations of the Millville Senior Center, as set forth in the COA guidelines, by filling out usage request forms, asking for permission to use the Center's various appliances, products, and supplies, and cleaning the facility after an event.

As of 2-1-22, the President of the Club has agreed to the terms of use and has signed a "hold harmless and indemnification agreement" on behalf of the Senior Club for use of the Senior Center facility.

Furthermore, as has been past practice, the Senior Club is required to handle their own event signups, payments for events, and communications with their club members thru their elected secretary. The Senior Center Director is not authorized in the collection of monies or for taking reservations for events for the club. The Council on Aging/Senior Center has authorized the club the use of a

bulletin board provided by the club in the main hall of the Senior Center so that they can post their own news and events. The club has also been authorized to install a small, locked box within the Millville Senior Center to be used for correspondence and payments between the club members and their officers. There will be no key kept or any responsibility taken whatsoever for this locked box either by the Council on Aging or by Senior Center Director.

The Senior Club is not a duly appointed board of the Town of Millville; therefore, their private phone number should be used as contact information for any scheduled events.

The Senior Center telephone number is a Town telephone number, similar to phone numbers for the Town Hall, Police Station, Fire Station, etc. The Senior Center telephone number is only to be used for official Town of Millville Senior Center business, i.e., food assistance, outreach referrals, SNAP, van ride questions, and any other business that occurs during the 18 hours per week that the Center is open.

It is understood and agreed by all parties that the Senior Club has no fiscal or fiduciary responsibility, either directly or indirectly, in the running, scheduling, maintaining, budgeting, or payment of any invoices with regard to the Millville Senior Center. This is the sole responsibility of the duly appointed Council on Aging, who also has direct responsibility for any and all employees of the Millville Senior Center, and who is accountable to the appropriately designated personnel at the Town of Millville.

Town of Millville, Council on Aging
Policies and Procedures

Procedure: Millville Senior Van	Date: March 24, 2022
Riders and Proposed Fee Schedule	Revised Date: February 16, 2023

It is the objective of the Millville Senior Center and Council on Aging to provide safe, timely and consistent local transportation services to the senior population and people with disabilities who reside in Millville.

- 1. Transportation is available Monday through Friday, 8:00 a.m. – 4:00 p.m. Weekend trips may be scheduled, depending on driver availability.**
- 2. We do not provide transportation for medical emergencies. Such requests should be directed to 911.**
- 3. Appointments must be made in advance by calling the Senior Van phone – 774-573-6084. A week's notice is preferred. We may not be able to accommodate if shorter notice is given.**
- 4. Medical trips will be given preference. A grocery trip will be scheduled every Tuesday morning unless there is a medical trip need.**
- 5. Transportation is provided door to door unless otherwise specified.**
- 6. Passengers will only be picked up and dropped off at a location indicated on the trip manifest (and preapproved when reservation is made).**
- 7. You are expected to be able to travel independently. If you are unable to travel independently without help due to any physical and/or health reason, a personal care attendant, family member/friend will be required to accompany you. You must make a reservation for the companion in order for us to guarantee him/her a seat.**

- 8. You are expected to be ready at your pick-up time. While we will make every attempt to arrive at your home on time, we cannot guarantee that this may happen due to circumstances beyond our control.**
 - 9. If you are unable to keep your transportation reservation, we ask that you cancel your ride as soon as possible. Frequent missing of transportation appointments or no shows could result in the suspension of one's transportation privilege.**
 - 10. The drivers will assist passengers entering and exiting vehicle and will carry bundles to the rider's door.**
 - 11. All passengers and drivers must wear a seat belt at all times as mandated by Massachusetts State Law. All canes, walkers and other personal items must be secured before the vehicle can be underway.**
 - 12. Smoking, eating on the vehicle is prohibited.**
 - 13. Donations for round-trip rides, requested but not required, are as follows:**
 - Bellingham, Blackstone, Millville, North Smithfield, Woonsocket:**
\$3.00 is requested.
 - Franklin, Mendon, Milford, Northbridge, Uxbridge, Whitinsville:**
\$6.00 is requested.
 - Worcester or Providence:**
\$15.00 is requested.
 - Longer trips, for medical appointments only (Framingham, Natick):**
\$20.00 is requested. We do not make any Boston trips.
- Your donations help ensure that the Millville Senior Van continues to run!**

14.The giving of gratuities of any kind to the driver is strictly prohibited.

15.Respect for other passengers and drivers will be required at all times, and loud and/or disruptive behavior will not be tolerated.

16.Weapons, firearms and/or items that could be deemed dangerous (gasoline, chemicals, etc.) are not allowed on the van.

17.The Council on Aging has the right to deny service to any individual who does not abide by these Policies and Procedures and/or it is deemed unsafe to transport for health and/or mobility reasons.

I have received a copy of these Van Rider Policies and Procedures.

Signature

Date

Town of Millville, Council on Aging
Policies and Procedures

Procedure: Millville Senior Van	Date: July 24, 2023
Rides, Cancellations, and No-Shows	Revised Date: September 21, 2023

Following are basic “rules of the road” when taking advantage of the Millville Senior Van. Please respect our time by providing clear communication at all times:

1. To schedule a ride, please call Kathy @ 774-573-6084 anytime between 8:00 a.m. and 4:00 p.m. The telephone is off on weekends. Call weekdays only. If Kathy does not answer, please leave a voice message and she will get back to you within 24 hours.
2. If during shopping trips or doctor’s appointments you need to get in touch with a driver on the bus, please call 774-462-1020. Do not call this number to schedule a ride.
3. To schedule a ride, we require 48-hour notice. We require 24-hour notice to cancel as we have others who may need transportation.
 - a. If you cancel and do not give us 24-hour notice, we will give you a warning. After one warning and you cancel again without giving 24-hour notice, a written warning will be sent to you. If you continue once again to cancel without giving 24 hours’ notice, you will be issued a suspension from using the van for a 30 day period.
4. If at the time of booking a van run you need to go to more than one stop, please tell us when booking the van. We schedule other runs and may not be able to accommodate you. Also, our drivers may have other plans.
5. When given time for shopping, please adhere to those hours as we may already have other scheduled runs.

6. Please obey the bus safety rules. Stay seated and buckled until the bus comes to a complete STOP.

Thank you for adhering to these rules as they will help us to provide safe and efficient van services for all who need them.

I have received a copy, read, and understand the Millville Senior Van Rider Policies and Procedures.

Signature

Date

Town of Millville, Council on Aging

Policies and Procedures

Procedure:	Date: March 1, 2023
Payment of Invoices/Expenses	Revised Date: March 16, 2023

The Director of the Millville Senior Center is responsible for logging in, filling out warrants for, and submitting such items to the Town Accountant for payment on the following Senior Center expenses, to include but not be limited to:

- All budgeted and scheduled maintenance expenses on building systems
- General operating expenses as have been budgeted and expensed
- Bi-weekly van driver pay and van coordinator pay
- All budgeted monthly expenses for the Senior Center including supplies.

The aforementioned expenses shall be maintained on a spreadsheet and submitted to the Council on Aging for their information and review during regularly scheduled COA Meetings. This will include monthly expenses, balances going forward, and total expense vs. budget remaining.

Exception: On any unbudgeted or unexpected expenses over **\$500** (emergency services, etc.) a COA officer must first be contacted and then approve the expense (verbal approval can be accepted) prior to work being performed. For non-emergency services required, 3 bids or contacts must be made prior to hiring an outside contractor and then the work approved by the COA Board at a regularly scheduled meeting.

The following expenses shall be signed off on by an officer of the Council on Aging prior to submission for payment:

- Director's bi-weekly salary

Utilization of the Beaulieu Account for payment of invoices shall first be authorized by and signed off from the Council on Aging prior to submission for payment.

Town of Millville, Council on Aging
Policies and Procedures

Procedure:	Date: March 1, 2023
Promoting an Event	Revised Date: March 16, 2023

Several times throughout the year, the Millville Senior Center/Council on Aging will host events, whether entertainment, educational, or for the good of the public. A chairman of the event is named and is responsible to see that all aspects of the event are fulfilled. The chairman may assign members of his/her subcommittee to perform any of the functions listed below.

In any case and in order that these events are fully attended, the following guidelines will be adhered to when promoting such an event:

- ☐ 4 weeks prior to event: Advertising article sent to Blackstone Valley Enlightener.
- ☐ 3 weeks prior to event: Flyers created and posted at Town Library, Post Office, George's Convenience Store, Town Hall, Police Station, and Senior Center Bulletin Board.
- ☐ 2 weeks prior to event: Group e-mail blast sent to approximately 80 recipients about the event.
- ☐ 2 weeks prior to event: Request to advertise event on cable TV Channel 191 sent to: cable@millvillema.org.
- ☐ 2 weeks prior to event: Request to advertise on Millville electronic sign boards sent to: townclerk@millvillema.org and bill.coupe@millvillepolice.org.
- ☐ 2 weeks prior to event: Advertisement posted on Face Book pages: The Town of Millville and Millville Matters. Repost these advertisements 1 week prior to the event.

Town of Millville, Council on Aging
Policies and Procedures

Procedure:	Date: June 14, 2022
Senior Center Rental Policy	Revised Date:

To use the Senior Center facility, permission must be granted by the Senior Center director or the Chairperson of the Council on Aging. An application must be filled out at least 2 weeks prior to the event date(s).

Applicant is responsible for obtaining any necessary permits and/or licenses for the event.

Smoking and the use of alcoholic beverages is strictly prohibited on all Town property.

Application Form: complete and return the Application for Use of the Senior Center form to the director of the Senior Center or the Chairman of the COUNCIL ON AGING . Complete all required information. Return the completed form directly to the Director, chairman or Designee of the Council on Aging, or mail the form to 40 Prospect Street, Millville.

Right to Cancel: The Town reserves the right to cancel an event when the facility is needed for Town board/Committee Meetings or in the event of an emergency situation as declared by the Council on Aging or Board of Selectmen (such as a weather-related event).

Occupancy: The occupancy of the Senior Center is limited to 116 people.

User fee: User fees shall be placed into a revolving account for the operation of the Senior Center facility, to be used at the discretion of the Council on Aging . Fees shall be assessed as follows:

Town Boards/Committees for Town business only)	No charge
All others refundable)*	\$100.00 (non-

***A \$50.00 Custodial fee will be charged (separate check) and will be refunded following the event if the Center is left in the same condition as when the event began.**

The COUNCIL ON AGING has the right to waive the fee for non-profits.

Hours of Use: Use of the Senior Center shall be limited to between the hours of 10:00 a.m. – 6:00 p.m. Exceptions may be made at the discretion of the Council on Aging or in the event of an emergency as declared by Council on Aging or Board Of Selectmen. Set up and breakdown of the event must be managed within this time frame. A member of the Council on Aging must be present prior to the group leaving. This member will determine whether or not the custodial fee is returned to the renter.

Facility and Hall: The Senior Center is handicap accessible. Use of the meeting hall area includes access to chairs and rectangular folding tables. There are restrooms for both men and women. All groups shall maintain the cleanliness of the room and the restroom facilities.

Furnishing shall be returned to their previous locations. All floors shall be swept, and tables and chairs wiped down. Organizations and individuals are responsible to dispose of their own trash. Food waste must be placed in plastic bags and then placed in the garbage receptacles outside the front entrance at the conclusion of the event.

Nothing is to be taped, tacked, stapled, or nailed to doors, walls, windows, and floors. Rice, birdseed, or glitter are not allowed. No smoke or fog machines. Candles are not permitted. All decorations must be removed inside and outside the building at the conclusion of the event.

Parking: Vehicles must park within marked lanes on the grounds. When necessary, there is parking only on the Senior Center side of Prospect Street.

Safety: All exit doors and windows must be kept clear and unobstructed. No curtains or other materials may be placed in front of the windows. Smoking is prohibited throughout the building. Candles are not permitted. With the exception of service dogs, animals are not allowed. Children must be under the supervision of a responsible adult at all times.

Damages: Future privileges for the use of the facility will be lost if the Senior Center is not left in good condition. The Town reserves the right to assess the applicant for any damages to the facility. No furniture and/or supplies shall be taken from the senior Center. The Senior Center must be left in the same condition as when the event began.

Facility Access: Arrangements must be made with the Council on Aging for opening and closing the building. Access beyond the bathroom facilities is prohibited unless prior permission is granted. The furnished lobby may be used only with the permission of the Council on Aging . Storage rooms shall not be provided by the Town for any group other than Town sanctioned groups. Furnishings must be returned to their previous locations. All windows and doors must be locked at the close of the event.

Outside Grounds: The Senior Center grounds may not be used for postings or other materials. Necessary event-related notices may be used. Do not attach notices or postings to signs, fences, trees, walls of the interior/exterior of the building. Use of the outside grounds is restricted to the perimeter of the Senior Center. Tents or canopies no more than 12' x 12' in size may be set up on the grounds. Any variance from this size must be approved by the Council on Aging .

Exhibits: Exhibits in the Senior Center are allowed with permission of the Council on Aging .

Electricity: Electrical hookup is available for use on the grounds. Use charges will be mutually agreed upon the User and the Council on Aging .

Emergencies: Should a problem arise during the use of the Senior Center, contact the Millville Police Department at 508-883-3117. If a medical emergency occurs, call 911 immediately.

The individual who signed the application form will be responsible for any failure to follow the Policy for use of the Senior Center.



Council on Aging

TOWN OF MILLVILLE

MASSACHUSETTS 01529

Millville Senior Center
40 Prospect Street
P.O. Box 703
Millville, MA 01529
Phone (508) 883-3523
Fax (508) 883-5040

USE OF THE SENIOR CENTER POLICY

YOU MUST RECEIVE PERMISSION FROM THE DIRECTOR OF THE SENIOR CENTER OR THE CHAIRMAN OF THE COUNCIL ON AGING IN ORDER TO USE THE SENIOR CENTER FACILITY

APPLICANT IS RESPONSIBLE FOR OBTAINING ANY NECESSARY PERMITS AND/OR LICENSES FOR THE EVENT

SMOKING AND THE USE OF ALCOHOLIC BEVERAGES IS STRICTLY PROHIBITED ON ALL TOWN PROPERTY

Application Form: Complete and return the Application for Use of the Senior Center form to the Director or the Senior Center or Chairman of the COA. Complete all required information. Return the completed form directly to the Director, Chairman or Designee of the Council on Aging, or mail the form to 40 Prospect Street, Millville. All groups requesting use of the facility shall request use at least two (2) weeks prior to the event date(s).

Right to Cancel: The Town reserves the right to cancel an event when the facility is needed for Town Board/Committee Meeting or in the event of an emergency situation as declared by the Council on Aging or Board of Selectmen (such as a weather-related event).

Occupancy: The occupancy of the Senior Center Hall is limited to 116 persons.

User Fee: User fees shall be placed into a revolving account for the operation of the Senior Center facility, to be used at the discretion of the Council on Aging. Fees shall be assessed as follows:

Town Boards/Committees (for Town business only)	No Charge
All others	\$100.00

The COA has the right to waive the fee for nonprofits.

Hours of Use: Use of the Senior Center shall be limited to between the hours of 9:00 a.m. and 10:00 p.m. Exceptions may be made at the discretion of the Council of Aging or in the event of an emergency as declared by Council on Aging or Board of Selectmen.

Rental use for a maximum of four (4) hours.

Facility and Hall: The Senior Center is handicap accessible. Use of the meeting hall area includes access to chairs and rectangular folding tables. There are restrooms for both men and women. Children should be supervised in the restrooms. All groups shall maintain the cleanliness of the room and the restroom facilities.

Food waste must be placed in plastic bags and then placed in the garbage receptacles outside the front entrance at the conclusion of the event.

Parking: Vehicles must park within marked lanes on the grounds. When necessary there is parking only on the Senior Center side of Prospect Street.

Decorations: Nothing may be taped, tacked, stapled, or nailed to the walls, ceilings or any surfaces except the tables which may have things taped to them. Rice, birdseed and glitter are not allowed. No smoke or fog machines. All decorations must be removed inside and outside the building at the conclusion of the event.

Safety: All exit doors and windows must be kept clear and unobstructed. No curtains or other materials may be placed in front of the windows. Smoking is prohibited throughout the building. Candles are not permitted. No animals or pets (with the exception of service animals such as guide dogs). Children must be under the supervision of a responsible adult at all times.

Custodial Fee: There is a custodial fee of \$50.00 to cover the custodian's time, payable at the time of the event's approval. The custodian will open and close the building and will make sure that everything is cleaned and put back. The custodian will also make sure the trash is put in the outside barrels. The custodian may be required to stay for the event, at the discretion of the Director or Chairman.

Damages: Future privileges for the use of the facility will be lost if the Senior Center is not left in good condition. The Town reserves the right to assess the applicant for any damages to the facility. No furniture and/or supplies shall be taken from the Senior Center. The Senior Center must be left in the same condition as when the event began.

Facility Access: Arrangements must be made with the Council on Aging for opening and closing of the building. While inside the building, access beyond the bathroom facilities is prohibited. No one shall go beyond the restrooms unless prior permission is granted. In no case shall anyone enter the rooms or offices beyond the restrooms. The furnished Lobby may be used only with permission of the Council on Aging. Storage rooms shall not be provided by the Town for any group other than Town sanctioned groups. Furnishings must be returned to their previous locations. All windows and doors must be locked at the close of the event.

Outside Grounds: The Senior Center grounds may not be used for postings or other materials. Necessary event-related notices may be used. Do not attach notices or postings to signs, fences, trees, walls of the interior/exterior of the building. Use of the outside grounds is restricted to the perimeters of the Senior Center. Tents or canopies no more than 12' x 12' in

size may be set up on the grounds. Any variance from this size must be approved by the Council on Aging.

Exhibits: Exhibits in the Senior Center are allowed with permission of the Council on Aging.

Electricity: Electrical hook-up is available for use on the grounds. Use charges will be mutually agreed upon by the User and the Council on Aging.

Emergencies: Should a problem arise during the use of the Senior Center, contact the Millville Police Department at 508-883-3117. If a medical emergency occurs, call 911 immediately.

The individual who signed the application form will be responsible for any failure to follow the Policy for Use of the Senior Center.



Council on Aging

TOWN OF MILLVILLE

MASSACHUSETTS 01529

Millville Senior Center
40 Prospect Street
P.O. Box 703
Millville, MA 01529
Phone (508) 883-3523
Fax (508) 883-5040

APPLICATION FOR USE OF SENIOR CENTER FACILITY

Applicant is responsible for obtaining any/all necessary Permits/Licenses as required by the Town of Millville.

Name of Applicant: _____

Person Responsible for Supervision of Function/Event: _____

Company/Organization Name/Town Department (if applicable): _____

Non-Profit _____ For-Profit _____ Town Event _____ Other _____

Address: _____

Phone Number(s): _____

E-Mail Address: _____

Nature of Event: _____

Event Date and Time: _____ to _____

Estimated Number of Persons Attending: Less than 50 _____ More than 50 _____ If 50+ how many? _____

Are you charging admission or a fee for this function/event? _____ YES _____ No

Will you be serving food and/or refreshments? _____ YES _____ NO

Will you be using the sound system? _____ YES _____ NO

ACKNOWLEDGEMENT OF USE OF THE SENIOR CENTER POLICY

I received and read a copy of the **Use of the Senior Center Policy** and understand its contents. I agree, on behalf of myself and/or the Company/Organization/Group/Department which I represent, to abide by the terms of the **Use of the Senior Center Policy**, as indicated by my signature as applicant below. If this application is on behalf of a Company or Organization, I certify by my signature that I am authorized to sign this application on behalf of said Company, Organization, Group or Department.

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

I agree to hold harmless the Town of Millville, its employees, officials, agents, representatives and affiliated governmental agencies, from any and all liability, loss, damage, cost, causes of actions, suits, damages, judgments, executions, claims of personal injury or property damage and demands whatsoever made by any and all third parties relating to, or resulting from the

(Name of the Event) _____

To be conducted on or about (Date/Time) _____ at _____

Signature of Applicant: _____ Date: _____

COUNCIL ON AGING APPROVAL

_____ APPROVED

_____ DENIED

DATE: _____

Signature of Chairman/Senior Center Director _____

Town of Millville, Council on Aging
Policies and Procedures

Procedure:	Date: June 14, 2022
Sr. Center Bill/Invoice Processing	Revised Date:

- 1. A bill is received and reviewed for payment by our Senior Center Director. *See Attachment 1 – Sample Bill for Processing.***
- 2. A warrant needs to be completed by Senior Center Director. *See Attachment 2 – Sample Warrant Form.***
- 3. The warrant information is then entered into the Senior Center Director’s “budget balances” spreadsheet in order to keep track of the bill.**
- 4. The bill and warrant are brought to the Town Hall by the Senior Center Director and left for the Town Accountant to process payment. Bills/invoices that have been submitted to Town Hall by Thursday are processed on that next Saturday.**

Attachment #1 – Sample Bill for Processing

Invoice for Job #25057421 (Millville Senior Center) : ServiceTrade

Encore Fire Protection
70 Bacon Street
Pawtucket, RI 02860
(800) 966-0000

Bill To
Millville Senior Center
40 Prospect Street
Millville, MA 01529

If you have any questions or concerns please reach us at
service@encorefireprotection.com

Invoice No. 12462382
Invoice For Urgent Service Call Job #25057421
(05/02/2022)
Transaction Date 5/2/2022
Due Date 5/2/2022 (Due Upon Receipt)

Service Location Millville Senior Center
40 Prospect Street
Millville, MA 01529

Notes

Alarm Systems Service Call, 5/2/22: Technician responded to report of trouble on panel. Upon arrival met with Tina who advised that the CO detector had been buzzing for some time now and the FD wanted it looked at. Replaced it with new CO, but power was landed it went right back to buzzing. Technician began investigating where power feed to CO was. Above the ceiling tiles in the kitchen there was a doorbell transformer feeding roughly 30V AC. Fire alarm panel had 24V output contacts nice and open. Technician began to run wire from fire panel to CO detector in kitchen which resolved the issue. Since this was originally a ceiling mounted round CO detector the new square device did not cover the hole in ceiling tile. Tina requested original device be reinstalled as it expires in 2027 as labeled and looked better. All systems normal at departure.

Code	Item	Svc	Qty	Unit Price	Amt
FA-LAB-007	FA Service Labor - MA	AL	4	\$165.00	\$660.00
GRAND TOTAL					\$882.00

Department:

For Accountant's Use
Worksheet Number:
Worksheet Date:
2025-01

AP Contact Name: Christine Cook
AP Contact Email: 52 Center @ imhuddle . MA . org
AP Contact Phone: 508 883 3528

Total Assets	882.02
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Date: 5-2-2022

Christian Cook

Authorized Approval (Elected/Appointed Officials & Department Head)

To The Accountant

I (We) hereby certify that the goods, materials, and services listed above as charges are in accordance with Massachusetts General Laws, Chapter 44A, Chapter 44 Section 38 and 39b, and that such goods and materials were delivered, and that the services were actually rendered to or for the Town. I (We) certify that the above listed charges are correct and properly chargeable against that appropriation and object accounts designated, and that all provisions of statute, by-law and regulations governing the disbursement of municipal funds have been complied with. I (We) hereby request that the above amount be placed on the warrant for payment.

[illegible]

* Current year W9 on file with accountant. If no, please provide.