

**Lunenburg Council on Aging Minutes
June 11, 2013**

Minutes Approved at the 8/13/2013 COA Meeting

Present: Mary Lynn Conrad, (Chairperson), Pete Lincoln (Vice-Chairperson), Doreen Noble (Director), Barbara Brown, Jane Doyle, Whitney Lacka, Connie O'dea, Deb Seeley, Joyce Wass, & Sue Doherty (Admin. Asst.)

Excused: Sis Montouri & Fred Crellin

Guest: Stephen Raboin (Lunenburg Finance Committee)

Welcome: Ms. Conrad (Chairperson) opened the meeting at 9:30AM and welcomed all in attendance. Ms. Conrad informed the board that COA member Jim Hays had tendered his resignation and read his resignation letter to the members.

Ms. Conrad questioned Mr. Lincoln on the plans to set up a recreation area behind the senior center. Mr. Lincoln replied that due to a lack of funding, they were unable to do this. He mentioned that he and his wife had contributed funds last year to help keep the senior center open on Fridays, and that it did not happen.

Ms. Conrad went on to review the FY13 events of the COA which included kitchen equipment replacement, Meal Site Serve Safe certification requirements, stairway progress between the upper and lower parking lots, and the need to fill four vacant spots on the COA board.

Ms. Conrad asked Ms. Noble for an update on the Clinton Youth COA group which was discussed at a previous meeting.

Ms. Noble replied that she had spoken to the Director of the Clinton COA and the students could come to Lunenburg to give a presentation on their group in either September or October.

Minutes: Ms. Doyle moved to approve the May 13, 2013 COA minutes. Ms. Brown seconded. On vote, motion carried, 8 in favor, 0 opposed.

Mr. Lincoln questioned Ms. Doherty on the change of protocol with the minutes, especially the use of proper titles and surnames.

Ms. Doherty replied that she has been the Selectmen's Minute Recorder since March of last year and decided that she would record the COA minutes, the same as the Selectmen's, because it is a cleaner and more professional way to do so.

Director's Report

1.Finance/Informational Report : None

Ms. Noble reported on the following:

Meal Site worker Joanne Brazell has passed her Serve Safe Certification course and Ruth Swiecicki will be renewing hers next spring.

Ms. Noble will be increasing the Meal Site workers hours by 1 hour each day next fiscal year.

The food service program offering the soup & sandwiches on Mondays has been very successful. The salad bar on Thursdays is also extremely popular. The MOC cold meal alternative and regular MOC

hot meals have lost popularity with the congregate lunch participants. On request of the luncheon participants, Ms. Noble will ask the Eagle House Supporters Inc. if they would be willing to fund the weekly meals so as to draw in a larger lunch crowd. MOC would still be used for the home delivered meals (MOW) and the MOC regular meal would still be offered to the clients if they wanted one.

Ms. Noble reported that an incident at a recent function at the senior center had prompted her to develop a "Code of Conduct" for the senior center. A vendor facilitating an event here had reported that some of the clients in attendance were being rude to another participant and that she could come back to do a "Bullying" program sometime in the future.

A "Code of Conduct" was developed by researching other senior centers and pulling sections from them. All program participants were asked to review, sign, and return the Code of Conduct to the office to be kept on file at the senior center.

One of the out of town clients became incensed when she was asked to sign the document and refused to do so. After Ms. Noble spoke to her in the office and explained the reasoning for this, she apologized and signed the document.

COA board members were asked to review the "Code of Conduct" and make changes to be voted on at the next COA meeting.

Ms. Noble was appointed by the Selectmen to serve on the Memorial Day Committee. There were over 120 people in attendance at the Memorial Day Service/Collation. It is her desire not to be placed on this committee next year but the Eagle House will still be offered as a venue for the collation for this event.

The Board of Selectmen had requested that a member of the COA sit on the newly developed Building Reuse Committee. This Committee will be charged with looking at empty Town buildings and deciding what the best option would be for them whether it be sold, torn down, rented, or have other Town departments move into them. Ms. Noble recommended that Deb Seeley be the COA representative to this committee.

Ms. Seeley stated that she formerly served on the Planning Board, Finance Committee and the Center Reuse Commission. She feels that the senior population needs representation and will serve on the Building Reuse Committee.

Ms. Doyle moved to recommend Ms. Seeley as the COA representative to the Lunenburg Building Re-Use Committee. Ms. O'dea seconded. On vote, motion carried, 8 in favor, 0 opposed.

The Eagle Heights project at the old primary school is still looking for funding. Federal funding is no longer available for this project and they are now looking for State funding for the project.

The MART (Montachusett Regional Transit Authority) Representative from Lunenburg has stepped down and the Town Manager requested that a member of the COA take his place. This will be discussed again at the August COA meeting.

Old Business

1. COA BBQ/Volunteer Recognition Ceremony: The date for the COA BBQ/Volunteer Recognition Ceremony will be held on the first Tuesday in August which will be 8/6/13. The Fire Department has agreed to cook the food and the Eagle House Supporters Inc. will pay for the food. COA members were asked to volunteer and both Meal Site workers will be on duty this day.

New Business

1. Election of Officers Chairman/Vice Chairman for FY14: Mr. Lincoln moved to elect Mary Lynn Conrad as COA Chairman and Barbara Brown as COA Vice Chairman for a 1 year term beginning on July 1, 2013. Ms. Doyle seconded. On vote, motion carried 8 in favor, 0 opposed.

Discussion ensued among the board members concerning the need of new COA board members. Ms. Noble mentioned that she had spoken to Judy Tarbell and Chris Lattanzi about coming on board. They agreed to do so if the meeting time was changed from 9:30AM – 10:30AM.

It was mentioned that there are also completed talent bank forms at Town Hall from Tony Bertone and his wife Shirley who are interested in serving on the board.

Ms. Doyle moved to change the COA monthly meeting time from 9:30AM – 10:30AM. Ms. Seeley seconded. On vote, motion carried, 8 in favor, 0 opposed.

Sub-Committee Reports/Minutes – Finance, Board Development, Advocacy, ByLaw, Director's Evaluation

1. Vote to Accept all COA end of year sub-committee reports: End of year reports were submitted & read to the board by the Board Development, Finance, and ByLaw Committees. (see attached)

Ms. Doyle moved to accept the end of year reports from the Board Development, Finance, & ByLaw Committees. Ms. Brown seconded. On vote, motion carried, 8 in favor, 0 opposed.

No Advocacy Committee or Director's Evaluation reports were given.

Correspondence

A letter from the Lunenburg Friendly Seniors was read requesting the use of the Eagle House for their Fall Fair on October 19, 2013 from 8AM-4PM.

Mr. Lincoln moved to approve the request of the Lunenburg Friendly Seniors building use on October 19, 2013 from 8AM-4PM. Ms. Seeley seconded. On vote, motion carried, 8 in favor, 0 opposed.

General Discussion

Ms. Conrad spoke to thank the COA members who were leaving; Pete Lincoln, Fred Crellin, & Sis Montouri. She read poems that she had written for each member to the board.

She also thanked the entire COA board for a wonderful year and she looks forward to FY14.

Adjournment

Ms. Doyle moved to adjourn the COA meeting. Ms. Brown seconded. On vote motion carried, 8 in favor 0 opposed.

Meeting adjourned at 10:50AM

Respectfully Submitted,

Susan Doherty, Administrative Assistant

Lunenburg Council on Aging

BOARD DEVELOPMENT COMMITTEE

End of the Year Report

The COA membership began the 2012-2013 short two members of the eleven required total. At the year's end, we are pleased to report the addition of two new members:

Ms. Whitney Lacka of Reservoir Road

Mrs. Connie O'Dea of Pratt Street.

Therefore, we will conclude the year with a plenary membership of the COA.

It should however be noted, that three of the current members have reached the end of two three year terms, and two of those have indicated that they are not likely to be requesting a waiver of the town term limits requirement. It would behoove the membership at large to continue to enlist interested and capable parties into the COA fold for the upcoming year.

The Board Development Committee recommends the following slate of officers for the 2013-2014 year.

Mary Lynn Conrad, Chairperson

Barbara Brown, Vice Chairperson

Respectfully submitted,

Jim Hays

Sis Montuori

Pete Lincoln, Chairman

COA FINANCE COMMITTEE

End of the year Report

The COA Finance Committee met this year in December and January. We discussed the responsibilities of the committee (p. 4 of the by-laws). Doreen Noble presented the committee with a copy of the FY14 Budget Instructions. She had been asked to prepare two budgets: a Target budget (level funded plus contractual salary increases) and an Above Target budget (level service). We discussed the two budgets. Members of the committee suggested that the Target budget add \$100 to the line item for office equipment maintenance, and that \$100 be subtracted from the sewer line item. It was also suggested that the Above Target budget add \$250 for programs, \$400 for training and \$180 for office equipment maintenance.

Respectfully submitted,

Deb Seeley
Jane Doyle
Jim Hayes
Fred Crellin, Chairman

BY-LAW COMMITTEE

End of the Year Report for YEAR ENDING 2013

The By-Law Committee met on 12-11-12 to review the By-Laws with Jim Hays, Joyce Wass and Barbara Brown in attendance. The board members received the proposed changes on 1-15-13. Members reviewed these changes and presented corrections and additions at the February meeting. Barbara Brown made all the corrections and the Board voted approval on 3-12-13. The Administrative Assistant made all necessary changes and presented a new set of By-Laws to all Board Members on 5-14-13. See attached copy.

Respectfully Submitted

A handwritten signature in cursive script that reads "Barbara Brown".

Barbara Brown

Chairman

BY-LAW-CHANGES

Date 1-6-2013

By-Law Committee met on 12-11-2012

COA received proposed By-Law changes on 1-15-2013

COA voted approval on 3-12-13 of the following changes:

#1. Article IV – Membership

CHANGE

Section 11: Relationship of Membership and staff

In the heading, CHANGE THE s IN STAFF TO A CAPITAL S.

Section 12: Non-COA Members

CHANGE

Line 2 – Friends of the Eagle House Inc., to read - Eagle House Supporters Inc.,

#2. Article V – Meetings

Section 4: Open Meeting Law –change to Agenda Posting

ADD

Line 2 After Massachusetts General Laws G.L, c30A,SS18-25 as follows:

Requirements for posting notice of meetings: Except in cases of emergency, a public body must provide the public with notice of its meeting 48 hours in advance, excluding Saturdays, Sundays and legal holidays. Notice of emergency meetings must be posted as soon as reasonably possible prior to the meeting. Also note that others laws, such as those governing procedures of public hearings, may require additional notice.

Information required to appear in notice: Meeting notices must be posted in a legible, easily understandable format; contain date, time and place of the

meeting; and list the topics that, as of the time the notice is filed, the chair reasonably anticipates will be discussed at the meeting. The list of topics must be sufficiently specific to reasonably inform the public of the issues to be discussed at the meeting. While not required under the Open Meeting Law, public bodies are encouraged to make a revised list of topics to be discussed available to the public in advance of the meeting if the body intends to discuss topics that come up after posting-but before the meeting convenes.

F.Y.I.

Information obtained from Open Meeting Law Guide Version 2-10-12. Use this version for any other questions.

#3. Article VIII – Committees

Section 1: Committees

RETYPE ENTIRE SECTION 1

Section 1: General Considerations – Each member shall serve on at least one standing committee, as described in Section 2, below. All committees shall be formed and a Chairperson designated for each committee at the first meeting of the COA in the New Fiscal (August Meeting). Each Chairperson will be responsible for posting and conducting each meeting in compliance with the provisions of Chapter 39, Section 23B, of the Massachusetts General Laws. (See Article V – Section 4 of these By-Laws). All Chairpersons are responsible for submitting all meeting minutes and agendas to the Administrative Assistant. Prior to the first meeting of the New Fiscal Year, the Outgoing Chairperson shall be responsible for all activities of their specific committees.

Section 2: Standing Committee

RETYPE

(d) BY-LAW: Responsibility to include:

RETYPE

2. Present recommendation of BY-Law changes to COA Members for review (acceptance of changes are to be voted on at the next COA meeting).

ADD

3. Request approval of all new By-Law changes that were presented at previous meeting .

CHANGE

#3 TO #4 to read as follows—Complete “By Law Change Form “ and present them to the Administrative Assistant for typing and present each C.O.A. member with a new copy of the By-Laws.

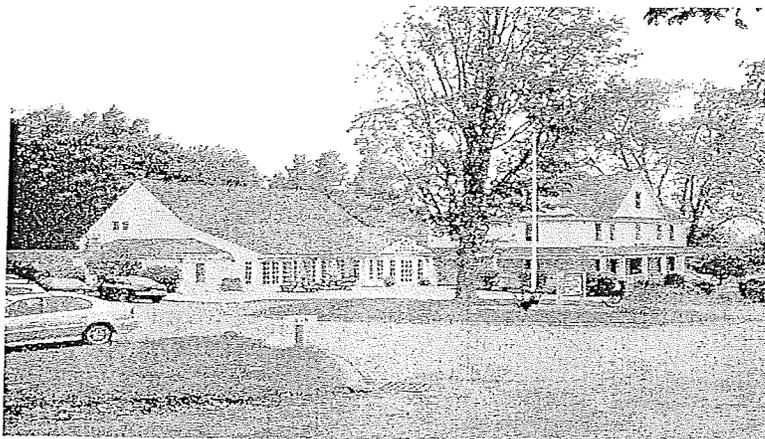
Signed Barbara Brown

Chairperson of COA By-Law Committee

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Lunenburg Council on Aging

By-Laws



Revised 5/2013

Lunenburg Council on Aging By-Laws

ARTICLE I – ESTABLISHMENT

The name of the organization shall be the Lunenburg Council on Aging, hereinafter referred to as the COA, as established in 1966 by the Board of Selectmen, pursuant to Chapter 40, Section 8B, of the General Laws of the Commonwealth of Massachusetts.

ARTICLE II – MISSION/PURPOSE

The Mission of the Lunenburg Council on Aging is to advocate for improved quality of life for all seniors through supportive services, programs and education.

ARTICLE III – OFFICE

The principle office shall be located at the Eagle House Senior Center, 25 Memorial Drive, Lunenburg, Massachusetts.

ARTICLE IV – MEMBERSHIP

Section 1: Number of Members – The COA shall consist of eleven (11) voting members who shall be appointed by the Board of Selectmen from the registered voters of the Town of Lunenburg. (See attached job description)

Section 2: Term of Appointment – Terms shall be for three years or, in the case of a vacancy, any portion of an unexpired term.

Section 3: Term Limits – Length of time to be served shall be in keeping with the Term Limits Policy as adopted by the COA. This policy may be waived by vote of the COA.

TERM LIMITING POLICY: Council on Aging members appointed by the Board of Selectmen shall not serve more than two terms in succession, plus any portion of an unfilled term, effective with the completion of current terms. In this instance, a member who has already served for two terms will not be eligible for reappointment at the completion of that member's present term. There shall be at least one-year hiatus prior to reappointment after the second three-year term is served.

Section 4: Composition of Membership – Members shall reflect the makeup of the community at large and shall be composed of at least 51 percent of persons sixty years of age and over.

Section 5: Office Holding Rights – All members of the Council on Aging are eligible to serve as officers.

Section 6: Voting Power – All members shall have the same right to vote on all issues.

Section 7: Resignation – Members appointed by the Board of Selectmen shall resign in writing to both the Board of Selectmen and the COA.

Section 8: Attendance – Regular attendance is expected of all members. In the event of absence for three consecutive meetings, except for reasons of health or extenuating circumstances as duly reported to the Chair in advance of a meeting, the COA may request resignation of that member through the appointing authority.

Section 9: Vacancies – Vacancies shall be filled on recommendation of the COA Board Development Committee. In the case of a vacancy the recommendation when accepted by the COA, will be forwarded to the Board of Selectmen for their action.

Section 10: Representation – No member shall make written or oral presentations for the COA unless authorized by vote of the Council.

Section 11: Relationship of Members and Staff – No member shall make requests of the Eagle House staff or assign Staff duties. Any questions or concerns in regard to staff shall be relayed to the Chairman and Director.

Section 12: Non-COA Members – Non-COA persons may be appointed as representatives to such organizations or boards as the Supporters of the Eagle House Inc., Pearl Brook Housing Tenants Association, Lunenburg Housing Authority, or other similar groups. These members will be allowed to participate in COA meetings without voting rights or the right to hold office.

Section 13: Honorary Member – On the recommendation of the Board Development Committee and accepted by the Board, individuals who have contributed their time and outstanding services to the COA may be selected at the annual meeting in June to serve as honorary members of the COA. These individuals may attend meetings and be allowed to participate in the COA meetings without voting rights or the right to hold office.

ARTICLE V – MEETINGS

Section 1: Regular Meetings – Regular meetings shall be held on the second Tuesday of each month. If a regular meeting is postponed, for any reason, that meeting will be held on the following Tuesday.

Section 2: Special Meetings – Special Meetings may be called at any time by the Chair or by the majority of the COA.

Section 3: Annual Meeting – The annual meeting shall be held at the regularly scheduled meeting in the month of June for the purpose of electing officers and the presentation of an annual report of the Chairman, Director, and committees as specified by the Chairman.

Section 4: Agenda Posting – All meetings shall be posted and conducted in compliance with the provisions of the Chapter 39, Section 23B, of the Massachusetts General Laws. “Except in cases of emergency, a notice of every meeting of any government body shall be filed with the clerk of the city or town in which the body acts, and the notice or a copy thereof shall, at least forty-eight hours, including Saturdays but not Sundays and legal holidays, prior to such meeting, be publicly posted in the office of such clerk or on the principal official bulletin board of such city or town.”

Section 5: Quorum - The presence of a simple majority of the total membership shall be necessary and sufficient to constitute a quorum for the transaction of business. Votes shall be cast only by members in attendance.

Section 6: Conduct of Meetings – All meetings shall be conducted in accordance with Robert’s Rules of Order.

ARTICLE VI – OFFICERS

Section 1: Officers - The officers shall consist of a CHAIR and VICE CHAIR elected by the members.

Section 2: Election/Appointment – Election or appointment shall take place at the annual meeting in *June* and shall become effective at that time.

Section 3: Term of Office – The term of office for the Chairman and Vice-Chairman shall be for one year, with no restriction on re-election, except as pertains to the Term Limits Policy.

Section 4: Vacancy – Any vacancy may be filled at a regular or special meeting of the COA with the approval of the Board of Selectmen and shall be for the unexpired term of the previous incumbent. In the case of a vacancy in the office of Chair, that position shall be filled by the Vice Chair for the remainder of the unexpired term. The position of Vice Chair shall then be filled by election.

Section 5: Duties of Officers –

(a) **CHAIR** - The Chair shall be the chief executive officer and, subject to the direction of the COA, shall have charge of business affairs and property. The Chair shall prepare an agenda for meetings in conjunction with the Director, preside at meetings, nominate all committees, orient new members with the Director, and be an ex-officio member of all committees. The Chairman or designee shall ensure that each member be provided a copy of the so-called Open Meeting Law as required by state statutes.

(b) **VICE CHAIR** – During the absence or disability of the Chair, the Vice Chair shall exercise all the functions of the Chair and, when so acting, shall have all the powers and be subject to all the restrictions of the Chair.

ARTICLE VII – STAFF

Section 1: Employment – The COA may appoint such clerks and other employees as it may require, with the approval of the Town Manager and the ratification of the Board of Selectmen.

Section 2: Selection – The Director is authorized to screen and recommend appointment of staff candidates to the COA for final recommendation to the Town Manager and the Board of Selectmen.

Section 3: Vacancies – Vacancies shall be filled in accordance with municipal practices and procedures.

ARTICLE VIII – COMMITTEES

Section 1: General Considerations – Each member shall serve on at least one standing committee, as described in Section 2, below. All committees shall be formed and a Chairperson designated for each committee at the first meeting of the COA in the new fiscal year (August Meeting). Each Chairperson will be responsible for posting and conducting each meeting in compliance with the provisions of Chapter 39, Section 23B, of the Massachusetts General Laws. (See Article V-Section 4 of these By-Laws.) All Chairpersons are responsible for submitting all Agendas and Meeting Minutes to the COA Administrative Assistant. Prior to the first meeting of the new fiscal year, the outgoing Chairperson shall be responsible for all activities of their specific committees.

Section 2: Standing Committees - Standing Committees shall consist of ADVOCACY, BOARD DEVELOPMENT, FINANCE, DIRECTOR’S EVALUATION and BY-LAW.

(a) **BOARD DEVELOPMENT** – Responsibility to include:

1. Recruitment of new Board members.

2. Presentation of a slate of candidates to fill expired terms at the annual meeting.
3. Recommendation of a slate of officers at the annual meeting.
4. Recommendation of candidates to fill any unexpired terms.

(b) BUDGET AND FINANCE –Responsibility to include:

1. Assist and advise on the preparation of the annual budget.
2. Review and advise on the Formula Grant budget.
3. Review and advise on Capital Budget requests.
4. Participate in budget hearings before town authorities.

(c) DIRECTOR’S EVALUATION – Responsibility to include:

Conduct a yearly evaluation of the performance of the Director. A summary of the results of such an evaluation will be given to the Director and COA members and forwarded to the Town Manager.

(d) BY-LAW – Responsibility to include:

1. Yearly review of the By-Laws.
2. Present recommendation of By-Law changes to the COA members for review (acceptance of changes are to be voted on at the next COA meeting)
3. Request approval of all new By-Law changes that were presented at previous meeting.
4. Complete “By-Law Change Form” and present it to the COA Administrative Assistant for typing and present each COA member with a new copy of the By-Laws.

(e) ADVOCACY – Responsibility to include:

1. Educate decision makers about what we do and can do for elders by raising public awareness.
2. Actively support any elder issues.
3. Uphold the tenets of the Council on Aging Mission Statement.
4. Actively meet with other organizations, departments, and agencies in promoting the mission statement.

Section 3: Other Committees – The COA may vote to establish other standing, ad-hoc or special committees to address issues of importance as they may arise.

Section 4: Liaisons – Representatives of community or area organizations may be selected by the COA to serve on an annual basis and to report as necessary to the COA board.

ARTICLE IX – AMENDMENTS

Amendments or alterations of these By-Laws may be considered at either a regular or special meeting. In either case, notification of the meeting and its purpose shall be given at least 14 days prior to the assembly. The notice shall include a summary of the proposed action, the full text of the proposed amendment or alteration, and a statement of the purpose of the proposed change. The proposed amendment must be approved by majority vote and will take effect immediately, unless otherwise so noted.

ARTICLE X – OTHER PROVISIONS

Section 1: Establishment of Policy or Procedures - The COA may establish policy or procedure according to the following guidelines:

- (a) Such proposals must be presented to members at one meeting and voted on at the following meeting, except when the waiting period is waived by majority vote of the members.
- (b) The policy or procedure shall be included in the COA policy manual.

Section 2: Possible Conflict – If any part of these By-Laws is in conflict with municipal ordinances or By-Laws, those of the municipality shall have preference.

ARTICLE XI – EFFECTIVE DATE

The effective date of these By-Laws shall be the date on which the By-Laws were approved by an affirmative vote of no fewer than two-thirds of the members present and shall replace any by-laws previously adopted.

These By Laws were approved on May 14

Signed Maryjean Corrad

Fred Allen

Joyce Mass

Elisabeth R. Montuori

Jane Dyle

John Z. Larkin

Whitney Laska

Barbara A. Brown

Connie O'Dea

Walter J. Dealey

John D. Han

Revised May 2013

Town of Lunenburg
Council on Aging
Job Description

Position: Board Member

Department: Council on Aging

Appointing Authority: Board of Selectmen/Council on Aging

Basic Function:

The Board accepts the responsibility for the major long term decisions affecting the Council on Aging and the operation of the Eagle House Senior Center.

Specific Functions and Responsibilities to:

1. Advocate for elders.
2. Collaborate with the Director in order to promote and support all programs which will enhance the life of elders in the community.
3. Cooperate with the Commonwealth of Massachusetts and be aware of State and Federal regulations concerning funding information, exchanges, and program planning which exist in the elder network.
4. Educate and enlist community support and participation of all citizens concerning the needs of the elderly.
5. Attend an orientation session as a new Board member and participate in ongoing orientation sessions as part of regular Board meetings.
6. Attend required meeting; prolonged or unexcused absences could result in removal from the Board.
7. Attend area, regional or state programs and sessions which provide information and education on elder issues whenever possible.
8. Serve on at least one committee as assigned by the Chairman.
9. Make no written or oral representations for the Council, except as authorized by Council vote.
10. Make no requests of staff or assign duties to staff.
11. Assist in the recruitment of new Board members.
12. Attend Annual Town Meeting sessions as a representative of the Council on Aging whenever possible.