

**Lunenburg Council on Aging Minutes  
December 10, 2013**

*Minutes approved at the 1/14/14 COA Meeting*

Present: Mary Lynn Conrad, (Chairperson), Barbara Brown (Vice-Chairperson), Doreen Noble (Director), Jane Doyle, Joyce Wass, Connie O'Dea, Whitney Lacka, Shirley Bertone, Tony Bertone, Judy Tarbell and Sue Doherty (Admin. Asst.)

Excused: Deb Seeley

**Welcome:** Ms. Conrad (Chairperson) opened the meeting at 10:31AM.

**Minutes:** Ms. Doyle requested an addition be made to the COA November 2013 minutes. Under MCOA Board training, Ms. Doyle would like added that Mr. Schmarsow stated that he thought that having the Director Certified was a good thing.

Ms. Doyle moved to approve the minutes of the November 12, 2013 COA meeting, with the correction. Ms. Wass seconded. Motion carried unanimously.

**Director's Report**

**1. Finance/Informational Report:**

No Financial report was presented at this meeting.

Ms. Noble reported that her meeting with the Capital Planning Committee went well. Jack Rodriquenz, DPW Director, had done most of the required paperwork for the requests for the Senior Center which included new flooring in the older section of the Eagle House and new carpeting in the newer section of the center.

The Town Accountant has informed Ms. Noble that payments being made to Senior Citizen Property Tax Work-off participants are being processed incorrectly. According to the I.R.S, participants need to submit W-2 forms with their earnings from this program in order to have the proper deductions taken from them. If this is not done, the Town of Lunenburg could be subject to fines.

Ms. Noble is currently working to procure grant funding to aid in Food Stamp Enrollment for elders.

MCOA (Montachusett Councils on Aging) are currently advocating for more funding to become available in the FY2014 Formula Grant.

**Old Business**

**1. Boston Post Cane:** It has been determined that Marion Pepin will be the next recipient of the Boston Post Cane. Ms. Noble will try to arrange for the awarding of the cane to be done at Ms. Pepin's home at a future date to be determined.

**2. COA Policies & Procedures:** No Report

**3. Director's Goals:** Ms. Noble presented her Director's Goals to the COA board as follows:

- Continue work on updating COA Policies & Procedures
- Develop a Speaker Series as part of programming at the senior center
- Continue to develop and improve the food service program at the senior center
- Develop "outside" recreational programs at the senior center

- Increase transportation hours 4-5 hours per week

### **New Business**

**1. Staff Hours:** Ms. Noble reported that she will be attempting to increase the hours for dispatch/van transportation in FY15. Also increased will be kitchen staff hours through the Formula Grant.

**2. Budget FY15:** Ms. Noble had met with the COA Finance Subcommittee (FinCom) and presented them with a draft of the COA FY15 budget. She has not yet received the FY15 budget packet from the Town Manager and will continue to meet with the COA FinCom until the budget process is complete.

### **Sub-Committee Reports/Minutes – Finance, Board Development, Advocacy, Bylaw, Director’s Evaluation:**

Finance – Discussed under “Budget FY15”

Board Development – No Report

Advocacy – No Report

Bylaw – No Report

Director’s Evaluation – Ms. Doyle reported that the October 8<sup>th</sup> minutes for this committee were approved at their 11/4/13 meeting.

The goal of this committee is to prepare a complete evaluation tool by 10/2014 to present to the Town Manager.

**1. Subcommittee Minutes & Agenda Submittals:** Not discussed

**Correspondence:** None

**General Discussion:** A discussion was held in regard to sub-committees and the redundancy of approving, accepting, and presenting minutes to and by the COA board. The consensus was that it is probably best to have most business previously discussed with in committee meetings held within the regularly scheduled COA monthly meeting. Exceptions will occur and committees will meet as per the nature and importance of the issue.

### **Adjournment**

Ms. O’Dea moved to adjourn the COA meeting. Ms. Lacka seconded.

On vote motion carried, 9 in favor 0 opposed.

Meeting adjourned at 11:45AM

### **Upcoming Meeting**

January 14, 2014

*Respectfully Submitted*

*Susan Doherty, Administrative Assistant*

*Doreen C. Noble, Director*

*Lunenburg COA*

