

**Lunenburg Council on Aging
Minutes
March 11, 2014**

Minutes Approved at the 5/13/2014 COA Meeting

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

Excused: Judy Tarbell & Deb Seeley

Guests: Karen Menard, Lunenburg Finance Committee member, Pete & Debby Lincoln & Lloyd Carlson.

Welcome: Ms. Conrad opened the meeting at 10:30AM & welcomed all to the meeting.

Minutes: Ms. Doyle requested that a change in a date in the last set of minutes be made to "December 2013". Ms. O'Dea moved to accept the 1/10/2014 COA minutes with correction. Ms. Brown seconded. On vote, motion carried unanimously.

Director's Report

1. Finance/Informational Report: Ms. Noble distributed copies of her Organizational Chart and Goals to the board for review.

Ms. Noble along with the COA board reviewed and discussed the Departmental Goals as follows:

- Restore 5 hours of transportation for the elderly that was removed in FY13 Budget
- Aim to diversify the COA's income sources by working with the Town, and the Supporters of the Eagle House Inc.
- Work with Lunenburg Public Access and other media outlets to increase public awareness and concern about the needs of senior adults and to promote appropriate community action
- Continue to improve our already existing senior center meal site
- Continue with programming that incorporates a comprehensive/multi spectrum wellness plan
- Advocate for and work with appropriated developers to eventually achieve the Town's goal of affordable housing for the elderly

Board members recommended the following:

- Director's goals timeline should become a comprehensive 2 year plan (FY14-FY16)
- Director's Evaluation will be performed on an annual basis

Ms. Noble reported that the Senior Citizen Tax Work-Off program has 17 positions and 15 participants. This committee will be submitting an Article on the Warrant for the Annual Town Meeting in May to have the increase on participants property tax deduction from \$750 - \$1000 in FY15.

Ms. Noble discussed the issue of vendors who use the senior center, free of charge, during normal operating hours. As of April 1, 2014 she will be initiating a pay structure for all vendors who are charging participants who take part in their classes.

Also discussed was the possibility of charging non-residents a fee for using the services at the senior center. Other communities practice this policy and some do not allow "out of town" people to use their senior center at all. Board members agreed that beginning on July 1, 2014 a fee of \$7- \$8 per year would be reasonable. That amount is comparable to what the Town of Lunenburg receives per elder from the Formula Grant yearly.

Old Business

1. Budget FY15: Lunenburg FinCom Meeting 3/6/14 Informational Report: Ms. Noble along with the COA Chairperson, Mary Lynn Conrad attended the FinCom meeting on 3/6/14 to present the COA budget via a slide show, which went very well. The Town Manager's recommended FY15 budget for the COA is \$110,681.20. Funding in the Meal Site line item will need to be moved to the Administrative Assistant (dispatch) pay line in order to extend transportation hours. Ms. Noble will speak to the Town Manager prior to Annual Town Meeting to make the adjustment.

2. Boston Post Cane: Ms. Noble reported that Marion Pepin, who is the next eligible recipient of the Boston Post Cane, does not want a large recognition ceremony but rather a small gathering at her home. Ms. Noble and Faith Anderson,

Outreach Coordinator, will arrange for the proper dignitaries and press to attend the presentation either in April or May of this year.

New Business

1. Bocci Court Dedication: The Bocci Court Dedication will take place on Wednesday, May 14th at 10AM. Ms. Noble will invite all who were instrumental in bringing this project to fruition.

2. Resignation COA Board Member Whitney Lacka: Whitney Lacka sent an email to Ms. Doherty informing her that she will be resigning from the COA board immediately due to the fact that she will be moving out of Town.

Ms. O'Dea moved to accept Whitney Lacka's resignation with regret. Ms. Doyle seconded. On vote, motion carried unanimously.

The Lunenburg Board of Selectmen will be notified about this resignation.

Sub-Committee Reports/Minutes – Finance, Board Development, Advocacy, Bylaw, Director's Evaluation: No Reports/Minutes

1. Director's Evaluation Report: Ms. Doyle reviewed the Director's Job Evaluation form with the COA board. She stated that this is always a work in progress and asked members to bring back questions after reviewing. Discussion included:

- Dropping the Lowest and Highest scores from the evaluation
- The job description is the expectation
- Board members should go section by section and summarize their commentary

Correspondence: None

General Discussion: Ms. Brown had prepared manuals for each board member with information to aid in the function of each sub-committee. A workshop meeting date will be determined at a later time for discussion on the manuals.

Discussion ensued among the board regarding striking Sub-Committee's from the COA Bylaws. The reasoning for this is that board members should meet as 1 body to discuss and vote on COA business. This would eliminate the need for multiple sub-committee meetings, which require the posting of meeting agendas and recording of minutes, and will further ensure that all requirements of the Open Meeting Law are met.

Mr. Carlson, Representative from the Supporters of the Eagle House Inc. spoke to say that their Treasurer, Jim Hays, has sent a letter to the Town Manager requesting information on whether or not the Eagle House will be receiving a new parking lot. This group had raised funds specifically for this project and would like to know where this stands.

Mr. Lincoln brought up the subject of quorums saying that prior information received concerning this was incorrect and that Town Counsel has determined that a quorum consists of a majority of the appointed members, whether or not those positions are filled.

He also mentioned that both he and his wife Debby have submitted Talent Bank forms to the Selectmen for consideration of appointment to the Council on Aging.

Adjournment: Being no further business, Ms. O'Dea moved to adjourn the meeting.

Ms. Wass seconded. On vote, motion carried unanimously.

Meeting adjourned at 11:50AM.

Upcoming Meeting

April 8, 2014

Respectfully Submitted

Susan Doherty, Administrative Assistant

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