

TOWN OF NORTHBRIDGE

COUNCIL ON AGING SENIOR CENTER



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Town of Northbridge Council On Aging

Minutes of December 12, 2017

Members present:

Ted Haringa-Chairman, Neil Newton-Vice Chairman, Charlene Potvin-Assistant Treasurer, Carole Sweeney-Secretary
John Doldorian, Jean Finnegan, Elaine Mahoney
Kelly Bol-Director COA, Michelle Methe-Assistant Director COA

Members absent:

Yvette Ayotte, Denise Forgit, Jean Mistretta-Treasurer

Fine Representative:

Angelo Mirabile, FINE President

Visitors present:

Bruce Frieswick, Northbridge Disabilities Commission
Susan Gostissa, Liturgical Publications, Inc.

Chairman's Opening Comments:

The Chairman noted a quorum was present and declared the December 12, 2017 Meeting duly convened at 9:05 a.m., welcoming all.

The Chairman noted the absences of Yvette Ayotte, Denise Forgit, and Treasurer-Jean Mistretta.

The Chairman invited everyone to enjoy the provided refreshments and requested all electronic distractions be muted.

The Chairman introduced guest Susan Gostissa of Liturgical Publications, Inc.
Susan was warmly welcomed by the Board.

1. Susan Gostissa of Liturgical Publications, Inc. (LPi):

Susan represents Liturgical Publications, Inc which primarily prints Church Bulletins and, as it pertains to us, Senior Center Newsletters.

Susan and Kelly met during the October 2017 MCOA Conference in Danvers, MA.

Kelly was impressed by what LPi could offer our COA and invited Susan to attend a Board meeting.

- Susan presented LPi's policies and requirements, including expenditure and profit averages, print and delivery windows, front and back cover options, ad to text ratios, and copy page layouts.
- LPi will provide us the programs necessary to electronically submit our 'copy for print' every other month.
- One of the services they provide is their staff will be working out of our Senior Center soliciting local companies for advertising in our issues.
- Susan stated LPi's Policy does not require minimum ad sale numbers be met by us for each printing. Nor will there be penalties assessed to us as a result of low ad sales.
- Susan distributed samples of the various issue options and available formats. Covers ranged from similar to our current New Horizons format to high gloss magazine covers
There are a variety of shared copy/ad page layouts available. For example in a six (6) page newsletter four (4) pages could be dedicated to 'copy' and two (2) to advertising.
- Our Seniors would also have multiple delivery options available to them. Such as 'eMail Subscriptions' for those who prefer direct eMail. OnLine availability at 'Our Senior Center.com'. Or our current hardcopy mailing via the USPS.
Currently our hardcopy mailings exceed 2400 per issue.

COA Director Kelly Bol will decide if this is the path most effective for our New Horizons Newsletter.

Both Kelly and Michelle Methe, Assistant Director COA, anticipate a positive response if this change is made.

2. Secretary's Report:

The Minutes of November 14, 2017 were reviewed and discussed

The Chairman opened the vote

Neil Newton motioned to accept, Charlene Potvin seconded

Motion unanimously accepted

3. Treasurer's Reports:

The Chairman asked Charlene Potvin, Assistant Treasurer, to review the FINE/COA and Transportation Reports

A. FINE/COA:

Charlene reported an Opening balance of \$3982.58, Receipts of \$2022.50, Disbursements of \$2298.28, for an End of Month Balance of \$3706.80

After review and discussion, the Chairman opened the vote
John Doldoorian, motioned to accept, Neil Newton seconded
Motion unanimously accepted

B. FINE/COA TRANSPORTATION:

Charlene reported an Opening balance of \$3401.53 Receipts of \$980.00 Disbursements of \$1333.89, for an End of Month Balance of \$3047.64

Monthly Statistics:

13 drivers were reimbursed for 81 trips at 2493.2 miles
Nonreimbursed: 2 drivers, 189 miles, \$101.12

Due from Trusts: \$1094.00

After review and discussion, the Chairman opened the vote
Neil Newton motioned to accept, John Doldoorian seconded
Motion unanimously accepted

C. COA EXPENSE/ TOWN BUDGET:

The Chairman asked Kelly Bol to review the COA Expense FY2018 Budget
Salaries-Temp, line 53, will be moved to line 64 under the Gift Revolver Account, line 61, as of November 2017.

After review and discussion, the Chairman opened the vote
Charlene Potvin motioned to accept, John Doldoorian seconded
Motion unanimously accepted

4. Statistics Report:

The Chairman asked Michelle Methe to review the Statistics Report
After review and discussion, the Chairman opened the vote
Carole Sweeney motioned to accept, Neil Newton seconded
Motion unanimously accepted

5. Director's Report:

The Chairman asked Kelly Bol to review the Director's Report.

- Kelly was honored to be invited to the 2018 Veterans Day Breakfast hosted by the 8th grade students of Northbridge Middle School.
Kelly has plans underway to arrange transportation to next year's Breakfast, ensuring all Veterans will have the opportunity to attend this wonderful program.
- The Senior Center was once again full of guests on November 14th for Senator Michael Moore's Annual Thanksgiving Dinner.
Senator Moore and his staff, Town Manager Adam Gaudette, Jeanne Hebert of the Blackstone Valley Chamber of Commerce, and the Senior Center's staff and volunteers, served a delicious holiday meal.
- The DPW has completed work on the aprons of both entrances into the parking areas.
The COA greatly appreciates the efforts and hard work it took to accomplish these necessary repairs.
- Kelly attended a MCOA Membership Meeting at the Milford Senior Center. She will discuss that in more detail at the January 2018 meeting.

After review and discussion, the Chairman opened the vote
Neil Newton motioned to accept, Carole Sweeney seconded
Motion unanimously accepted

6. Chairman's Comments:

None

7. FINE Report:

Angelo Mirabile

- The Senior Center's Craft and Gift Shop is being advertised on local cable channel 191.
- Thanks to FINE/COA Volunteers the Annual "Call Santa" has been taking calls. They began December 11th and will continue through the 14th, 6-7:30pm.
- Working closely with the COA, FINE has generously donated \$1000.00 to the TriValley Crisis Intervention/Protective Service Unit.
TriVally agreed to FINE's request that those monies will be used for Northbridge residents only.
- The FINE Bowling program has been cancelled.

8. Kitchen ~BVT Update:

None

9. Vacancy on COA Board:

The Chairman reminded the Board there is still one vacancy to fill on the Board.

The Chairman asks members to do what they can to provide candidates to fill this position.

10. Correspondence:

None

11. Open Forum:

The Board entered into a discussion on whether personal household pets, such as dogs, be allowed into the Senior Center. Board Member Jean Finnegan had been approached by a frequent visitor to the Senior Center on the subject.

Chairman Ted Haringa adjourned the meeting at 10:35 a.m.

Respectfully submitted,



Carole M. Sweeney, Secretary

cc: Board of Selectmen

Adam Gaudette, Town Manager

Doreen Cedrone, Town Clerk

Ted Haringa, COA Chair

Kelly Bol, COA Director

Angelo Mirabile, Fine President

Next meeting: 9:00 a.m. January 9, 2018