

TOWN OF NORTHBRIDGE

COUNCIL ON AGING SENIOR CENTER



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Town of Northbridge Council On Aging

December 2017 Monthly Report

Minutes of January 9, 2018

Members Present:

Ted Haringa - Chairman, Neil Newton – Vice Chairman, Jean Mistretta - Treasurer, Charlene Potvin - Assistant Treasurer, Jean Finnegan, Yvette Ayotte-Kind, Elaine Mahoney, Kelly Bol – COA Director and Michelle Methe – Assistant COA Director/Acting Secretary

Members Absent:

Carole Sweeney-Secretary, John Doldoorian, Denise Forgit

FINE Representative:

Angelo Mirabile

Guests:

Elaine Inman

Bruce Frieswick, Northbridge Disabilities Commission

Chairman's Opening Comments

- The chairman called the meeting to order on January 9th, 2017 at 9:00am and welcomed all in attendance. He indicated that refreshments are available and all should help themselves and that cell phones be turned silent.
- The chairman recognized that Carole Sweeney was absent today and that Michelle Methe will be taking the minutes.
- The chairman recognized Elaine Inman, a volunteer here at the Senior Center, who is interested in joining the COA.

1. Secretary's Report

- Ted Haringa asked if there were any changes or corrections to be made to the December Secretary's Report.

- Hearing no changes or corrections, the Chairman asked for a motion to accept the report.
- Neil Newton offered the motion to accept the December Secretary's Report which was seconded by Jean Mistretta. The motion was passed unanimously by the members.

2. Treasurer's Report

- The Chairman asked Jean Mistretta, Treasurer to present the FINE COA financial statements.
- (a) Jean then reviewed the **December 2017 FINE COA Report**. She reported the previous balance of \$3,706.80, receipts of \$3,111.14, disbursements of \$2,888.87 and an end of month account balance of \$3,929.07.
- Ted asked why there were asterisks next to 5 disbursement items, Jean replied that we are to be reimbursed for these amounts.
- The Virtual Giving Tree donation of \$500 from Dr. Webb was made out to the Northbridge Senior Center so it was cashed and distributed to VGT.
- Kelly noted that on the credit card was an amount of \$1,276.06 from Mike's Towing & Repair for the bus maintenance and we will be reimbursed from the town for that amount.
- There were no further questions and the Chairman asked for a motion to accept the report.
- Yvette Ayotte offered the motion to accept the December 2017 FINE COA Treasurer's Report which was seconded by Neil Newton; the motion was passed unanimously by the members.
- (b) The Treasurer reviewed the **December 2017 FINE Transportation Account Report**. She reported the previous balance of \$3,047.64 receipts of \$1,180.50, and disbursements of \$1,163.30. The end of month account balance reported is \$3,064.84. Jean reported the total miles driven by 11 volunteers were 2,174.40 and that 111 volunteer hours were expended during the 68 trips provided. There were 2 non-reimbursed drivers who drove 96 miles for 4 trips which saved \$51.36.
- Ted stated that the new mileage reimbursement for 2018 which is set by the IRS is .545 cents per mile. This is up from the 2017 reimbursement of .535 per mile.
- The Chairman asked if there were any changes or corrections to the December 2017 COA Treasurer's Transportation Report. Hearing none, he asked for a motion to accept the report.
- Neil Newton offered the motion to accept the December 2017 COA Treasurer's Transportation Report which was seconded by Yvette Ayotte; the motion was passed unanimously by the members.
- (c) Kelly Bol reviewed the **December 2017 COA Expense Report**.
- As a follow up from last month, in regards to line 54: Kelly transferred the amount into the gift revolver account. We will not be tapping into this account as it was negative last month due to the sub bus drivers needed.
- Kelly stated that the second page she provided represents the Gift Revolver which shows what is coming in and what is going out.
- The Chairman asked if there were any changes or corrections to the December Town Expense Report. Hearing no inquiries, the Chairman asked for a motion to accept the December Expense Report.
- Charlene Potvin offered the motion to accept the December COA Town Expense Report which was seconded by Yvette Ayotte; the motion was passed unanimously by the members.

3. Statistics Report

- The Chairman asked if there were any changes or corrections to the December Statistics Report. Hearing no inquiries, the Chairman asked for a motion to accept the December Statistics Report.
- Jean Mistretta offered the motion to accept the December Statistics Report which was seconded by Neil Newton; the motion was passed unanimously by the members.

4. Director's Report

- Kelly Bol commented on her report: we have cut down on the visiting nurse to once a month and that seems to be sufficient. The BVT breakfasts and luncheons have been increasingly successful with more people going. We had a holiday Open House with low turnout, but a successful celebration.
- Kelly Stated that FINE donated \$1,000 to Tri Valley and it is truly appreciated by both Ted and Kelly. At a future meeting, Kelly will provide the board with case studies on seniors in crisis that she has dealt with to show the need for our support to Tri Valley as they are instrumental in helping seniors.
- Yvette Ayotte offered the motion to accept the Director's Report and Jean Finnegan seconded; the motion was passed unanimously by the members.

5. Chairman's Comments

- Ted Haringa reported that the 2018 mileage rate reimbursement as put out by the IRS has increased from .535 cents per mile to .545 cents per mile. We will increase the Volunteer Medical Driver's mileage rate to meet this new standard.

6. FINE Report

- Angelo Mirabile gave the FINE report.
- The Santa calls were low this year, only 12. Angelo proposed that next year maybe include other towns?
- They are holding their monthly meeting at 3:00 today as it was canceled last week.

7. LPI Newsletter Update

- Kelly reported that LPI will be here on the 16th for 2 weeks to sell advertising for the new newsletter. We are looking forward to launching it for the March/April issue.
- Kelly stated that we would like to change the name of the newsletter to bring it more up to date. The new name proposed is "Highland Street Happenings". There were no other recommendations so Ted proposed that we rename the newsletter from New Horizons to Highland St. Happenings.
- Neil Newton offered a motion to approve the name change and Yvette Ayotte seconded; the motion was passed unanimously by the members.

8. Kitchen

- Kelly reported that she has had no updates from BVT in regards to the kitchen remodel. She stated that it probably will not be done this school year due to the time and that more than one department from BVT will be involved with the remodel.

9. Out of Town Medical Update

- Kelly passed out the new updated fees for 5 towns for Medical Rides.
- Jean Mistretta stated that we should remember line #11 in the policy manual which states that mileage should be counted at point of origin for the driver.
- Kelly will distribute a revised policy with these changes to the board members next month.
- Yvette made a motion to approve the new fee change, Charlene seconded; the motion was passed unanimously by the board.

10. Umbrella Policy Update

- Kelly reported that the new town manager has renewed the Umbrella Policy for Medical drivers and will be good through July 2018.

11. Vacancy on the COA Board

- Ted introduced Elaine Inman to the board. Elaine has been a volunteer at the Senior Center for many years, including answering phones on Fridays, organizing Cribbage League, and organizing Pokeno.
- Elaine declared that she would like to fill the vacancy on the board.
- Ted dismissed Elaine for the vote.
- Neil Newton inquired if Elaine gets paid for any time here at the Center. Kelly replied that she is working on a tax write off program, but she goes well over the required time and is a true asset to the Center.
- Ted called a vote to elect Elaine Inman to the COA Board.
- The vote was unanimous to accept Elaine on the board.

12. Correspondence

- There was no correspondence.

13. Open Forum

- Kelly stated that there was a recent article in the Telegram and Gazette in regards to the Sturbridge Senior Center Director being fired due to a piece of furniture in her garage that belonged to the Senior Center.
- Michelle stated that she will be updating all Senior Center photo albums and would like to begin new albums and scrapbooks. She asked if anyone had materials or photos they would like to contribute, it would be greatly appreciated.
- Kelly distributed the Policy on Sexual Harassment to have all board members sign a copy and return to her.

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

NEXT MEETING: February 13, 2018 @ 9a.m.

Respectfully submitted,

Michelle L. Methe

Michelle L. Methe
Assistant Director, Northbridge Senior Center

Cc: Board of Selectmen
Adam Gaudette, Town Manager
Doreen Cedrone, Town Clerk
Ted Haringa, COA Chair
Kelly Bol, COA Director
Angelo Mirabile, FINE President