

**COUNCIL ON AGING  
SENIOR CENTER**



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**Town of Northbridge  
Council On Aging**

**March 2018 Monthly Report**

**Minutes of April 10, 2018**

**Members Present:**

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

**Members Absent:**

Carole Sweeney-Secretary, John Doldoorian, Yvette Ayotte-Kind, Elaine Inman

**FINE Representative:**

Angelo Mirabile

**Guests:**

Bruce Frieswick, Northbridge Disabilities Commission

**Chairman's Opening Comments**

- The chairman called the meeting to order on April 10, 2018 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 noted that we have several members absent but we have enough to vote.

**1. Secretary's Report**

- Ted Haringa asked if there were any changes or corrections to be made to the March Secretary's Report.
- Angelo Mirabile stated his name was spelled incorrectly and that we should change Whitin Country Club to Whitin Golf Club.

- Hearing no other changes or corrections, the Chairman asked for a motion to accept the report.
- Elaine Mahoney offered the motion to accept the March 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 **March 2018 FINE COA Report**. She reported the previous balance of \$5,078.35, receipts of \$1,284.50, disbursements of \$1,993.55 and an end of month account balance of \$4,369.30.
- Angelo Mirabile asked about the donations from the tax preparation. Does it go into the FINE/COA account or to the Senior Center? Ted replied that he and Kelly will discuss which account the funds should go into.
- There were no further questions and the Chairman asked for a motion to accept the report.
- Charlene Potvin offered the motion to accept the March 2018 FINE COA Treasurer's Report which was seconded by Elaine Mahoney; the motion was passed unanimously by the members.
- (b) The Treasurer reviewed the **March 2018 FINE Transportation Account Report**. She reported the previous balance of \$2,132.19, receipts of \$1,931.50, and disbursements of \$753.19. The end of month account balance reported is \$3,310.50. Jean reported the total miles driven by 7 volunteers were 1,382 and that 81 volunteer hours were expended during the 45 trips provided. There were 2 non-reimbursed drivers who drove 182 miles for 6 trips which saved \$99.20.
- The Chairman asked if there were any changes or corrections to the March 2018 COA Treasurer's Transportation Report. Hearing none, he asked for a motion to accept the report.
- Denise Forgit offered the motion to accept the March 2018 COA Treasurer's Transportation Report which was seconded by Neil Newton; the motion was passed unanimously by the members.
- (c) Kelly Bol reviewed the **March 2018 COA Expense Report**.
- Kelly called attention to line 14 for the telephone, stating she will be sitting down with the assistant to the Town Accountant to go over this account and will have an update at the next meeting.
- Kelly stated that next month we will be using some of the gift revolver for a sub bus driver as John Orasy was sick for a week.
- The Chairman asked if there were any changes or corrections to the March 2018 Town Expense Report. Hearing no inquiries, the Chairman asked for a motion to accept the March 2018 Expense Report.
- Charlene Potvin offered the motion to accept the March 2018 COA Town Expense Report which was seconded by Jean Mistretta; the motion was passed unanimously by the members.

## **3. Statistics Report**

- Kelly Bol noted that there were a couple of days in March in which the weather affected the attendance. This would explain why the total attendance was low for March.
- The Chairman asked if there were any changes or corrections to the March Statistics Report. Hearing no inquiries, the Chairman asked for a motion to accept the March Statistics Report.
- Neil Newton offered the motion to accept the March Statistics Report which was seconded by Jean Mistretta; the motion was passed unanimously by the members.

## **4. Director's Report**

- Kelly Bol commented on her report stating we did not have to open as a shelter due to the cold. However, we need to meet with the town heads to address what we can do during power outages for

people needing power for medical equipment. It may be difficult because we also have to adhere to the HIPPA laws as well.

- We are now a “green” facility with brand new lights having been installed throughout the center. These lights should last 20 years.
- Ellie Muter from the Mass Office of Disability was very pleased with the outcome of our front entrance project.
- Kelly encouraged the board members to attend the June 26<sup>th</sup> meeting being held here at the center. It is being hosted by the Executive Office of Elder Affairs and is a formula grant training session.
- Neil Newton asked Kelly if the town website could be linked to FINE’s website. Kelly will research this.
- Kelly stated that Michelle Methe has a project to preserve the history of the Senior Center and FINE has approved getting new photo albums for this project.
- Michelle asked if any board members have old photos they would like to share for this project, it would be appreciated.
- Kelly stated that the annual Town Meeting will be May 1<sup>st</sup> and encouraged all to attend as Article 15 will be up for approval which is a request to the town to fund new window treatments and carpet for the upstairs.

## **5. Chairman’s Comments**

- There were no comments at this time.

## **6. FINE Report**

- Angelo Mirabile gave the FINE report.
- He stated that Vicki and Philipp Prairie are now members of FINE.
- The annual FINE banquet will be held at the Whiting Golf Club on May 9<sup>th</sup>. Angelo asked if we should invite our State Reps and Kelly stated absolutely.
- Michelle offered to send out a voice connect call to all the FINE members to remind them of the banquet to increase the numbers this year. Angelo stated that was a good idea and asked if that could happen right away.

## **7. Social Media Policy**

- Kelly stated that in your packet is the final policy to add to your binders. Thank you to Neil for his input as well.
- Neil Newton offered a motion to approve the new Social Media Policy, Charlene Potvin seconded. The motion was unanimously accepted.

## **8. Kitchen**

- Kelly stated there were no updates, but she will be reaching out to her contact at BVT. Kelly spoke to the Board of Health Inspector and she said if we want a dishwasher that is okay, but either way we need a 3 bay sink. She will update us next month on her conversation with BVT.
- Ted stated he has a sense that FINE was very enthusiastic to fix the kitchen especially since the last Dinner Dance we had here.
- Angelo stated that FINE still wants to help fix the kitchen, possibly starting dinners, but not sure if fundraisers will happen.

## **9. Correspondence**

- There was no correspondence.

## 10. Open Forum

- Neil asked if our Senior Center sign should be changed to something more updated. Kelly stated not at this time but she has been thinking of “branding” possibilities such as changing our logo on all correspondence materials so it more represents the center.
- Neil stated that he is resigning at the end of this month as he is moving to another town. Neil reflected on all the things we have done as a board for the center including buying a new bus, providing insurance for our medical drivers, by-law changes, and the entrance rehab to name a few.
- Ted asked Neil if we could have his resignation in writing, but also requested that Neil think about waiting a few months to resign as his house is not yet up for sale.
- Denise Forgit asked if we know of anyone doing a needs study on Senior Housing in our town? Do we know if we have adequate housing for our seniors? Some of the housing units have no elevators. Is it the Housing Authority’s job?
- Kelly stated she knows that the Town Planner was doing a study and she will check with him.
- Bruce commented on the town’s Senior Circuit Breaker Program to reduce tax obligation. It’s a great program and possibly could we put it in our newsletter?

Chairman Ted Haringa adjourned the meeting at 10:30 a.m.

**NEXT MEETING:** May 8, 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