

**Town of Norfolk Council on Aging  
Minutes of Board Meeting**

**May 15, 2017**

Mr. Jay Talerma, Chairman called the meeting to order at 9:30 a.m.

**Board Members in Attendance:** Mr. Jay Talerma, Chair; Ms. Beth Vallee, Vice-Chair. Ms. Janice Axberg; Ms. Kathy Burkle; Mr. Richard Connors; Mr. Thomas Mirabile; Ms. Barbara Phillips

**Associate Members in Attendance:** None

**HESSCO Representative:** None

**Friends and Guests:** None

**Staff in Attendance:** Ms. Christine Quinn, Norfolk COA Executive Director

**Minutes:** Minutes for the meeting of April 24, 2017 were read and approved unanimously by voice vote after a motion for approval was made by Mr. Connors, seconded by Ms. Axberg.

**Financial Report:**

**Ms. Quinn**

- Remaining FY'17 budget - \$17,033 salary, \$ 1,948 expenses.
- Remaining FY'17 Elder Affairs Grant - \$9,869.
- Ray's hours are being decreased to an as-needed basis so the remainder of this salary expense is a bit unknown. He was being paid for a 20-hour week but there was not enough work to support those hours.
- The River's Edge newsletter publisher has offered to include our trip calendar in their newsletter. That may increase demand for trips so it is possible that we will be able to fill the bus more or create more opportunities for driving. .
- FY'18 budget request was approved at town meeting – Now Jean can work nearly full-time and that will be helpful to Chris.

**Senior Report:**

**Ms. Quinn**

- Winding down for summer
- Speakers The Great Heist
- Meditation group is ongoing
- Friends have approved funding for: Laughing Yoga and Wine Tasting Event.
- Lunches for summer – three cookouts planned. Monica might not be up to making the commitment for more regular lunches – trying to recruit some volunteers to help in the kitchen.
- Two month newsletter for the summer being considered – possible in color – and distributed to local businesses to see if they will let us display them and offer them opportunities to advertise in the newsletter in exchange.
- Revisiting the design of the newsletter – perhaps have more feature articles – one on outreach perhaps – using color – go bi-monthly
- Facebook presence has been launched -
- Suggestion to ask VARE to include a request for volunteers in their newsletter.
- Liberty Mutual, through their Project Serve program, provided five volunteers for four hours for two days to clean the kitchen, organize the downstairs storage, organize the library, and move seasonal furniture onto deck.

- Matt has asked for more custodial support for the building. IT support has been great too.
- Would like to have movies every Friday – we had one last week that was well attended. Maybe have attendees bring a brown bag lunch and provide popcorn or Hoodies
- Would like to use volunteers more in all aspects of the Senior Center Operation – including support to the outreach function – perhaps providing rides to doctor’s appointments, etc.
- Suggestion to look into using [www.signup.com](http://www.signup.com), a free online service, to manage volunteer signups and tasks.

**Correspondence:** None

**Staff Report:**

**Ms. Quinn**

- Volunteer Coordinator/Activities Coordinator – Christine has someone right now who is helping with social media and she would be a good candidate to help with these other tasks.

**Areas of Concern:**

**Various**

- Christine met with GATRA about getting a handicapped accessible bus for us. Christine was not aware that getting a vehicle through them obligates us to take full ownership of the medical and other transportation services currently provided by Kiessling/GATRA.
- Dept. of Transportation has a grant that provides a handicapped van – they pay 80% and we pay 20% - probably too late to get this.
- Christine was counselled to get a request for this into the town as soon as possible so that we at least get into the capital-spending pipeline. Christine feels that the need for a smaller van that is handicap accessible is strong.
- GATRA has been more responsive lately and the service has been reliable and noticeably better than it used to be.
- Building a wall where the accordion pull out divider is. Christine has concerns that we are outgrowing the available space in the building.
- The pool table is not being used; Christine is looking into finding a new home for it so the space can be used for other programs. It is a beautiful table, but it just is not used. Town Hall has been advised that we no longer need it.

**HESSCO Representative Report:**

**none**

**Legislative Report:**

**Mr. Talerman**

- We got our budget approved at town meeting and the town administrator and selectmen seem to be supportive of us and seeing that our needs are met.
- Senior population is growing and our funding needs are likely to grow accordingly.
- Any request for a bus should be presented as soon as possible to get the discussion going.

**Friends of the COA Report:**

- Christine is meeting with Monica and presenting requests through her.
- Art teacher starting in June – provisionally funded going forward depending on attendance.
- Talking about getting a budget for next year that frees Christine to plan speakers and events more freely.
- Jay explained there is apparently another bank account that is under the control of the Friends but that is not Friends Money, i.e., does not belong to them – but no one seems to know what the actual source of the money is. Ms. Vallee suggested that at least some of it probably came from the monies collected by the now defunct supper club that were left over when the group stopped meeting. Norma used it for small expenses. It has been used similarly to a revolving fund that the town might have.
- Jay will help write a letter to the Friends asking them to approve a budget that will be available to Christine at the beginning of the Fiscal Year.
- He will further suggest that a revolving fund be created at Town Meeting next year to house and manage the other monies that are under the control of the Friends but do not belong to them. This fund would be used to hold any activities fees collected by the COA and the COA director would have the authority to spend it for miscellaneous expenses.
- Friends have agreed to pay for the kitchen staff needed to support the meal programs.
- Friends cancelled their meeting for May.

**Group Activities:**

**Ms. Quinn**

**Trips:**

**Ms. Quinn**

**Unfinished Business:**

**Various**

- Wine tasting – Christine will take care of shopping for food for the event, about 40-50 people. The Friends have agreed to cover the expenses for the event.

**New Business:**

Motion to adjourn at 10:40 a.m. by Mr. Connors, seconded by Mr. Talerman.

Minutes Respectfully Submitted,



Beth Vallee, COA Board Member

June 17, 2017

Next Meeting June 19, 2017 at 9:30 a.m.