

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

January 29, 2018

Ms. Beth Vallee, Chairman, called the meeting to order at 9:37 a.m.

Board Members in Attendance: Beth Vallee, Chairman; Kathy Burkle, Secretary; Jerry Calhoun; Thomas Mirabile; Barbara Phillips; Janice Axberg

Associate Members in Attendance: None

HESSCO Representative: Jerry Calhoun

Friends and Guests: None

Staff in Attendance: Christine Quinn, Norfolk COA Executive Director

Previous Minutes:

Minutes for the meeting of December 18, 2017 were read and approved unanimously by voice vote after a motion for approval was made by Jerry Calhoun, seconded by Barbara Phillips.

Financial Report:

Ms. Quinn

- FY'18 – Town fund - \$5439. budget / \$2634. spend to-date. \$2805. remaining. Christine would like to use this funding to pay teachers etc.
- FY'18 – Exec Office of Elder Affairs (Formula Grant) –\$15,801. budget / \$3208. spend to-date. \$12,593. remaining.
- The Board would like to continue seeing the detail of these reports for the next several months.
- Christine distributed budget planning documents to the Board for discussion. The budget is due Thursday, February 1st. **Assume meal planning is not going to be funded by The Friends.

Staff Report:

Ms. Quinn

- Two open positions.
- Active interviewing for the secretary position.
- Outreach worker position in process.

Senior Report:

Ms. Quinn

- There were two frozen pipes in the Senior Center during the deep freeze in Norfolk.
- Closed January 4 and 5 due to snow.
- Norfolk Cable is now filming all programs and posting on social media after.
- Reference the Silver Set Gazette for specific programs scheduled.

Correspondence:

- None

Areas of Concern:

Various

- None at this time.

HESSCO Representative Report:

- Meals on Wheels – survey conducted. For many recipients, the person delivering the meal is their only contact in a day. In Norfolk, 10 participants.
- Largest fund raising event – 5K – on March 10th. Jerry will post the flyer.

Friends of the COA Report:

- No Friends leadership attended the meeting – no report.

New Business:

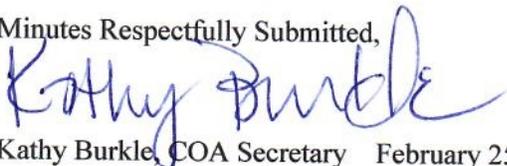
- Senior Tax Program – proposal distributed by Beth following a preliminary session with several Board members. Extensive discussion by all on the suggested modifications which will be submitted to the Town.

Action Items:

- **10/16/17 ACTION ITEMS**
- Secure a copy of Norfolk demographics from Carol Greene. **ASSIGNEE: Christine**
- Develop a matrix on staffing (position/funding source/status). **ASSIGNEE: Kathy and Christine**
- Launch of an active campaign to secure additional funding/staffing for the Senior Center. Intent is to present at the spring town meeting. Requires further discussion. Incorporate statistics re: the senior population of Norfolk. **ASSIGNEE: All**
- **11/20/17 ACTION ITEMS**
- Budget process for FY2019 needs to be outlined so we ensure Board involvement. **ASSIGNEE: TBD**
- Tom will give his PR list to Christine to share with Kathleen Sebring. **ASSIGNEE: Tom/Christine – CLOSED.**
- Senior Tax Program proposed policy is needed. Everyone should review materials distributed by Christine and offer feedback. A first draft will be developed. **ASSIGNEE: Beth and Tom COMPLETE.**
- **1/29/18 ACTION ITEMS**
- Establish the ASSUMPTIONS for the budget process (including the belief that funding from the Friends will not exist for FY2019). Determine what the Friends spent on senior programs for 2017. **ASSIGNEE: Christine**
- Completion of the Tax Work-Off Program proposal – one more review by the Board - and submittal to the Town. **ASSIGNEE: Beth**
- Revision of the December minutes and submittal to the Town. **ASSIGNEE: Kathy**

Motion to adjourn at 10:55 a.m. by Beth Vallee, seconded by Barbara Phillips.

Minutes Respectfully Submitted,



Kathy Burkle, COA Secretary February 25, 2018

Next Meeting February 26, 2018 at 9:30 a.m.