

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

February 26, 2018

Beth Vallee, Chairman, called the meeting to order at 9:34 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: Scott Bragdon (Norfolk GATRA Representative), Jack Hathaway (Town Administrator), Frank Gay (GATRA)

Staff in Attendance: Christine Quinn, Norfolk COA Executive Director

Previous Minutes:

Minutes for the meeting of January 29, 2018 were read and approved unanimously by voice vote after a motion for approval was made by Jerry Calhoun, seconded by Thomas Mirabile.

***Special Guests – GATRA Discussion:**

Frank Gay of GATRA and Scott Bragdon (Norfolk GATRA Representative) joined the COA meeting for an open discussion and update. GATRA is a public agency. Scott opened with the need to provide handicapped-accessible transportation to Norfolk. In order to meet this need, options were discussed. Norfolk is already in the ‘United Dial-A-Ride’, ‘Miles for Health’ and a small fixed-route service (local). Federal and state funding is provided. These services have been authorized by the Selectmen. Expansion of the Dial-A-Ride is available. GATRA can also provide support for longer distance trips (with planning) for Norfolk. Typical notice to GATRA for use on these trips is approx 60 days. If the town takes advantage of the additional GATRA services, the cost is handled via the ‘cherry’ sheet. It is possible to divert assessed funds from the MBTA allowance to GATRA to cover the transportation cost of trips. This is underutilized. Norfolk has available funding to use.

If authorized by the Selectmen, another vehicle could be assigned to Norfolk to provide expanded service and more flexibility. The town can also authorize expanded time coverage (evenings).

The ‘cut-off’ for a small bus vs larger vehicle – low 20’s. Cooperation and sharing of trips across senior centers is acceptable – and encouraged.

This discussion has eliminated the concern that our bus is not handicapped-accessible as GATRA can fill this requirement. Request for additional services via GATRA should be submitted to Jack Hathaway by Christine Quinn.

Financial Report:

Ms. Quinn

- FY’18 – Town fund - \$5439. budget / \$3568. spend to-date. \$1870. remaining.
- FY’18 – Exec Office of Elder Affairs (Formula Grant) –\$15,801. budget / \$4431. spend to-date. \$11,370. remaining. Some will be spent on programs and exercise programs. Christine is

exploring security cameras and possibly putting a door between the two meeting rooms – and possible insulation.

- Salaries - \$158,256. budget / \$85,173. spend to-date. \$73,082. remaining. Christine anticipates a projected spend of \$55K which will result in \$23K over budget in expense line. Christine will request this be transferred into expenses.
- The FY2019 budget has been submitted. 3 plans were developed – only the ‘requested’ was submitted. \$174K was the total submitted: \$163K – salaries; \$10K – expenses. This was an increase. Discussed ‘assumptions’ for the budget: “Future uncertainty regarding the types of activities the Friends will fund.”

Staff Report:

Ms. Quinn

- Christine introduced Stephanie Cooley to the Board. Stephanie is the new secretary/receptionist for the Senior Center.
- Outreach worker position in process and interviews for this position will start.

Senior Report:

Ms. Quinn

- Monthly Senior Supper Club being explored (to restaurants).
- Reference the Silver Set Gazette for specific programs scheduled.

Correspondence:

- Letter from Bill Crane discussed.

Areas of Concern:

Various

- None at this time.

HESSCO Representative Report:

- Reviewed the annual audit – all was very positive.

Friends of the COA Report:

- No Friends leadership attended the meeting – no report.

New Business:

- Town meeting is May 8, 2018
- Future meetings for the COA in 2018: 3/19, 4/23, 5/21, 6/18, **NO MEETING IN JULY**, 8/20, 9/24, 10/22, 11/19 and 12/17.

Action Items:

- **10/16/17 ACTION ITEMS**
- Develop a matrix on staffing (position/funding source/status). **ASSIGNEE: Kathy and Christine - CLOSED**

- 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 - CLOSED**
- **11/20/17 ACTION ITEMS**
- Budget process for FY2019 needs to be outlined so we ensure Board involvement. **ASSIGNEE: CLOSED**
- **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 - CLOSED**
- Completion of the Tax Work-Off Program proposal – one more review by the Board - and submittal to the Town. **ASSIGNEE: Beth - CLOSED**
- Revision of the December minutes and submittal to the Town. **ASSIGNEE: Kathy – CLOSED**
- **2/26/18 ACTION ITEMS**
- Planning for another GATRA/Charlie Card event (registration and Charlie Card) will be launched. Initial target date for this is May 17th. Given Town Meeting is May 8 – have literature regarding this event available for distribution. **ASSIGNEE: Christine**
- Select staff at the Senior Center will go through training to be Safe Serve Certified. **ASSIGNEE: Christine**
- EVERYONE should become a member of the Friends. **ASSIGNEE: ALL**

Motion to adjourn at 11:04 a.m. by Beth Vallee, seconded by Barbara Phillips.

Minutes Respectfully Submitted,



Kathy Burkle, COA Secretary March 17, 2018

Next Meeting March 19, 2018 at 9:30 a.m.