

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

May 21, 2018

Beth Vallee, Chairman, called the meeting to order at 9:31 a.m.

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

Associate Members in Attendance:

HESSCO Representative: Jerry Calhoun

Friends and Guests: Gil Axberg

Staff in Attendance: Christine Quinn, Norfolk COA Executive Director

Previous Minutes:

Minutes for the meeting of April 23, 2018 were read and approved unanimously by voice vote after a motion for approval was made by Barbara Phillips, seconded by Janice Axberg.

Financial Report:

Ms. Quinn

- FY'18 – Town fund - \$5439. budget / \$4523. spend to-date. \$916. remaining.
- FY'18 – Exec Office of Elder Affairs (Formula Grant) –\$15,801. budget / \$11,094. spend to-date. \$4707. remaining. Christine has plans for these funds. Some will be spent on programs and exercise programs, large screen TV, chairs for the large room, laptops.
- Salaries - \$158,256. budget / \$117,869. spend to-date. \$40,387. remaining. There will be a surplus in funds. Some of the funds, once moved to the expense line, will possibly be used for exercise equipment, an AppleTV, additional speakers/instructors, art display. There is also great interest in securing the 'Aging Mastery Program' which can be acquired through a grant provided by the Ramp up Massachusetts organization.
- Christine reported that the total budget for FY19 was cut by 5.1% (from last year). There's been an increase in expenses and a reduction in salaries. \$163,615 requested - \$145,396 approved. Some salary shortfalls can be covered by the Formula Grant. Also – there is a Town Meeting in November and the approved budget for Salaries can be revisited at that time.

Staff Report:

Ms. Quinn

- Lisa Yorra is fully on board and has begun contacting Norfolk residents in need and those over 80 for a small assessment. She's also working with the police and fire departments.

Senior Report:

Ms. Quinn

- Reference the Silver Set Gazette for specific programs scheduled.
- Presentation on Medicare in month of June.
- 80 people signed up for GATRA at the registration event.
- RSVP – (Retired Senior Volunteer Program) – they run the Knitters Program.
- Liberty Mutual conducted a large clean-up at the Senior Center.
- New Selectman – Kevin Kalkut – will be visiting the Center the week of May 21st.

- Researching trips with Fox Tours for longer excursions – and in collaboration with other senior centers.

Correspondence:

- None

Areas of Concern:

Various

- Financial scams on seniors was brought up by Janice Axberg as an area where educational programs are needed.
- Are we meeting the needs of the 80+ demographic? Programs for this group: meals, movies, music, cards, bingo, chess, spontaneous gatherings.

HESSCO Representative Report:

- HESSCO is calling for all towns to identify a representative. Jerry Calhoun will continue as our representative. He was also nominated for Vice President of the HESSCO Board. Congratulations, Jerry!

New Business:

- Beth suggested we further research the ‘reverse call’ feature of My Senior Center.
- Suggestion was made to consider further engagement of Selectmen by hosting a visit to the Senior Center.
- Janice suggested that a program lead by Betsy Pine regarding Pondville history and our surrounding area may be well-received at the Senior Center.
- Proposed Caregiver group is being researched by Lisa.
- The overflow area of the parking lot will be paved.
- Christine mentioned that Marian Harrington may be interested in joining the COA Board. Will consider joining in the Fall.
- Beth Vallee announced her intent to retire from the COA Board after July 2018.

Action Items:

- **4/23/18 ACTION ITEMS**
- Do we want to draft a public letter on clarification of the Friends vs COA? **ASSIGNEE: ALL** for discussion It was decided this will not be done at this time. **CLOSED.**
- All COA Board members should become members of The Friends. **ASSIGNEE: ALL. Noted - CLOSED**
- Offer potential candidates for the COA Board. **ASSIGNEE: ALL**
- **5/21/18 ACTION ITEMS**
- Determine cost of implementing the additional feature in MySeniorCenter to have the reverse call feature use a Norfolk-based phone number. **ASSIGNEE: Christine**
- Ensure the Podiatrist visits are noted in every newsletter. **ASSIGNEE: Christine**
- Follow up with the former hairdresser clients to see if they are being serviced now that the hairdresser is only working from her salon. **ASSIGNEE: Lisa via Christine**
- Finalize all required paperwork by the town in order to be a member of the COA Board. **ASSIGNEE: Debbie Grover/Jim Schweitzer/Christine**

- Ensure there is an on-going reminder in the newsletter to be aware and on guard of Financial scams targeting seniors. Assignee: Christine

Motion to adjourn at 10:36 a.m. by Beth Vallee, seconded by Kathy Burkle.

Minutes Respectfully Submitted,

Kathy Burkle, COA Secretary June 16, 2018

Next Meeting June 18, 2018 at 9:30 a.m.