

**Council On Aging  
Minutes of Board Meeting  
June 25, 2012 – Town Hall**

The meeting was called to order by Chair, Liz Bishop, at 7:00 PM. Board Members Present: Liz Bishop, Verna Gilbert, Elizabeth Acquaviva, Abha Singhal, Tom Dunkers, Jim Elgin, Lillian DeBenedictis, Jean Sain. Board Members Absent: Joanne Willens, Phyllis Goff. Associate Members Present: Mary Daigle, Natalie Ives. Associate Members Absent: Sandy McIlhenny, Ted Read, Nadine Bishop. Staff Members Present: Angela Smith. Staff Members Not Present: Debbie Farrell, Peter Cullinane, Bonnie Hansen. Guests Present: Peggy Hilton, Liz Thibeault, David Klein.

Liz Bishop introduced David Klein, the proposed candidate for the COA Director position, to the Board and members were able to question David regarding his work background. David Klein was then asked to leave the room so a vote could be taken as to whether or not the Board approved his hire. Verna Gilbert, Chair of the Search Committee, then read a one page letter she wrote to the Board of Selectmen proposing David Klein as the new COA Director. After some discussion, a vote was then taken and it was unanimous; all eight voting members present agreed to hire David Klein. David was then invited back into the Board meeting. The Board of Selectmen will need to approve the hiring of David at their next meeting.

**Friends of COA** – A representative was not present to give a report.

**Secretary's Report** - The minutes of the May 22, 2012 Board Meeting as submitted by Elizabeth Acquaviva were accepted.

**Social Worker's Report** – The May report submitted by Peter Cullinane was accepted.

**Transportation Report** – The May report submitted by Debbie Farrell was accepted. The topic of van drivers was discussed.

**Outreach Coordinator Report** – The May report submitted by Angela Smith was accepted. She passed around an updated monthly coffee sign-up sheet. She informed the Board that Chelmsford Crossing would be providing the monthly lunches sponsored by Minuteman Senior Services starting in September and that the churches were all reserved for these upcoming lunches. The State Farm grant was discussed and Liz Bishop formed a committee to investigate the possibility of applying for the Greater Lowell Community Foundation grant prior to the July 11 deadline. Also discussed and agreed upon was returning to reporting on a calendar month basis versus a pay period bases effective July 1. The increased needs of our seniors, especially those 80 and over, was discussed. Angela gave an update on upcoming programs and only May and June of 2013 were unconfirmed at this time.

**Minuteman Senior Services** – Jean Sain reported that Commonwealth Corps will pay a stipend for 20 hours a week to service MMSS in any way they need. Jean also reported that there was considerable discussion as to MMSS increased expenses (stationery/rent) and reduced expenses (selling equipment/office furniture/rent free for rest of the year). The 2014 budget will be stiff since MMSS will have to start paying rent for their new space. State and local funding levels will not be confirmed until the fall of 2012. The healthy aging programs that MMSS offers were also discussed. Most are six week commitments and the fall prevention program is eight weeks. They would like organizations such as COAs to offer these programs. However, Angela would prefer that MMSS arrange the sessions at their own facility or a local community that is larger than ours whereby Carlisle seniors would be able to sign up, if interested. Jean indicated that MMSS is looking for four volunteers to commit for twelve months

to help people with disabilities, personal care assistance, meals on wheels, etc. and they would offer a small stipend. Jean agreed to continue next fiscal year as the Board's representative for MMSS.

**COA Trips** –Joanne Willens was unable to attend meeting. Elizabeth Acquaviva reported that Joanne and Sandy had met to discuss possible day trip offerings for the new fiscal year.

**Treasurer's Report** - The May report submitted by Abha Singhal was accepted. The Friends grant and Revolving Account were discussed. Abha will follow up with the Friends as to how to handle any Friends' grant money that may not be spent in a current fiscal year since this is the first year whereby we have received funds through grants from them. Abha indicated that she submitted a preliminary FY13 budget to the Town Accountant. The topic of the State Formula Grant process was also discussed.

**OLD/New Business:**

The change of monthly COA Board Meetings starting in September from the 4<sup>th</sup> Tuesday of the month to the 3<sup>rd</sup> Tuesday of the month as to not conflict with the Board of Selectmen meeting schedule was agreed upon.

The formation of the 2013 Nomination Committee was discussed. One current member should continue on the committee which will be Elizabeth Acquaviva.

It was determined that most Board Members were available to meet next on August 28 for the summer Board Meeting and potluck.

The importance of reporting monthly volunteer hours for each Board Member/volunteer was discussed.

Liz supplied copies of the 12/31/11 Annual Report of the Selectmen and Other Officers, the 12/19/11 Report to the Finance Committee concerning the COA budget request, the Open Meeting Law Guide, Literature from the Executive Office of Elder Affairs and the 2011-2012 COA Committee/Group List to anyone who did not already have copies. She discussed the importance of joining various subcommittees for the upcoming fiscal year by the August/September meeting. The Compensation Committee's priority will be to reexamine the Outreach Coordinator position description and paid hours.

Liz made a motion to extend the Board Meeting by an extra ten minutes. The motion was approved.

David gave an overview of state and local budget Information that he had received from a presentation given by state and local representatives and senators that he thought may be somewhat stale if he waited for the next Board Meeting to present.

**FY12-13 Board Members** – Abha read the slate of nominees for the new Board as follows: Officers: Liz Bishop, Chair; Abha Singhal, Vice Chair; Elizabeth Acquaviva, Secretary; Verna Gilbert, Treasurer. Board Members: Mary Daigle, Jean Sain, Joanne Willens, Tom Dunkers, Lillian DeBenedictis, Peggy Hilton, Liz Thibeault. Liz made a motion to cast one vote for the whole slate as presented. The slate was unanimously accepted.

Meeting Adjourned at 8:40 PM **Next Meeting: August 28, 2012 at 5:00 PM at Clark Room - Town Hall followed by annual potluck at Verna's home.**

Respectfully submitted,

Elizabeth Acquaviva