

CITY OF GARDNER

MASSACHUSETTS 01440

COUNCIL ON AGING

Charles P. McKean Building
294 Pleasant Street



T: (978) 630-4067
F: (978) 632-5965

COUNCIL ON AGING

Minutes

Board of Directors Meeting

January 8, 2024, 2 pm Senior Center

<https://www.youtube.com/watch?v=7p-ei7WQmLE&t=3s>

- Present:** Director Michael Ellis, Chairman Ron Darmetka, Vice Chair Paul Leone, Secretary Kathy O'Brien, Treasurer Theresa Hillman, Paul Crowley, Gloria Tarpey
- Associate Members:** Stan Luczko, Cheryl Howes, Nancy Hebert, Barbara LeBlanc, Tracy Hutchinson, Mary Schafer
- Absent:** Kristy Livingston, Keith Aubin, Ken Fournier, Dan Kelley, Julie Meehan, Adele Peterson

1. CALL TO ORDER:

Meeting called to order at 2:05 pm by Chair Ron Darmetka,

2. MINUTES:

Motion made and carried to accept minutes of the December 4, 2023, meeting, Hillman/Leone, unanimous.

3. TREASURERS' REPORT

Terri Hillman, Treasurer, presented that the General Fund Report had a balance of \$115,940.79. There are adjustments noted in the financial report reclassifying expenses from last year to the encumbrances line items. The cardio supplies were related to supplies for the AED Machines. There were also some expenses related to improvements to Waterford that were originally posted to the COA operating account line items, but have been reclassified to the Waterford St Capital Expense Account. Members asked if the energy and utility line item was over budgeted based on expenses reported to date. Mike explained several reasons why this budget line item will probably be pretty close by the end of the season as the largest bills are generally January through April, the center had to disengage the computer controlled temperature system, higher costs associated with solar but lower costs on our energy rates. Paul asked whether the year to date included the current month or if it was in addition to. Mike clarified the year to date is all encompassing while the monthly is only the current month expense, independent of the total.

The December 2023 Gift Fund started with a balance of \$66,729.92, The Council on Aging has received a total of \$5,698 in donations this year, with \$2,850 being received in December of 2023. The Gift Fund balance, \$72,427.92. Terri reminded people that there will be an expense from this fund to match the painting expenses we expect to incur shortly. (Not to exceed \$25,000)

The Revolving Fund started with a balance of \$51,456.54. We incurred \$13,033.30 in expenses to date leaving a balance of \$38,423.24. Mike noted that we started with \$33,865.02 and had revenue of \$17,591.52. We have spent \$13,033.30, so at this point we have a balance of about \$3000 more than we had at the beginning of the year, although we expect some large expenses to be paid in January for December programs. The Revolving fund is used for program related expenses, not capital expenditures. It looks as if we will be break even on revenue and expenses by the end of the month.

The FY2023 State Grant had a beginning balance of \$45,739.23 minus the expenses incurred of \$24,357.27 leaves us with a balance of \$21,381.96. We are focusing on using this fund first to pay approvable expenses before we tap into FY2024. There will be some sizeable expenses related to the elevator in January, but we have not be able to pay because of a contract/billing issue. The matter will be resolved shortly.

FY2024 State Grant has a balance of \$77,994.00. There have been no expenses related to this grant as of December 31.

Motion made and carried to accept the December 31, 2023, Financial Report. O'Brien/Tarpey, unanimous.

4. OLD BUSINESS

- a. **Age Friendly Designation-** great listening session in December. There won't necessarily be updates monthly on this initiative.
- b. **Waterford St School-** A lot going on but not necessarily construction. The community has been very supportive and excited, with donations of furniture and other items coming in for the center. We have to go through the engineering process for the senior center before we are able to move in. Waiting for reports from engineers on heating, electrical, structural, and accommodations. From this report we can generate the specs for construction. Waterford will make services and programs more accessible. COA staff goes in every day. Some minor issues with heating and we are working to have that addressed—but not a major issue. Ongoing maintenance issues will arise but nothing significant right now. Bettez Contracting is plowing lot and has done a great job making shoveling a lot easier. Members discussed needing to wait to put in generator until electrical service is reviewed and updated if needed. The building is in great shape.

5. NEW BUSINESS

- a. **Board Appointments**
 1. Terri Hillman and Kathy O'Brien are up for re-appointment this year. Mike asked for consideration to make a recommendation to the Mayor for re-appointment. Terri Hillman reported that her certificate of appointment did not expire until September of 2024. Mike let folks know that the Mayor is trying to get all known appointments up before the Appointments Committee as soon as possible. Leone/Crowley, Unanimous.

2. Audrey Faucher was an appointed member but has resigned as an appointed member and has been elected by this group to be an associate member. Ken Fournier previously expressed interest but has decided to not consider the appointment. Dan Kelley and Barbara LeBlanc have both asked for consideration.

The Board will recess as the last order of business to take a vote for the appointment.

b. Directors Report:

- Ratcheting down programs in January to recoup from November and December.
- Tax Aide will be held here starting Feb 1 2024. Recruited a bunch of people to do this for us, but only one completed the training. Thanks sent to Carrie Novak and Bob Bettez for stepping up to be our tax aide preparers this year.
- Mike announced Center closures.
- Bread raffle re-scheduled to Fridays, and vets group then changes to Tuesdays. Traffic, parking, weather, and trash have created huge impact on safety on Thursdays so we needed to address it by downsizing the Thursday programs.
- Mike addressed sign up issues.

c. Open Discussion

There were no new items in open discussion

6. RECESS

On Motion made by Hillman, O'Brien, the Board went into recess for a vote of the Board for recommendation to Mayor of new appointee.

7. RECONVENE

The Council on Aging reconvened at 3:04 for the purpose of deliberating and making a recommendation to the Mayor to fill the appointed position on the Board.

The Board voted to make a recommendation to Mayor Nicholson to appoint Barbara LeBlanc as a permanent member of the Council on Aging with a three year term to fill the vacancy created by Audrey Faucher's resignation.

7. NEXT MEETING DATE is Monday February 5, 2024, at 2:00 p.m.

8. ADJOURNMENT: Motion to adjourn made by Paul Leone/Kathy O'Brien, unanimous

Respectfully submitted by,
Kathleen O'Brien