

# CITY OF GARDNER

MASSACHUSETTS 01440

## COUNCIL ON AGING



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### COUNCIL ON AGING

#### Minutes

Board of Directors Meeting

September 11, 2023 @ 2pm Senior Center

[https://www.youtube.com/watch?v=Bdm2Cx\\_Nem8&t=669s](https://www.youtube.com/watch?v=Bdm2Cx_Nem8&t=669s)

**Present:** Director Michael Ellis, Chairman Ron Darmetka, Vice Chair Paul Leone, Secretary Kathy O'Brien, Treasurer Theresa Hillman, Gloria Tarpey

**Associate Members:** Paul Crowley, Ken Fournier, Cheryl Howes, Mary Schaffer, Tracy Hutchinson, Barbara LeBlanc

**Absent:** Audrey Faucher, Nancy Hebert, Dan Kelley, Adele Peterson, Kristy Livingston, Keith Aubin, Julie Meehan.

#### 1. CALL TO ORDER:

Meeting called to order at 2:00 pm by Chair Ron Darmetka

#### 2. MINUTES:

Motion made and carried to accept minutes of the June 4, 2023, Hillman/Fournier, unanimous.

Motion made and carried to accept minutes of the Special Meeting of the July 12, 2023, Hillman/Crowley, unanimous.

Motion made and carried to accept minutes of the informal Meeting of the July 12, 2023 Orientation and Board Training

#### 3. TREASURERS' REPORT

##### A. FY2023 Final Year End Report

Terri presented the yearend report as of June 30, 2023 including the General Fund Report, Gift Fund Report, FY 21 State Grant, FY 22 State Grant, and FY 23 State Grant.

At the end of the year, the Department had a surplus of about \$22,000 which was turned back over to the City.

Gift Fund had a balance of \$66,729.92. We have not used it to date.

Revolving Fund, had a beginning balance at the beginning of the year of \$33,370.62, we took in to the account \$26,678.89 and expenses of \$26,184.49, and an ending balance of \$33,865.02.

FY21 State Grant had a beginning balance of \$8,343.72, and expended \$8,343.72, with an ending balance of \$0. This grant is closed out.

FY22 State Grant had a beginning balance of \$15,952.08 and expenses of \$15,952.08 with an ending balance of \$0. This grant is closed.

FY23 State Grant had a beginning balance of \$63,972 and expenses of \$19,701.56, with a balance of \$44,270.44 which will be carried over into FY2024.

Motion made by Kathy O'Brien/Paul Leone and carried unanimously to accept the FY2023 Treasurer's Report.

**B. August 30, 2023, Financial Report**

Terri presented the financial report as of August 30, 2023.

Budget numbers for the General Fund have changed to reflect adjustments to salary, and the City's portion of the outreach coordinator position.

Gift Fund had a balance of \$66,729.92. We have not used it to date.

Revolving Fund, had a beginning balance at the beginning of the year of \$38,569.22. This carry over balance should be \$33865.02. This is most likely the carry over plus income that was not separated out. Mike suggested not accepting this month's report until he has the opportunity to find out what the discrepancy is.

The FY2023 Grant Account balance as of August 30 shows a beginning balance of \$46,620.93 but the ending balance from June 30 shows an ending balance of \$44,270.44. Mike felt the issues is an income/adjustment, but suggested not accepting this month's report until he has the opportunity to find out what the discrepancy is.

Motion made by Kathy O'Brien/Paul Leone and carried unanimously to table the August 30 2023 Treasurer's Report until next month.

**4. OLD BUSINESS**

**A. Age Friendly Designation**

Mayor and City Council have approved. Application underway. Looking for some Board members to help direct this initiative.

There was some discussion on the Senior Discount Program launched this past spring. There was a survey done to identify which businesses offer discounts. The Veterans Dept is doing a similar initiative for Veterans in our community.

**B. Waterford St School Update**

Looking forward to an early spring move in date after renovations are complete. There is a significant amount of work being done at Waterford St. including heat splits and LED Lighting. The space has been being cleaned and old light fixtures, cardboard and misc trash have been removed. There is still work to be done. For example, the City has to finish the Surplus Equipment Process for items still in the school- which is a long process. Things are moving and work is progressing slowly and deliberately to ensure the interests and money of the public are respected.

**C. Board Orientations**

Done in June and July, overview of COA including legal requirements, relationships, ethical considerations, programs and finances were topics amongst others reviewed. It was timely after the BY Law Review and Revisions. Certificates returned to Mike when completed. Receipt and Ethic Certs required. Volunteer Applications and CORI Approval required as well.

**5. NEW BUSINESS**

**a. Gift Fund Authorization**

Motion made and carried unanimously to authorize the Director of the Gardner Senior Center to use the Gardner COA Gift Fund to use up to \$25,000 from the Gift Fund to match the City's contribution for painting the space of the Gardner Senior Center at Waterford Street School, Hillman/Leone.

Mike hopes to take the opportunity to paint the space using age friendly and dementia friendly recommendations for our new space.

**b. Directors Report**

**1. Congregate Meal Program Update**

Mike updated the Board on the program and acknowledged the great work and partnership of MOC. However, as Mike explained, Covid changed and impacted the Congregate Meal program. As a result of these changes, MOC has been notified that the Senior Center would not be updating or renewing the MOU for meal services between the two organizations. With changes in the model when we go to Waterford, the staff felt now was the time to make some changes. Effective October 1, a new meal provider will be onboarded.

Mike reiterated his appreciation for all the work MOC has done and the great relationship we had in the past.

**2. Services**

Lots of programs and services, including Turning 65, Health Fair, Pumpkin Decorating Contest, Gingerbread House Contest, Denis Cormier Concert and Halloween Party, Thanksgiving Meals, Christmas Meals, Painting Day, Craft Programs and so much more.

**3. Volunteers and staff**

Mike noted the contributions that the staff and volunteers have made to the center and the programs. He also noted how impactful other City Departments have been on our success. New phones, new tech, enhanced communications with signs and posters, creative and hard working facilitators, contributors and donors. Mike acknowledged the gifts in memory of Noel Gail.

**6. OPEN DISCUSSION –**

- a. Craft Fair** – will be hosted by Center when we move to Waterford St.
- b. Writers Club-** working to find ways to make public like a reading night

**7. NEXT MEETING DATE is Monday, November 6, 2023, at 2:00 p.m.**

**8. ADJOURNMENT:** Motion made and carried unanimously to adjourn

**Respectfully submitted by,  
Katheen O'Brien, Secretary**