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Council on Aging Minutes 11/21/2002

Regular Meeting of the Council on Aging
 November 21, 2002
 MINUTES

Members Present: Richard Murray, Mary Dodge, Mildred Hurd, Harry McCabe, Dorothy Nicolas and Shirley Chapski.

Members Absent: Mara Klein

Others Present: John Jope, COA Executive Director

Quorum Identification/Call to Order: Richard Murray, Chair, called the meeting to order at 7:30 p.m. Shirley Chapski kept the minutes. A quorum of 6 was present.

Minutes of the October 24, 2002 Meeting: Harry moved to receive the minutes of the October 24, 2002 meeting; Mary seconded; all in favor. Mildred moved and Mary seconded to approve the minutes for purposes of discussion. The following corrections were made: under "Reports," item #2, the name "Teri" should be "Terri," and item #4 "Minuteman Senior Services," line #4, change "Rose" to "Lois." On page #2, "Financial Report," line #3 correct the sentence "Harry suggested that the line item be changed. . ." to "Harry requested that the line item be corrected. . .". All voted in favor to approve the minutes as corrected.

REPORTS

Executive Director's Report

- Flu Clinic: The second Flu Clinic was held Nov 14 at the Senior Center and the four housing complexes. Town employees also received vaccine. Terri Susi, the UMA student nurses and the Board of Health nurse did a wonderful job. Mildred questioned why the residents of the C&J complex at 17 Mill Street were not included in the flu vaccine program seeing that the residents are seniors or those with limited income or are disabled. After discussion, Richard asked John to check with the State to see if we can use their funding to accomplish this for next year. John will check with the appropriate agency on this suggestion.

- Volunteers: Volunteers continue to come in and John is working hard to encourage more volunteerism. John also informed the Board that COA receptionist, Marge Garrigan died this date.

- COA Transportation/Volunteer Coordinator: The position has been posted internally as a 28-hour a week position with a Bachelor's degree in Human Services or a related discipline as a requirement.

- RUOK Program: December 11 is the kickoff date. A photo-op is scheduled; it is hoped that the publicity will reach all our senior population.

•MCOA: At the Nov 15 meeting of the MCOA Steering Committee a 5-member Restructuring Committee was created with John appointed as one of the members. The committee will develop a restructuring plan for the organization, such plan to be presented at the February membership meeting.

Financial Committee: John Jope gave the following report:

•Line #7 — Copier Lease Expenditure: Status unclear; the Town wants agencies to lease a copier for 3 years and the 4th year is a one-dollar buyout. The agency says it never agreed to these terms; Town Purchasing Dept. is looking into it. In the meantime, we have retained the copier and are paying the maintenance agreement on it.

• Line #10 — Formula Grant - Funds have been received.

•Lines #15 through 25 —Transportation: Line #18 — John will request half of the CDBG funds (about \$33,000) to come over the beginning of next month. The new van rates will be instituted January 1st; Dial-a-Ride fees remain untouched. Notice of changes will be in the December newsletter.

•Line #26 — Amount Carried Forward: Harry asked for a breakdown of the \$82,951 for the next meeting; John will furnish the numbers.

•Line 29 — Health Program \$ in Gift Fund: In reply to Harry's questions, John said clients pay the instructor directly for the exercise program, COA not involved. The amount, \$1337, shown on the report is used for supplies, such as replacement of weights.

• Lines 33-35 — Subsidy Funds:: Under the "Encumbered" column: One purchase order is opened up and drawn against as needed.

•Line #40 — Sanborn Grant: Harry asked that the carried forward amount of \$15,501 also be broken down for the next meeting.

Sevoyan Bequest Committee (SBC): Harry stated that the next committee meeting will be on Tuesday, December 10 at 7:30. Richard reviewed the (Sevoyan) Town of Arlington Plan Accounting Report.

COA Representative to ASA: Mildred stated that the main discussion at the last ASA meeting was the installation of gliders on the chairs to eliminate scratches on the floor and who will be responsible for cost of the gliders.

UNFINISHED BUSINESS:

Sevoyan Dental Subsidy Program: Mary Dodge assumed the chair. Richard moved, and Mildred seconded, for the immediate transfer of \$10,000 from the Sevoyan Bequest Fund with a letter from the Council on Aging to the Town Treasurer requesting retention of any generated current and future interest to the Dental Pilot Program. Said letter will also be accompanied with a written opinion from the Town Counsel.

After discussion, Richard withdrew his motion and Mildred withdrew her seconding motion.

Next, Richard moved for the immediate transfer of \$10,000 from the Sevoyan Bequest Fund to the Sevoyan Dental Subsidy Program, Acct. #410 on the COA Financial Statement. Mildred seconded; all in favor.

Mary Dodge passed the gavel to Richard.

Harry moved that the Board write a letter signed by the Chair to the Town Counsel requesting a written opinion on the legality of transferring funds from the Sevoyan Bequest to the Town budget with continuing interest bearing ability and, furthermore, that the written opinion from Town Counsel to the COA with a copy to the Town Treasurer. Shirley seconded the motion; all in favor.

Minutes of the September 19, 2002 Meeting: Upon discussion the following correction was made to the September 19, 2002 minutes: p.2, "Financial Report," line #2: delete the words, "as encumbered." Harry moved to approve the September 19, 2002 minutes, as corrected; Mildred seconded; all in favor.

NEW BUSINESS:

Appointment of New Minuteman Board Member from the Arlington COA: The appointment of a new member was discussed and Richard asked that we give the matter some thought. Mildred asked why the two Arlington representatives to the Minuteman Board do not attend our board meetings. John sends them agendas every month but has had no reply. Harry said as an followup to the request made to John at the Oct 24 meeting that he contact these representatives to inquire if they are still interested in representing Arlington COA and that we would be interested in hearing from them at our next meeting.

Changing Some Board Meetings to Afternoon Times: A suggested BOA board meeting schedule was distributed. Off-site meetings, some to be held in the afternoon, at various senior housing locations would provide greater access and involvement in COA board meetings. No action taken.

Date of Next Regular COA Meeting: Shirley moved that the Board not meet on December 19. The next regular regular meeting will be January 16, 2003. Mary seconded for purposes of discussion. Five voted in favor; Harry opposed. Motion passed.

Harry moved and Mildred seconded that the Board members and COA staff meet on December 19 for a Christmas Party. Two voted in favor; four against. Motion failed.

There being no further business to come before the meeting, Harry moved to adjourn; Mary seconded. All in favor. Adjourned at 9:55 p.m.

Shirley Chapski,
Secretary

Date of next Regular Meeting, January 16, 2003 at 7:30 p.m.