

Nahant Council on Aging Board Meeting
August 11, 2021 Monthly Minutes
FinCom Room, Nahant, MA 01908

Note: In the following minutes, action items are underlined in red.

The Nahant Council on Aging Board meeting was called to order at 10:09 a.m. on Wednesday, August 11, 2021 by Chairperson Angela Bonin. Present: Angela Bonin, Joe Benson, Linda Peterson, Lollie Ennis, Donna Steinberg, Janet Taylor, and Sheila Hambleton.

SWEARING IN CEREMONY

Town clerk Diane Dunfee appeared briefly in order to give some materials to our newest member, Janet Taylor, who had already been sworn in previously. Four other members had not been inducted yet for their new three-year terms: Carol Sanphy, Lollie Ennis, Emily Potts, and Angela Bonin, so Diane swore in those who were present (Lollie and Angela).

REPORTS

Secretary's Report

Joe read the highlights of the minutes from the June 9, 2021 COA Board meeting and the minutes from the June 23 unofficial meeting.

Angela entertained a motion to accept the June 9 minutes. The minutes were accepted unanimously.

Director's Report, Including Financials

Activities numbers:

Linda reported that the lunch numbers went up from June to July, and the bus numbers stayed about the same. There was a significant jump in the chair exercise numbers for the same period—from 86 in June to 176 in July.

Vouchers:

There was some question about how the vouchers should be signed. Sheila said that the practice of signing the vouchers was based upon an audit that we were deficient in a couple of years ago. Linda said she would ask Allison Nieto if we still needed to sign the vouchers in the same way. Linda mentioned a mistake in the amount of MCOA service dues: the correct amount was \$265.00, not \$85.00.

Account transactions, July Operating Account:

Linda replaced the Statement of Revenues and Expenditures sheets (distributed in the June 9 meeting) with reports in a simpler format. She noted that this year we will no longer be able to move within the budget, as we did in the past, because of a new rule that we were not informed about and whose justification remains a mystery. If we had known about this new rule, we would have done the budget differently. Sheila said that when it comes time to do the budget, we should make it known that we want to have a one-line-item budget request for salaries and expenses. The Finance Committee and Tony Barletta should be told about this. As it stands now, any leftover funds will go into the General Fund and then revert to the town. To amend this rule, there would have to be a special town meeting.

Account transactions, July Donation Account:

After taking into account the beginning balance, deposits, and expenditures, the balance was \$41,324.59. We have control of this account. It's not voted on at the town meeting.

OLD ITEMS

Appliances for the Kitchen (update)

Vicki Masone did a grant for energy efficiency in the town and got a grant for \$9860 for the COA kitchen appliances. The money comes from the Massachusetts Green Communities Division competitive grant and includes LED lighting and a number of other items that we have. Once we find out when that money is going to be released, then we'll order a new, much more energy efficient refrigerator and freezer. Presently we're waiting for a convection oven. The new electrical work has already been done. Linda said she would send an email to see if the convection oven delivery is still proceeding according to schedule. Our new awning has come (it says "Tiffany Room"), but we're still waiting for the door because there's a problem with shipping it.

EXTRAS

CONJUNCTION WITH

Pickleball courts are being put in at the fire station in place of the old tennis courts. The basketball court will remain at the dump.

NEXT MEETING

The next meeting will be on Wednesday, September 8 at 10:00 in the FinCom room in the Town Hall.

END OF MEETING

Angela entertained a motion to adjourn the meeting. A motion was made, seconded, and unanimously approved. The meeting ended at 11:04 a.m.

Respectfully submitted,
Joe Benson

Nahant COA Board Meeting

Wednesday

August 11, 2021

Activities numbers 2021:

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Lunch	487	519	608	567	521	387	427					
Bus					55	167	162					
Exercise						86	176					

VOUCHERS:

July

Vendor	Service	Amount	Notes
Delma Botelho	Cleaning	\$360.00	July
Lynda Connaughton	Exercise	\$240.00	July
Bay State PT of Randolph	Exercise	\$105.00	July
William Morella	Supplies	\$217.36	Food in July
William Morella	Services	\$360.00	July meal preparation
William Morella	Supplies	\$120.19	Food in July
Jim Konowitz	Supplies & Service	\$351.63	July
F. Brewer Inspections	Service	\$200.00	Bus Inspection
MCOA	Service	\$85.00	Dues

Account Transactions:

July-Operating Account

Account	Beginning Balance	Amount spent	Balance
Salaries – Director	\$16,863.00	\$1,173.62	\$15,689.38
Salaries – Admin Assist	\$8,440.00	\$621.00	\$7,819.00
Salaries – Bus Drivers	\$17,349.00	\$665.62	\$16,683.38
Services	\$10,100.00	\$705.00	\$9,395.00
Telephone	\$1,100.00		
Trans Expenses	\$1,500.00	\$200.00	\$1,300.00
Supplies	\$500.00		
Gasoline	\$2,400.00	\$177.90	\$2,222.10
Dues & Memberships	\$350.00	\$265.00	\$85.00

July-Donation Account

Account	Beginning Balance	Amount spent	Balance
	\$42,325.18		
Deposits	\$1,088.00		\$43,413.18
Payroll		\$1,256.77	
Services		\$477.00	
Supplies		\$354.82	\$41,324.59