

# Meeting Minutes

## Nahant Council on Aging

NAHANT TOWN CLERK  
REC'D MAR 6 2024 AM 11:32

Date of Meeting: Wednesday, February 7, 2024

Location and Time of meeting: Town Hall Conference Room #1

Board members attendance: (P=Present, N= Absent with Notice, or W=Absent without Notice)

Bonin P Ennis P Hambleton N Jenkins A Potts P Sanphy N Steinberg P Taylor P Van Meter P

Opened: 10:04 am

Meeting minutes to be approved (include approved edits): January 3, 2024

### Votes taken during meeting:

(Y=Yes, N=No, A=Abstaining)

#### Vote#1

Motion: To accept the January 3 meeting minutes

Motion made by: Donna Seconded by: Lollie

Discussion: None

Roll call vote: Motioned, seconded, voted unanimously.

Bonin\_\_Ennis\_\_Hambleton\_\_Jenkins\_\_Potts\_\_Sanphy\_\_Steinberg\_\_Taylor\_\_Van Meter\_\_



**Vote #2**

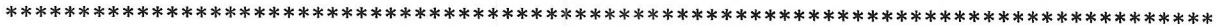
Motion: To accept the Treasurer's Report

Motion made by: Emily Secoded by: Donna

Discussion: Emily said the Formula Grant will be coming. So, budget-wise, we are in good shape. Mary bought a new printer with ink cartridges that are costly and affecting the supply budget, but the cartridges seem to last longer than the old printer's. A grant paid for 80 – 85% of the new printer. Angela said Governor Maura Healey announced possible decreased funding to Senior Citizens. Uncertain if it will affect our future funding.

Roll call vote: Motioned, seconded, voted unanimously.

Bonin\_\_Ennis\_\_Hambleton\_\_Jenkins\_\_Potts\_\_Sanphy\_\_Steinberg\_\_Taylor\_\_Van Meter\_\_



**Vote #3:**

Motion: To accept Director's Report

Motion made by: Donna Secoded by: Angela

Discussion: Tony Barletta was unable to attend today's meeting but will give us an update on any new kitchen renovation information. Mary said a \$7500 check from the Black-Tie Fundraising Event has gone to the Friends of Nahant COA account and is earmarked for the kitchen.

Two COA bus drivers are leaving. Two people are interested in becoming bus drivers. Drivers need to take training which involves taking on-line classes and a driving class. The driving class is not offered frequently. So, Mary is going to contact the State about class availability. Mary will have to pay for

training for the new drivers. There is a lot of competition for bus drivers, who can be paid \$18 – 20 per hour to start. Nahant COA pays drivers \$15 per hour.

The concrete step outside the COA door is cracked again and Mary will ask the Town to repair it.

Roll call vote: Motioned, seconded, voted unanimously.

Bonin\_\_Ennis\_\_Hambleton\_\_Jenkins\_\_Potts\_\_Sanphy\_\_Steinberg\_\_Taylor\_\_Van Meter\_\_

\*\*\*\*\*

**Vote #4:**

Motion: To accept changes to Board Member positions.

Motion made by: Angela Seconded by: Lollie

Discussion: Today is Janet Taylor’s last day as Secretary. Roz Puleo is joining the Board and has been sworn in. Angela has agreed to remain Chairman of the Board. Emily Potts has agreed to remain Board Treasurer. Farris Vanmeter was voted Vice-Chairman of the Board. Donna Steinberg was voted Secretary of the Board.

Roll call vote: Motioned, seconded, voted unanimously.

Bonin\_\_Ennis\_\_Hambleton\_\_Jenkins\_\_Potts\_\_Sanphy\_\_Steinberg\_\_Taylor\_\_Van Meter\_\_

\*\*\*\*\*

Adjourned 11:02 am

Respectfully submitted Janet Taylor

Approved at meeting on March 6, 2024

*Angela Haven Bonin, chair*

## I. Roles and responsibilities of the COA Board and Director

### **BOARD MEMBERS**

- Council Board Members: The Town Administrator, with the approval of the Board of Selectmen, appoints the nine (9) members to the Council board. Three (3) members serve for one year, three (3) members serve for two years, and three (3) members serve for three years, and thereafter, each shall serve for three years.
- Although the Executive Director of the COA is appointed by the Town Administrator and approved by the Board of Selectmen, the review and recommendation by the Council Board will always be requested.
- Council Board members should meet and organize annually by electing one of their members' chairperson and other members to positions they deem necessary.
- The Council Board shall be responsible for submitting an annual budget to the Town for approval by the Town Meeting.
- The Council Board shall have the power to adopt reasonable rules and regulations for the proper conduct of any activity sponsored by the Council on Aging, including hiring procedures and preparation of job descriptions and employee reviews, operating hours, guidelines for operations, etc.
- The Council Board should establish regular meeting times and the Chairperson of the Council Board should be responsible for setting the agenda. The Chairperson should always receive input from the Executive Director when preparing the agenda.
- The Council Board can and should be the group that sets policy and strategic direction, coordinates activities, and resolves problems pertinent to the COA. The Council Board should work through the Executive Director who will be responsible for the day to day operations of the COA
- The role of the Council is to set sound written policies and do long-range planning.

### **EXECUTIVE DIRECTOR**

- The Executive Director is formally appointed by the Town Administrator, with the approval of the Board of Selectmen. Typically, the Town Administrator will work closely with the Council on Aging in interviewing and selecting the Executive Director.
- The primary responsibility of the Executive Director is to carry out the policies set by the Council and to manage the day to day operation of the COA.
- The Director coordinates the daily activities of the COA, attends all meetings set by the Council, assists the Council in preparing meeting agendas and assists the Council in preparing annual budgets.
- The Director shall keep the Council fully informed as to the needs of the COA, and to recommend to the Council such measures requiring action by them, or the town.
- The Director is responsible for preparing, filing and maintaining all financial and administrative records, as may be required.

- The Director is responsible for the care and use of COA property, including maintenance and repair and the development of a comprehensive maintenance program for COA facilities and equipment and to maintain a full and accurate inventory of COA real and personal property.
- The Director is responsible for administering personnel policies, practices, or rules and regulations as they relate to services contracts, employees and volunteers of the COA.

#### **CHAIRPERSON**

- The Chairperson of the Council Board is chosen by the Council and serves for 2 years. Being chairperson does not mean forfeiting the right to vote or express an opinion. It is the responsibility of the Chairperson to make sure the meeting follows the Roberts Rules of Order.
- The Chairperson is responsible for preparing the agenda for each meeting ~~falls to the Chairperson~~, often with the help from the Executive Director. This task includes determining what issues will be up for discussion, what order items will be heard and what will not appear on the agenda.
- The Council should set a deadline by which they must receive all requests to have all items appear on the agenda. Usually the agenda is "closed" several days before a regularly scheduled meeting, to allow time for it to be distributed. Past minutes should be distributed several days prior to seeking approval. It is good practice to group items on the agenda into categories:
  1. Approval of past minutes
  2. Treasurer's Report
  3. Executive Director's Report
  4. New Business
  5. Old Business

## VII. COA Board Vacancy

The Nahant Council on Aging has an opening for a board member. The COA board of directors meet the first Wednesday of the month for an hour or more. The person needs to be computer literate and willing to make decisions for the seniors of Nahant. If you are interested please send your resume and an email to Linda Peterson,

# Nahant COA Board Meeting

## Wednesday

### March 6, 2024

**Activities numbers 2024:**

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Lunch	301	294										
Bus	141	138										
Exercise	146	165										

**Total combined : \$ 1176.00 + \$ 495.00 = \$1671.00**

**VOUCHERS:**

**February 2024**

Vendor	Service	Amount	Notes
Peter Davis	Food supplies	102.07	
Teresa Sirignano	Food supplies	61.45	
James Konowitz	Food Supplies	58.75	
Lynda Connaughton	Exercise	930.00	For 3 months
Delma Botelho	Cleaning	720.00	For jan/feb
Mary Miner	Tiger's Den /supp	231.97	Cash only / supplies
Erica Curcio	Art Therapist	45.00	
Ann Callahan	Food supplies	52.68	
Maria Lucia Ramos	Transport Help	30.38	
Mary Miner	COA Supplies	116.00	

**Total : \$ 2181.87 - 1671.00 = \$ 510.87**

**January 2024**

Vendor	Service	Amount	Notes
Peter Davis	Food supplies	140.23	
James Malone	Entertainment	275.00	
James Konowitz	Food Prep	116.40	
Linda Poaletta	Food supplies	38.97	
Delma Botelho	Cleaning	450.00	
Lancelott	Coa Supplies	154.49	
Erica Curcio	Art Therapist	45.00	
Ann Callahan	Food supplies	52.68	
Maria Lucia Ramos	Transport Help	30.38	
Mary Miner	COA Supplies	116.00	
Pudgys	Repair bumper	250.00	
New England Coffee	Supplies	170.94	
Brett Henry	Food - Oct Nov Dec	1422.38	

**Total : \$ 3262.47 - \$2042.00 = \$ 1220.47**