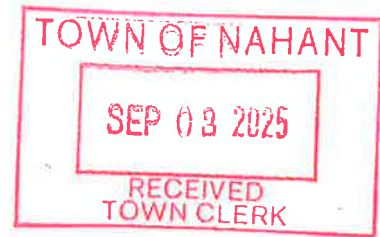


Meeting Minutes
Nahant Council on Aging



Date of Meeting: Thursday July 17, 2025

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

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

Steinberg P Van Meter P Hambleton P Bonin P Ennis P Jenkins P Potts P Puleo P

Sanphy N

Opened : _____10:02 AM_____

Meeting Minutes to be approved (include approved edits) : _____

VOTES TAKEN DURING MEETING :

(Y = YES, N = NO, A= Abstaining)

Vote #1

Motion to appoint Mary Miner (Executive Direc~~or~~ Nahant COA) as acting secretary until replacement can be found .

Motion made by Sheila Hambleton; Second by Roz Puleo . No discussion .Vote: Unanimous to approve.

Vote # 2

To approve minutes from previous meeting – June 4th , 2025

Motion made by Sheila Hambleton; Second by Angela Bonin. No discussion. Vote: Unanimous to approve .

Vote # 3

Motion to approve new slate of officers for COA Board. Donna Steinberg, Chairperson; Farris Van Meter , Vice Chairperson ;Mary Miner , Secretary (Acting) ; and Sheila Hambleton, Treasurer .

Motion made by Sheila Hambelton; Second by Donna Steinberg. No discussion. Vote: Unanimous to approve.

Vote #4

Treasurer's Report by Sheila Hambleton deferred to Mary Miner – Executive Director .

Discussion : Mary presented end of fiscal year (25) funding report. In the purchased services part of the COA budget a reported \$ 266.02 went over the allotted budget amount, due to the inordinate amount of repairs in FY25 for the COA van. Alison Nieto, as Town Director of Finances, presented the over budget item to the Finance Committee and the Board of Selectman, to reconcile the deficit. The salaries for the COA transportation services, had an end of the year surplus. This surplus allowed the Finance

Committee to move money from the salaries budget to the purchased services budget. The Board of Selectmen approved the transfer of funding.

Motion made by Donna Steinberg to approve Treasurer's report; Second by Lollie Ennis . No further discussion . Vote : Unanimous to approve .

Vote # 5

Director's Report:

Discussion: New Hours for the COA began in April and have proven to not be appealing to the volunteer staff and the participants. The general consensus was to return to the previous part time schedule of 9am to 1pm Monday through Friday. It was agreed upon with the staff and suggested we start in September. Our numbers did not increase that much. The one change that is remaining, is the start of lunch. It will continue to be served at 12 noon.

There has been a slight increase in activity. We have introduced new card games and continue with the music program. There continues to be field trips that are appealing and well attended.

The van continued to be having problems. One problem would get corrected and another one would present shortly afterward. The van was at the garage being repaired, yet again. Discussion continued to explore other possibilities of how to address this problem. Mary presented her wish to explore the possibility of getting a new van in FY 26. Sheila suggested the use of a volunteer senior work off participant who has experience finding and writing grant requests as a possibility. Discussion also included the possibility of getting a maintenance schedule for the van.

All future discussions will have to include a discussion with the town administrator , once a permanent person is appointed .

Motion to accept Director's report was made by Sheila Hambleton; Seconded by Lollie Ennis . No further discussion . Vote: unanimous.

New Business

New discussion question : The money put aside for the renovation of the town hall kitchen – is that exclusive to be spent on the TH only ? Donna Steinberg suggested a meeting with Alison Nieto , Acting Town Administrator to discuss what money is available . Meeting to be scheduled .

Motion to close meeting by Sheila Hambleton ,Second by Donna Steinberg.

Meeting adjourned at 10: 40 AM

Respectfully submitted Mary Miner

Approved Meeting on

D

Donna Steinberg Sept 3, 2025

Committee to move money from the salaries budget to the purchased services budget. The Board of Selectmen approved the transfer of funding.

Motion made by Donna Steinberg to approve Treasurer's report; Second by Lollie Ennis . No further discussion . Vote : Unanimous to approve .

Vote # 5

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Discussion: New Hours for the COA began in April and have proven to not be appealing to the volunteer staff and the participants. The general consensus was to return to the previous part time schedule of 9am to 1pm Monday through Friday. It was agreed upon with the staff and suggested we start in September. Our numbers did not increase that much. The one change that is remaining, is the start of lunch. It will continue to be served at 12 noon.

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Motion to close meeting by Sheila Hambleton ,Second by Donna Steinberg.

Meeting adjourned at 10: 40 AM

Respectfully submitted Mary Miner

Approved Meeting on

Donna Steinberg Sept 3, 2025

D

Agenda:

September 3, 2025 @ 10:00 am – 11:00 am

Open Meeting – Donna

Secretary's Report – Mary (Acting Secretary)

Treasurer's Report – TBD

Director's Report – Mary

New Business: Set and discuss goals for upcoming year, including kitchen needs and development as well as increase participation in our programs

Old Business: Election of Officers All

Adjourn

Town of Nahant

YEAR-TO-DATE BUDGET REPORT



FOR 2026 02

ACCOUNTS FOR:	ORIGINAL	TRANSFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
01 General Fund	APPROP	ADJUSTMTS	BUDGET	EXPENDED		BUDGET	USED
541 COUNCIL ON AGING							
01-541-510-000-00-511003	22,677	REG FT EMPLOYEE	SALARY	4,162.89	.00	18,514.11	18.4%
		0	22,677				
01-541-510-000-00-511004	12,367	REG PT EMPLOYEE	SALARY	2,049.50	.00	10,317.50	16.6%
		0	12,367				
01-541-510-000-00-512010	18,310	TRANSPORTATION	SALARY	2,147.03	.00	16,162.97	11.7%
		0	18,310				
01-541-520-000-00-520000	12,516	PURCHASED SERVICES		880.00	.00	11,636.00	7.0%
		0	12,516				
01-541-520-000-00-534001	1,179	TELEPHONE		54.00	.00	1,125.00	4.6%
		0	1,179				
01-541-540-000-00-540000	1,500	GENERAL SUPPLIES		976.13	.00	523.87	65.1%
		0	1,500				
01-541-540-000-00-548001	2,700	VEHICLE GASOLINE & DIESEL		253.70	.00	2,446.30	9.4%
		0	2,700				
01-541-570-000-00-573000	500	DUES & MEMBERSHIPS		.00	.00	500.00	.0%
		0	500				
TOTAL COUNCIL ON AGING	71,749	0	71,749	10,523.25	.00	61,225.75	14.7%
TOTAL General Fund	71,749	0	71,749	10,523.25	.00	61,225.75	14.7%
TOTAL EXPENSES	71,749	0	71,749	10,523.25	.00	61,225.75	

TOWN OF NAHANT
SEP 03 2025
RECEIVED
TOWN CLERK

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Lunch	260	260	364	346	229	224	249	255				
Bus	141	138	130	120	93	76	73	94				
Exercise	148	156	204	169	180	236	280	260				

VOUCHERS:

[illegible][illegible]

