

Received and Filed
[Signature]
Clerk

MINUTES FOR HATFIELD COUNCIL ON AGING MEETING
March 6, 2019

Meeting called to order at 9:03 AM by Chairperson, Kerry Flaherty with Board Members Jill Tucker, Judy Zahn, Susan Hurley, Amanda Zygmunt, Director Jane Betsold, and BOS liaison Cindy Doty present.

1. a. A motion was made by Amanda Zygmunt, and 2nd by Judy Zahn, to accept the minutes of the February 6, 2019 meeting. So moved.

2. **COMMITTEE REPORTS:**

a. **Van Transportation Reports:**

1. **2011 Van** – Van is running fine just not big enough for adults.

2. **2013 Van** – Van is running fine, need to schedule service.

b. **HVES Nutrition Program:**

1. **Hatfield Nutrition Program** – The program is going well, volunteers helping out and more participants coming to lunch. Meals have been very good and enjoyed by participants.

2. **NPC Meeting HVES** – No meeting.

c. **Programs & Activities:**

1. **Volunteer Recognition** – A date of April 25th has been planned. Invitations are being mailed next week. Items for volunteers have been purchased. Jane will be working on booklets, certificates, etc.

3: **OLD BUSINESS:**

- a. **Town Hall Renovations Update** – Since the funding passed for the basic renovation at the Special Town Meeting and ballot voting, the downstairs ramp will be cut along with giving the COA back the 40% kitchen space that will be taken away for the elevator. Kerry expressed concern that the COA would not be able to use the kitchen after renovation because it will not be brought up to code. Roland Laurin, a Capawonk resident, spoke to the Board with concerns about the existing programs and activities that are offered by the COA during the renovation process and after the renovation was done. We have a plan in place and there should be no reason to eliminate any program or activity. The Town has an agreement with Our Lady of Grace Church to hold our congregate meals program, exercise classes, chair yoga, and bingo. The Brown Bag program will be held out of the Emergency Services Room. The SHINE & Health clinic will be held in the meeting room. SNAP has been moved to the Food Bank. The COA office is supposed to be moved upstairs in the now DPW's office. Also, a couple of Book cases will be moved upstairs to maintain a downsized library in the COA office. All pending the bid process.

- b. **FY'19 EOEI Formula Grant Funding** – Jane reported that we have just received notification that the grant funding from the Executive Office of Elder Affairs was received by the town on January 18, 2019 in the amount of \$10,509.75.

- c. **FY'20 Budget** – The FY'20 Budget was discussed. A motion was made by Judy Zahn, 2nd by Susan Hurley, to increase the Wages and Expense line items, no level funding as requested by the Finance Committee. So moved. Amanda Zygmunt abstained from the discussion and vote due to conflicts. See attached budget sheet.

- d. **Van Driver Job Description, Van Policy & Conduct on Vehicles** – The Board discussed the van driver job description. Judy Zahn made a motion to accept the changes, 2nd by Jill Tucker. So moved. Jane suggested that a sub-committee of Susan Hurley, Amanda Zygmunt, and herself research and update the van policy/conduct on vehicles policy and draft a new version. They will work on that.

bold line below
10:50 AM

4. **NEW BUSINESS:**

- a. **COA Director Position /Job Desc.** – Jane Betsold reported that she is looking at a July 6, 2019 retirement date, her last day on the job being July 5, 2019. A copy of the COA Director Job Description was distributed to the Board and was suggested that now is the time to update it before the position is posted. The Board was asked to review the job description to discuss at the next meeting. Jane will have her written letter handed in to the Board and to the Town Treasurers office.
- b. **Town Administrator** – The Town Administrator would like to discuss the direction and plans of the COA Board pending renovation and the COA Director's retirement. She is available to help with the hiring process and will attend the next meeting as she had a conflict today.
- c. **Procedures for Expense Reimb.** Discussed was the new procedures with Baystate Municipal Accounting for expense reimbursements.

5. **UNANTICIPATED NEW BUSINESS:**

- a. **Donations:** A donation of \$10.00 was received from Patricia Judice.
Jane reported that she sent out thank you letters on behalf of the Council on Aging to everyone who made a monetary donation in 2018 to the COA excluding the ones made in memory of someone. Those were sent out right after the donations were received.

6. **ADJOURNMENT:**

A motion was made by Judy Zahn, and 2nd by Amanda Zygmunt, to adjourn the meeting. So moved.
Meeting adjourned at 10:50 AM.

Respectfully submitted,



Jane Betsold, Recording Secretary