

HATFIELD COUNCIL ON AGING MEETING MINUTES

May 2, 2018

Meeting called to order at 9:02 AM by Vice Chairperson, Amanda Zygmunt with members Jill Tucker, Susan Hurley, Kerry Flaherty and Director Jane Betsold.

1. a. April 4, 2018 minutes will be available for next meeting.
- b. Next Council on Aging Meeting to be held on June 6, 2018 at 9:00 AM.

2. COMMITTEE REPORTS:

a. Van Transportation Reports:

1. 2011 Van – The height of the van is an ongoing issue as anyone over 6 feet tall bangs their heads on the ceiling of the van. The van is starting to see some rust on it but the DPW Director feels the van does not need replacing at this time.
2. 2013 Van – The seat belt broke and had to be replaced in the seat behind the driver. The issue with both vans is that the seats are for school age children and even though they are 7 passenger vans there is not enough room for 2 adults to sit side by side in them so we can only transport 5 people at a time. The van was serviced on April 9th. Rear shocks have been ordered and need to be replaced.
3. Van Driver Retirement - Our van driver Ken Roberts handed in his notice that he will be retiring effective May 18, 2018 because he would like to spend more time with his wife and family. A motion was made by Jill Tucker, and 2nd by Susan Hurley, to accept his resignation. So moved. We wish him well in his retirement and thank him for his many years of dedication as a COA van driver.
4. Van Driver Incident - A minor incident occurred with our driver Ken Roberts on April 23rd. While dealing with a wheelchair client and having to remove the leg attachments on the wheelchair because it was too large and there not enough room to maneuver, Ken banged his head causing a small laceration. He was fine and didn't need medical attention, however Jane had him fill out the proper paperwork, filed it with the Secretary, and put on file with COA. There was also a small dent in the inside of the lift door because of the incident. This report is also on file.

b. HVES Nutrition Program/BOD :

1. Hatfield Nutrition Program – Program is running well. HVES provided a sanitation training for available volunteers on April 23rd. Certificates will be available for them.
2. Hatfield Project Council Report – Jane emails monthly reports to HVES. They email the meeting reports to us for our file.

c. Programs & Activities:

1. Volunteer Recognition – The Recognition was a great success. Everyone had a wonderful time. The food was excellent, and the entertainment was really good, we got our money's worth. Jane will have a detailed expense report for June.

3: OLD BUSINESS:

- a. Town Hall Renovations Update – Jane spoke with Marlene on April 30th. The final renovation plans have not been received as of then so the bid process has not begun. They also discussed the divided wall and entry door in the extended space that was going to be a File room but is going to be storage space for our metal storage cabinets from our kitchen. That wall and door need to be left out of the plan for COA use. She will pass that along.
- b. FY'19 Budget – Budget meeting was held May 1st, a cut of 1% was put in for all Departments. Non contracted employees at the School were put in for a 2% COLA. They are looking into other non contracted employees of the town and what they are going to get.

4. NEW BUSINESS:

- a. COA Space Options During Renovations – Town Administrator has been in contact with the Diocese about the written agreement needed to be signed with the town. Just waiting on that. Jane has checked with RSVP and HVES about using the church space for our Lunch and Exercise programs even though they are not handicap accessible. Both agencies have no problem because it is only temporary during renovations. We have to announce to the public and post that the space we are using is not handicap accessible and they must use their own judgement when attending these programs.
- b. Budget Cuts FY'18 – No cuts for COA for FY'18. FY'19 cuts of 1% and 2% of our Total operating budget was requested by the Selectboard and Finance Committee. These cuts would come from our Transportation Line Item. Our total Operating Budget is \$95,018.00. A 1% cut would be \$950.18. A 2% cut would be \$1900.36. Kerry submitted a letter to them on April 12, 2018.

5. UNANTICIPATED NEW BUSINESS:

- a. HEADS Up Committee – Heather Cahill was present to discuss the HEADS Up Committee purpose and involvement with the community. Ideas were discussed about what programs or activities the over 60 community would benefit from through the committee. Jill Tucker suggested a year long program which would offer a one on one with the school children and seniors in the community. Heather took all information offered from the COA Board and will pass along to the HEADS Up committee at their next meeting and get back to Jane. We will not have a representative from the COA attending meetings but will gladly work with the committee if needed.

6. ADJOURNMENT:

A motion was made by Jill Tucker, and 2nd by Susan Hurley, to adjourn the meeting. So moved.
Meeting adjourned at 9:40 AM.

Respectfully submitted,



Jane Betsold, Recording Secretary