



## Town of Middlefield Council on Aging

[coa@middlefieldma.net](mailto:coa@middlefieldma.net)

### MINUTES - OCTOBER 10, 2013

The meeting was called at 4:35 PM.

Members present: Marge Pierre (chair), Priscilla Suriner, Kim Baker, Judy Artioli, Judy White and Howard Knickerbocker. George Reichert is present representing the consortium.

The minutes from the Sept. 25<sup>th</sup> meeting were read and accepted.

Marge Pierre resigned as chair person. It is decided that we should search for additional members for the Council to fill needed positions.

Kim Baker is elected treasurer. George Reichert will meet with him to review his job responsibilities.

Marge agrees to be secretary and Howard will provide computer support.

A discussion ensued of the benefits of using interns.

Ethics training is still required for Marge, Priscilla and Judy W. George will try to provide this training before next board meeting.

Meal for Oct. 16<sup>th</sup>: Judy W. and Priscilla agree to oversee volunteers for serving and clean up. Judy A. will secure number of guests by calling list of regulars, giving them the COA number to call for future communications (623-9990) and call in the number of reservations. Priscilla will provide list of regular attendees to Judy A. Howard agrees to pick up the meals in Huntington. Priscilla agrees to secure volunteers for lunches until the next board meeting.

Marge will check with Susan B-D on how water is supplied to building.

Marge agrees to write the grant application to the Cultural Council which is due by Oct. 15<sup>th</sup>.

Marge will contact Suzanne Lemieux to see if she will handle the brown bag pick-up and delivery.

George mentions that computer training is available at Russell.

Meal Coordinator search: George has the updated job description. There is discussion of pay rates, making sure money is left for the Activities Coordinator position. The salary would be for 3 and not 4 quarters. Howard suggests probationary period of 6 months. Kim recommends written resumes and references. George will post ads in Westfield Evening News, Country Journal, and will post in Post Office and on the web site, and at the Town Hall. Resumes should be received by Nov. 8<sup>th</sup> to be available for review at next board meeting.

There is concern over the broken lock on the center door.

It is noted that minutes are confidential until approved at the next board meeting.

Huntington has withdrawn from the COA consortium.

There is discussion of the new computer for the senior center and how best to make use of it.

Marge agrees to check with Susan B-D in regards to the PO Box. A key is required and also the date when the fee is due is needed. Incoming mail should be dated upon receipt.

The next meeting is on Nov.13<sup>th</sup> at 1:00 PM at the Senior Center.

This meeting was adjourned at 6:20 PM.

Minutes Accepted as Written / Minutes Modified

---

(Title)