



**Town of Middlefield**  
**Council on Aging**  
[coa@middlefieldma.net](mailto:coa@middlefieldma.net)

MINUTES - NOVEMBER 13, 2013

The meeting was called at 1:14 PM.

All members and George Reichert (Consortium) are present.

The Oct. 22<sup>nd</sup> minutes are accepted as provided.

Howard agrees to be chair through this fiscal year. He is nominated and unanimously elected. Howard states that his temporary chairmanship provides a breathing space for COA to come together as a Board and to find a long term chair.

Marge will inform Suzanne on the procedure to deposit brown bag contributions to the Town Accountant.

A resume was received from Suzanne Lemieux expressing interest in the meal coordinator position. George will contact her and set up an interview.

Kim has set up a spread sheet for budget tracking and accounts payable. He is gathering FRTA information for reimbursement submissions.

Judy Artioli will coordinate requests for drivers. She will also check the answering machine and provide the weekly meal count to Northampton.

Marge will create a file system to manage our approved minutes and agendas for permanent retention.

Howard suggests using the Town approved mileage reimbursement rate of \$0.555 per mile so we are not setting policy independent of the Town. This will allow everyone to recover true portal to portal expenses.

George asks that volunteer hours be submitted.

The next meeting is set for Dec. 11<sup>th</sup>.

Howard motions for adjournment, Judy White seconds. A unanimous vote and meeting adjourns at 2:56.

Minutes Accepted as Written / Minutes Modified

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(Title)