



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

**COUNCIL ON AGING MEETING**  
June 3, 2015

1:33 PM at the Senior Center

**MINUTES**

**Board Members Present:** Chair Judy Hoag, Marge Batorski, Judy Artioli, Howard Knickerbocker, Laurie Lafreniere, Priscilla Suriner, Ed Vivier and Kim Baker.

Guests: Marge Pierre and Pat Jones

Chair Judy Hoag opened the meeting at 1:33 P.M.

**Minutes:** May 6 minutes were reviewed. Howard Knickerbocker made a motion to accept the minutes of May 6, 2015 with several corrections. Marge Batorski seconded the motion. Motion was passed unanimously. The secretary will send a corrected copy of April 1<sup>st</sup> minutes to Howard to put up on the town web site.

**COA documents:** Howard turned in several COA files with information pertaining to Howard's role as Chairman. Some of the contents included financial contract information and two discs with digital files that belong to the COA.

**Treasurer:** Kim Baker relinquished his files of all the receipts from 2014 FRTA and COA.

All of the information will be filed in the COA office.

**Budget:**

It was agreed to direct all billing to Kim for approval before submitting them to the Accountant. There is \$3,531 used up as of last Saturday which puts us over the state grant of \$4,000.00. We are now working on the town appropriation of \$1,500.00. The \$500.00 Consortium dues have not been recorded as being expended; other expenditures are expected to be \$125.00 for the luncheon coordinator, mileage and other expenses. \$550.00 has been paid to Doreen Black for Tai Chi classes. \$500.00 will be covered by the Cultural Council and \$50.00 will be taken out of the COA budget. The donation and gifts accounts should be combined. One is showing a loss and one a balance of \$450.00. He requested records from the Brown Bag program. Kim brought in the COA's laptop and handed it to Suzanne who will use it for transcribing minutes.

**Term limits:**

**1 year:** Judy Hoag, Howard Knickerbocker and Priscilla Suriner. Judy and Priscilla committed to staying on. Howard will stay until his business is finished.

**2 year:** Marge Batorski, Kim Baker, and Ed Vivier.

**3 year:** Judy Artioli and Laura Lefreniere

Reorganization will be on the agenda at the next meeting

**Treasurer duties:**

- 1) Communicating with FRTA, Judy Artioli manages the ride program smoothly, Kim has to scan everything and email it to FRTA. Balances and verifications need to be checked and driver's licenses are checked at the Mass Registry.
- 2) The bills are turned into the Accountant and funds are turned into the Treasurer.

**CORI checks:** Susan Baker Donnelly has completed the paperwork for the CORI check.

**Drivers:** Judy A. needs a driver for July 3<sup>rd</sup>. Additional notice is required to request rides.

**Consortium consultant:** Phil Burns has met with the Chairs of the COA's in the Hilltowns. He is creating a rough assessment of the needs and challenges of the seniors and will create a strategic plan to move forward.

**Computer:** Computer access was requested for the Senior Center. There are not any DSL slots available in the town. Dial up connections are the only option.

**CPR:** Ed Vivier encouraged everyone to stay after the meeting to attend a short instruction session to perform hand CPR.

The Chair made a motion to have expenditures of \$100.00 or less be approved by the Chair, and over \$100.00 to be approved by the Board. Howard seconded the motion. Motion passed unanimously. The Chair made a motion to spend up to \$250.00 on the needs of the senior center including office supplies, depending on balance available. Howard seconded the motion. Motion passed unanimously. The Chair made a motion to authorize up to \$500.00 to upgrade the sitting area depending on availability of funds. Howard seconded the motion. Mattresses need to be replaced on two couches. Howard proposed an amendment to replace only one of the mattresses. Discussion ensued. Howard withdrew his amendment. Motion passed unanimously.

The Chair made the motion to adjourn at 2:45 P.M. Marge seconded. Motion passed unanimously.

**Next Meeting:** Next meeting is July 1, 2015 @ 1:30 P.M.

**Adjournment:** Howard made a motion to adjourn at 3:05 P.M. Marge seconded the motion. All were in favor. 0 opposed.

Respectfully submitted,

Suzanne C. Lemieux