

TOWN OF SHEFFIELD
COUNCIL ON AGING
JANUARY 9, 2018
SHEFFIELD SENIOR CENTER
6:30 pm

Board Members Present: David Steindler, Chairman
Patricia Hardisty, Vice Chairman
Richard (Dick) Magenis
Marion Consaul
John Gilligan
Dorris Van Deusen
David Smith Jr.
Michelle Harwood

Others Present: Kathie Loring, Executive Director

Members of the Public: Rhonda LaBombard, Town Administrator
Kathy Staropoli
George Oleen

Chairman Steindler called the meeting to order at 6:30 pm.

APPROVAL OF MINUTES: Richard Magenis moved to approve the December 12, 2017 minutes with one correction, seconded by Michelle Harwood. The motion was unanimously approved by the board.

APPROVED LOWER LEVEL POLICY: Chairman Steindler presented the board with the approved lower level usage policy. The final policy was approved by the Selectmen.

DRAFT PROPOSAL of the POLICIES & PROCEDURES FOR THE COA: Chairman Steindler presented the draft proposal of the policies and procedures for the COA. Michelle Harwood asked for clarification on proxy voting as mentioned in Robert's Rules of Order. Chairman Steindler stated that the COA meetings are governed by Massachusetts Open Meeting Law and proxy voting is illegal. Chairman Steindler asked the board if there were any changes or problems of wording on the document. No changes in wording were suggested by any member of the board. Chairman Steindler asked if the board wanted to wait until the next board meeting for a vote on approving the edits to the document. Richard Magenis suggested that the board vote on it at the current meeting. Richard Magenis moved to approve the updated Policies & Procedures for the COA, seconded by John Gilligan. The motion was unanimously approved by the board.

BUDGET REPORT:

Chairman Steindler asked the board if they had any questions about the COA budget as presented from Executive Director Loring. Chairman Steindler made a recommendation to have the revolving accounts be placed on the page closer together so it could be read more easily. Chairman Steindler also asked that the spread sheet be enlarged for easier reading. Richard Magenis asked for clarification on the deficit in the transportation line. Executive Director Loring mentioned that the transportation revolving account was in a surplus so that it would even itself out. Director Loring reported that the service rides for seniors has increased. Discussion ensued about the transportation expenses and Chairman Steindler preferred the expenses be debited from the COA budget before using the transportation revolving account.

EXECUTIVE DIRECTOR ITEMS:

Executive Director Loring reported that the Formula Grant contract had been received and signed by Town Administrator LaBombard and a check to the town should be received in about a month. The budgeted amount by the State should be \$8,850.21. Discussion ensued about the funding and Executive Director Loring stated that the Formula Grant was the same as last year.

Executive Director Loring informed the board that the Hazard Mitigation interactive open house would be held at the senior center on February 13th from 1-3 pm and again at 6-8 pm. Executive Director Loring explained that the Town of Sheffield is updating its hazard mitigation plan through the Berkshire Regional Planning Commission. Executive Director Loring pointed out that there might be a conflict with the monthly COA board meeting at 6:30 pm on that second Tuesday of the month but that the COA board could meet in the lower level.

Executive Director Loring reported that she would attend a local COA pre-planning meeting on February 19th in Great Barrington. This meeting would be an opportunity to have questions and concerns aired with other Berkshire COA's before meeting with Representative Smitty Pignatelli in early March. Executive Director Loring asked the board if they had any issues they would like her to take to the meeting.

CHAIRMAN ITEMS:

Chairman Steindler asked the board whether the 6:30 pm meeting time on the second Tuesday of the month would be viable or whether another day or time would be optimal. Chairman Steindler reminded the board that the meeting time of 4:00 p.m. was a conflict for a couple of members, and the date and time of the monthly meeting was open for discussion so that everyone on the board could be accommodated. David Smith expressed concern that Executive Director Loring might not have been asked if the time change was a hardship. Chairman Steindler responded that he had asked her and Executive Director Loring agreed that she was asked and would have spoken up if the time change presented a conflict for her. Only David Smith had a conflict with Tuesday evenings since he attends Kiwanis meetings but agreed he could miss one Kiwanis meeting a month to be able to attend the COA board meeting. The next meeting was set at 6:30 pm on Tuesday, February 13th.

MEMBER ITEMS:

Dick Magenis reported that the Men's Breakfast was scheduled for January 29th and February 26th. Speakers are being sought for after breakfast programs.

Dorris Van Deusen asked when members needed to get their applications in to the Town for serving on the COA board. Town Administrator LaBombard said a letter would be sent and May would be the month applications would be due.

FRIENDS ITEMS:

Michelle Harwood reported that the Friends didn't have a meeting so there was nothing to report.

PUBLIC COMMENTS:

Kathy Staropoli asked Executive Director Loring and the COA board if there were any trips planned for the spring. Ms. Staropoli visited the Claire Teague Senior Center in Gt. Barrington and they have several trips planned. Executive Director Loring reported she had been in contact with Polly Mann at the Gt. Barrington senior center and they will be working together on future trips.

David Smith Jr. moved to adjourn the meeting at 6:55 pm, seconded by Richard Magenis. The motion carried unanimously.

Respectfully submitted by,

Madonna Meagher
Assistant to the Director

Documents Reviewed:

Minutes, Lower Level Usage Policy, Sheffield COA Policies and Procedures, FY 18 budget