

TOWN OF NORTHBRIDGE

COUNCIL ON AGING SENIOR CENTER



**20 Highland Street
Whitinsville, MA 01588**

**Telephone (508) 234-2002
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Minutes of November 9, 2021

COA Meeting

Members Present:

Jean Mistretta-Chairwoman, Denise Forgit-Vice Chairwoman, Charlene Potvin-Treasurer, Jean Finnegan, Yvette Ayotte-Kind, Elaine Mahoney, Joan McManus, Bonnie Poquette, and Nikki Roadman.

Kelly Bol-COA Director

Michelle LaChapelle-Assistant COA Director

Members Absent:

Carole Sweeney-Secretary and Elaine Inman

Fine Representative:

Gay McCrea- President

Visitors Present:

None

Chair's Opening Comments:

The meeting officially started at 9:05 am and was called to order by Chairwoman Jean Mistretta.

1. Secretary's Report:

Bonnie Poquette mistakenly forwarded the September minutes rather than October's minutes. The correct minutes were later provided and forwarded to COA members by Director Kelly Bol.

2. Treasurer's Reports:

The Treasurer reviewed the October 2021 financial reports:

A. FINE/COA Reports October:

Opening balance of \$2,921.47, receipts of \$1,004.00, disbursements of \$1,476.04 for an end of the month balance of \$2,450.43.

FINE/COA Transportation Report September: Opening balance of \$3,554.69, receipts of \$87.00, disbursements of \$160.72 for an end of the month balance of \$3,480.97.

2 drivers were reimbursed for 287 miles.

B. FINE/COA Kitchen Report September:

Opening and closing balance of \$972.30.

The Chairwoman opened the vote. Jean Finnegan motioned to accept; and Elaine Mahoney seconded. The motion was unanimously approved.

3. Town Budget Report FY 22:

The Chair asked Director Kelly Bol to review the report.

After review and discussion, the Chair opened the vote. Yvette Ayotte-Kind motioned to accept; and Charlene Potvin seconded. The motion was unanimously approved.

4. Director's Report from October 2021:

Director Kelly Bol shared that Jeanne White has been very busy with fuel assistance applications. Also, the center now has a DTA (Department of Transitional Assistance) kiosk which help both seniors and those who use the food pantry with their SNAP (Supplemental Nutrition Assistance Program) benefits.

After review and discussion, the Chair opened the vote to accept the Director's report. Charlene Potvin motioned to accept; Joan McManus seconded. The motion was unanimously approved.

5. Chairman's Comments:

The Chair shared that COA board meetings would no longer be available via Zoom. She encouraged us all to be on time for meetings and be ready to start right at 9:00. Also, if you must miss more than 2 meetings per year please consider resigning.

6. F.I.N.E. Report

President Gay McCrea shared that the final drawing for the 120 Club will be held on November 18th. The "Bags on the Go Lunch" was held on October 26th and served over 80 people. FINE is working on aprons for an upcoming fundraiser. They are also putting together Christmas baskets which will be raffled off. Charlene Potvin expressed her thanks to the FINE board for all their help over this past year.

7. Kitchen Subcommittee Update:

Director Kelly Bol shared that some work has already started in the kitchen. The electrician has come out and soon the cabinets will be installed. She's hoping that the project might be completed in January.

8. COA Personnel Vacancy ~ Program/Volunteer Coordinator

This 19-hour position will be funded by the Formula Grant. The deadline for applications is November 15th.

9. ARPA Funding

The center has received some funds from ARPA. (American Rescue Plan Act) Director Bol suggested these funds be used on projects to improve how things are done at the center.

10. Correspondence:

The COA Board received a thank you note from a fellow board member who recently had a death in their family.

11. Open Forum:

A name was drawn to announce the winner of a painting that was donated by Sue Dehaan, a member of the FINE board.

Respectfully Submitted,

Bonnie Poquette

COA member

cc:

Board of Selectmen

Adam Gaudette, Town Manager

Linda Zywiec, Town Clerk

Kelly Bol, COA Director

Jean Mistretta, COA Chair

Gay McCrea, FINE President