

CITY OF GARDNER

MASSACHUSETTS 01440

COUNCIL ON AGING

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COUNCIL ON AGING BOARD

Minutes, September 12, 2022, 2pm

Gardner Senior Center

<https://www.youtube.com/watch?v=vLgg7yIp6Z0>

Present:

Director Michael Ellis, COA Chair Ronald Darmetka, COA Vice Chair Paul Leone, Secretary Kathy O'Brien, Treasurer Terri Hillman, AARP Rep. Patricia Jandris, Golden Agers Rep. Gloria Tarpey

Associate Members:

Mary Shaffer, Paul Crowley, Adele Peterson

Absent:

Tracey Hutchinson, Nancy Hebert, Daniel J. Kelley, Ken Fournier, Evelyn McCarthy, Cheryl Howes, Richard Girardin, Audrey Faucher, Paul Crowley,

1. CALL TO ORDER:

Meeting called to order at 2:02 pm by Chair Ron Darmetka

2. MINUTES:

Motion made and carried to accept the minutes of the June 6, 2022 meeting.
Kathy O'Brien/Patricia Jandris, 5/0

3. TREASURERS' REPORT

Two separate reports were presented.

A. Year end final report June 30, 2022

Treasurer, Terri Hillman reported the City General Fund/Operating Account (June 30, 2022) The budget with adjustments/transfers totaled \$189,175.18, actual spent for FY2022 was \$187,118.83, with a **positive** balance of \$2,056.35 turned back over to the City.

FY 2022 Gift Fund- some minor adjustments have to be changed for income, but the year end balance on his account is \$52,670.48.

Revolving Fund- City originally had a \$20,000 cap on this account but due to increased levels of revenue and limited expenses, the City has been asked and authorized to increase the amount of carry over. When money comes in for activities it flows through this account, and expenses flow out. A detailed list of expenses was provided and broken down by activity or items. The beginning balance was \$52,922 and with expenses and revenue, ended the year with a balance of \$33,406.26.

State Grant- grant came in at \$49464, there was a carry over of \$27039.22 less Outreach Coordinator salary adjustments of \$2743.42 and other expenses of \$32,043.18. The balance was \$24,295.80.

Mike noted that adjustments/increases made in budget were primarily salary adjustments from negotiations that happened after the beginning of the year. Otherwise, both the salary and operating accounts stayed right on target and in fact, resulted in the surplus. Transfers can be made between salary accounts to other salary accounts, and operating accounts to other operating accounts, but not between salary and operating accounts in the General Fund.

Gift account balances are correct, but the transfer totals didn't carry over correctly.

Mayor Michael Nicholson reported the request to the Council has been made to increase maximum carry over amount to \$40,000.

State Grant-- there are carry overs, that is new. Carry overs a result of not being able to fill certain other salary positions for the whole year. Similarly we are going into this year without filling the position so will have more available money.

Motion made and carried to accept the financial report for the year end June 30, 2022, Kathy O'Brien/Pat Jandris, 6-0. Clarification was provided by the Mayor on how the assets are held, and whether they are in financial instruments that earn interest.

B. August 30, 2022 Financial report

General Fund Budget of \$188,865.82. Year to date expenses for July and August were \$24,521.22, and in the month of August were \$14,032.36.

Gift Fund received \$1925 in donations in August from two foundations. Ending balance in the gift fund was \$54,595.48.

Revolving Fund started the year with \$33,370.62. Year to date income was \$5306.10, with \$819.50 being received in August all from special programs. Expenses were \$8,657.83, and in August, after adjustments for Hannafords expenses, we spent \$4,933.73. (Mike noted the addition error in the spreadsheet provided.) Our ending balance in August was \$30,018.89.

State Grant carried over \$25,570.43. The City expects to get a minimum of \$49,464. Our anticipated budget in this fund is \$75,034.43. To date our expenses were \$8,278.05 and in August we spent \$3184.98. Our balance including the anticipated grant of \$49,464 is \$66,756.38. Mike noted the difference between the carry over from June 30 was different than the beginning balance of July 1. The JUNE 30TH report shows an expense for OUTREACH Coordinator of \$1274 separately at the bottom of the page (as an unique expense.) This expense was rolled into the salaries expense line for the July 1 report, resulting in a higher beginning balance but a net adjustment out of the ending balance for the Aug 31 report.

Motion made and carried to accept the August 31, 2022 Financial Report.
Kathy O'Brien/Paul Leone, 6-0

4. INTRODUCTION OF GUESTS

Motion was made to take items out of order to allow our guests to speak, Hillman/O'Brien, 6-0.

Mike Introduced His Honor Mayor Nicholson and State Representative Jon Zlotnik.

Mayor Nicholson addressed the group about the exploration and consideration of the Senior Center moving into Waterford St School. Mayor Nicholson and Representative Zlotnik emphasized this was just a proposal and is being looked at more carefully. It is truly a plan on pencil.

The area being considered is about 3000sf bigger than current location, have more rooms, and more parking. An old floor plan was provided for reference. The two spoke about the layout and possible uses.

State Representative Zlotnik noted he has been working on this project for some time and is seeking funding for the project. Rep Zlotnik also mentioned that this building would be ideal for community center concept and would likely include other community organizations. He also noted that this space would allow for more simultaneous programming as well as larger programs in the building.

Mayor Nicholson reviewed the potential and required uses of other newly available buildings. He mentioned the high insurance costs for the Senior Center Building because of stairs, as well as the frequency of trips and falls tied to it. The location provides almost double the available parking spots for the centers activities as well. Mayor Nicholson also noted that there were still board approvals to be obtained from the other organizations being proposed to be a part of the community center. He also informed the group that this would have to go before the school committee to transfer the ownership of the school as well as to the City Council for changes to the COA/City Department.

There was some discussion about how the building might be used for multiple groups. Timetable was discussed as well as ballpark budget for build out. Echoing the sentiments of more space, single floor, and better parking, Chairman Darnetka also noted that it is likely the Waterford St locations would be on a bus route and we would have access to the field for programs.

5. OLD BUSINESS

- a. **By-Laws** - Discussion of revising Bi-Laws still remains on the docket. Anyone wanting more information on this, please contact the Senior Center.
- b. **Listening Sessions** – The Listening Sessions have been very successful. More Listening sessions have been scheduled for October 18 at the Highrise and October 24 at Hillside Gardens Community Rooms. Mike thanked the folks at the Binnall House for their support.

6. NEW BUSINESS

- a. **Fabric/Recycling Effort.** The Senior Center has a new fabric recycling bin in the back of the parking lot that is available for use by members of the community. The center will receive \$.07 a pound for fabrics deposited there. Mike asked the Board for their approval to place the bin at the Center. Motion made and carried to approve the agreement (which can be canceled in 30 days) with CMDK for the placement of the fabric recycling bin in the parking lot, Hillman/O'Brien, 6-0. Pick up is once a week and can come on demand if needed. No Mattresses, no glassware. Story ran in Gardner News.

- b. **Director's Report** – Mike gave overview of programs and services at Center including new initiatives, outreach, equipment, and engagements.

7. **OPEN DISCUSSION** –

Paul Leone shared info on community LGBTQ supports including community dinner. Group will explore programs at Gardner Senior Center.

Sapphire Park newsletter holder in place.

Community Dinner hosted by CAC, should be after normal operating hours. After hours programs staffed by changes in schedules or by Director. There was discussion on how we get involvement and engagement of employed seniors.

There was some discussion on Out Reach Coordinator position. Have new round of applicants. Mike will update but search is still in progress.

- 8. **NEXT MEETING DATE** is Monday October 3, 2022 at 2:p.m.
- 9. **ADJOURNMENT:** Motion to adjourn made by O'Brien/Leone, 6-0

Respectfully submitted by,
Kathleen O'Brien, Secretary