

COA Meeting Minutes  
Tuesday, September 8, 2015  
4:30 pm

In attendance: Jack Daley, Chairman, Marsha Petrillo, Director, Marie Potter, Edwina Porter, and new members: Kate Marshall, Jean McElreath, Shirley Schultzberg and UEC member/treasurer, Jeanne Daley.

The director called the meeting to order at 4:40 pm.

The director welcomed the new members and gave each of them a copy of the "Guide for New Members" produced by the Executive Office of Elder Affairs, as well as the following information: the COA Bylaws, a summary sheet identifying COA Board member responsibilities and information from Elder Affairs about an upcoming COA Board member training at the Mendon Senior Center offered on Wednesday, September 30, 2015 from 9:00 am to 12:00 noon. Edwina Porter, Kate Marshall, Shirley Schultzberg and Jean McElreath asked to attend the training. The director will register the new members and also plans to attend the training.

The Director agreed to serve as an ex-officio "Treasurer" and to supply the board members with updated financial reports in order to better familiarize the new members with our expense, salary, donation and grant accounts. The director will also give a revenue report, as needed, to keep the board up to date on our cash in and out.

The director explained that the high speed copier/printer is giving the staff a lot of trouble. The copier was a gift from the Uxbridge Elderly Connection about 6-8 months ago. The director said that the copier has been jamming since the very beginning and that the technician, Tom Banks, of MetroWest Copiers has been out several times in an attempt to fix the problem. The director discussed the possibility of leasing another copier and keeping the one we have as a backup and extra copier. Jeanne Daley said she would bring this up at the next UEC meeting. Jack Daley said he will discuss the matter with the Town Manager, David Genereux.

The director discussed the changes to the local work off program since the May town meeting. She explained that the program runs on a calendar year (January to November 15<sup>th</sup>) and not on a fiscal year (July 1 through June 30<sup>th</sup>.) Town Meeting voted to increase the work off amount from \$500 to \$1,000.00. Many of the participants already enrolled in the program for 2015 will stay on to complete 111 hours to receive the increase. Next year the program will allow only 15 participants unless otherwise cleared by the Town Manager/Assessor. The program is based on the current minimum wage of \$9. (\$9x111hrs=\$999.00) The director explained that the benefit was applied in the following year and split into two payments with the deduction of \$500 from the February 2016 actual tax bill and \$500 deducted from the actual May tax bill for a total of \$1000 after successful completion of the program. All interested individuals are urged to sign up for the 2016 program in

January and should make an appointment with the director to fill out the necessary paperwork. The director will help to link all interested participants with volunteer assignments in such departments as the DPW, Library, Senior Center, Town Hall and Building Zoning and Conservation. All participants in the 2016 work off program should expect to receive the maximum \$1000 deduction in 2017 after completing 111 hours of voluntary service. The director recommends that all interested parties contact her for a comprehensive overview of the program.

The director gave a transportation update. The senior center is doing approximately 60-100 medical runs each month. This service is not funded by the town or covered in our operating budget. We pay our drivers from the Formula Grant which is calculated as follows:  $\$9 \times 2425 \text{ seniors} = \$21,825.00$ . We are losing two of our long-time, well-seasoned, van drivers; Cheryl and Pete Waeger. This will put us in a bind for new transportation drivers for med runs and for our daily lunch program and shopping trips. The director spoke to the Town Manager about the upcoming vacancies and she will begin to search for drivers to fill these vacancies, in September.

Jeanne Daley gave an update on the golf tournament and explained that she did not yet have all the numbers in to finalize an accurate treasurer's report. She stated that the UEC will meet soon and she will get an update to us as soon as possible.

New Business: The Uxbridge Community Garden will host their annual pot luck supper at the Senior Center on Friday, October 16<sup>th</sup> from 6:30 to 9:00 pm. The director thanked the UCG club members for their help with the senior center garden plot and especially to Edwina Porter for all her help with our garden this year.

The director gave an update on the garden patio project slated for the back of the Senior Center. Ken Tavares expects to get the ground work completed including graded and leveled and loomed by fall. The design is to begin in the spring.

The next meeting will be posted for Tuesday, October 13, 2015 at 4:00 PM at the Uxbridge Senior Center. The director will send all board members a copy of the agenda prior to the meeting. The director recommended that members looking to place a topic on the agenda to please let her know 48 hours in advance to ensure that their topic is included and posted in accordance with the open meeting law.

A motion was made to adjourn the meeting at 6:00pm.

Motion:	Jack Daley
Second:	Jean McElreath
Vote:	Unanimous

Respectfully submitted,

Marsha E. Petrillo, Director, on behalf of the COA Board Secretary

Respectfully submitted,

*Marsha E. Petrillo*

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Jack Daley, Chairman

*Jack Daley*

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Edwina Porter, Secretary

*Edwina Porter*

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Kate Marshall, Alternate Secretary

*Kate Marshall*

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Jean McElreath

*Jean McElreath*

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Shirley Schultzberg

*Shirley Schultzberg*

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Marie Potter

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*Catherine Thornton*  
*Catherine Thornton*  
*Marie Potter*  
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