

**Charlton Council on Aging**  
**Board Meeting Minutes – Thursday, September 12, 2019**

**Meeting called to order at 9:30** am by Chairman Jim Howard

**Attending Board Members:** Vice-Chair Cindy Cooper, Secretary Sue Crockett, Jim Russell, Barbara Larson, Paul Kolesnikovas, Joan Malinowski, COA Director Elaine Materas and Outreach Coordinator Katherine Pariseau.

**Absent Board Member/s:** n/a

**Previous Minutes** of the Wednesday, July 10, 2019 meeting were read. A motion to accept the minutes was made by Jim Russell, seconded by Cindy Cooper and approved by members.

**Appointments:** Senior Tax Work-Off Program discussion with Finance Director Donna Foglio, Treasurer/Collector Joanne Savignac, Assessor Deborah Ceccarini, Human Resource Director Jessica Lewerenz and Outreach Coordinator Katherine Pariseau. (Assessor and Human Resource Director were unable to attend.)

Discussion: Elaine summarized the initial meeting held in May 2019 regarding suggested changes for the 2020 Senior Tax Work off Program. Those in attendance at the initial meeting were Finance Director Donna Foglio, Treasurer/Collector Joanne Savignac, Assessor Deborah Ceccarini, Human Resource Director Jessica Lewerenz, Council on Aging Director Elaine Materas and Outreach Coordinator Debra Ciesluk (now retired). The purpose of the initial meeting was to clarify the duties of each department regarding the Senior Tax Work off Program as we felt the need to understand each department's roll through the process because of personnel changes. In that, more discussion arose recognizing the abatement for this program has not been changed since its inception in 2001. As a group, suggested changes would be that the abatement amount increase from \$500 to \$1500. The hourly wage for the program is based on the current state minimum wage which in 2020 will be increased to \$12.75 (approx. 118 hrs. per year). The current minimum wage in 2019 is \$12.00 at an abatement of \$500 (approx. 42 hrs). Donna mentioned the 20 participants have not been filled since the guidelines were put into the program five year ago (2015). Income should continue as a guideline, however, assets should not be counted because they are not liquid and this may disqualify folks who may have previously worked in Municipalities. Paul discussed the goal and spirit of the Senior Tax Work off Program. Since the start, the program has been successful to a dual end; it is a program to help fulfill the need of the department and give the volunteer participant a break on their property taxes being a win-win for both the senior citizen and the department. Elaine showed a comparison of surrounding town's guidelines for this program (given to her by the Grafton, MA COA). Most towns use HUD low income guidelines (US Department of Housing and Urban Development) for Worcester County and do not have asset guidelines. Donna also mentioned having a "Senior Tax Work-off Fair" to assist folks who may be interested in applying with information, paperwork and job descriptions from various departments. In an effort to fill these positions with folks who have the skills needed and make it worth-while for all involved, these changes are necessary. If a qualifying applicant is physically incapable of performing the duties, a volunteer can do the hours for that person. Jim Howard mentioned we may get an influx of

applicants with these recommended changes. We can reassess the number of participants in the future and request additional positions if needed. Recommendation to the Board of Selectmen from the Council on Aging board: Motion made by Paul Kolesnikovas to increase the Senior Tax Work off abatement amount from \$500 to \$1500 based on twenty participants making the hours 118 per year; seconded by Cindy Cooper. All members in favor.

Motion by Paul Kolesnikovas to amend the income guidelines for the Senior Tax Work off Program using the annual low income guidelines for Worcester County set by HUD (US Department of Housing and Urban Development) to be updated yearly by the COA Director; seconded by Cindy Cooper. All members in favor.

Motion by Paul Kolesnikovas to amend the requirement guidelines by eliminating the asset portion of the Senior Tax Work off program; seconded by Cindy Cooper. All members in favor.

When updates are complete, the COA will make these recommendations to the Board of Selectmen with the support of the Finance Director, Treasurer/Collector, Assessor and Human Resource Director.

**Treasurer Report: Balances:** The balances reflect activity through July and August 2019. The Expense Account has a balance of \$1,170.81, Donation Account shows a balance of \$29,081.35. The Formula Grant balance is \$19,705.22, (waiting for this year's funding from the state). Elaine explained the FG is based on senior population from the 2010 Federal Census. For the town of Charlton that was 2,184 seniors and the amount awarded is \$12 per senior. Paul K. questioned the \$1,200 for Xavus Solutions "My Senior Center". Elaine said this was an annual fee for tech support, maintenance, updates, etc. regarding the computerized system used to track attendance and activity at the center. Not all seniors are signing in and she plans to start a monthly raffle to encourage participation. A motion to accept treasurer's report was made by Jim Russell, seconded by Joan Malinowski and approved by the members.

**Committee Reports/Upcoming Events:** Sue and Elaine will meet to coordinate events. The recently held "Carnival" was great fun and success. The Trinity Band is scheduled for September birthday party. They do not charge for their show, so we offer lunch to band members. SALT (Seniors And Law-enforcement Together) is hosting a free Sock Hop for senior citizens on Friday, September 13<sup>th</sup> at the Southbridge Community Center. The Halloween / Octoberfest/ Birthday Party will be held on October 31 with the Happy Five Oompah Band for entertainment. The Friendly Friends will pay for the entertainment.

**Golden Age Club Liaison Report:** Barbara Larson reported that the club had a meeting on Tuesday, September 10. The CD was renewed in July. They are hosting an Ice Cream Social on September 25 @ 3:00 pm with entertainment at 4:00 pm. Vicki & Bob Thompson will help serve. The club is providing all the supplies. The entertainment is Dan Kirouac who is being paid by a grant from the Charlton Cultural Council. The GAC Christmas Fair/Cafe will be on Saturday, December 7<sup>th</sup> and set up will begin on December 5<sup>th</sup>. The need for volunteers was mentioned as well as folks to make baskets or donate money toward them. The GAC will pay Jenn to work in the kitchen that day. Elaine will check with the finance director to see how this will be accomplished. Jenn will be given funds to purchase food for that day. Barbara & Nancy

will be on the bake table. A sign-up sheet will be out on the table ahead. Al will put out large sign. There is a form to fill out if non-profits would like to post on the town's new electronic sign. The Bemis class due to be held that day has been shifted to December 9<sup>th</sup> at 1:00 pm. Participants that preregistered will be notified of the change of date. Payment will be collected ahead and due by 11/25.

**Friendly Friends of Charlton Seniors Liaison Report:** This group will meet next week. They did not participate at Old Home Day this year and will "step back" to re-access the group.

**REAS Foundation Liaison Report:** They will host "The Taste of the Towns" on February 29, 2020 at Saint Joseph's Church and are seeking vendors. This is the 11<sup>th</sup> year of the event and some changes will be made. The group is now offering a Lottery Calendar for a fundraiser at this time. The heating season begins October 1, 2019.

**Old Business:** The COA Bylaws were reviewed and revisions made. (full version attached)

## BY-LAWS OF THE COUNCIL ON AGING OF CHARLTON

*Revisions made September 12, 2019*

### ARTICLE 2-PURPOSE

Exchange the current "c." with the current "b."

### ARTICLE 4-MEMBERSHIP

Note that COA Bylaws be provided to every member of the board

e. Member may request reappointment for additional three "terms" (currently is "years")

### ARTICLE 6- MEETINGS OF MEMBERSHIP

b. All meetings shall follow Roberts Rule of Order (requested that a copy be readily available)

### ARTICLE 8-OFFICERS

Section 1- Numbers Qualifications, Election and Terms of Office

Omit b.

Section 4-Secretary shall

a. Cause all notices to be duly given in accordance with the provisions of the bylaws as may be (replace the current "requested" with required).

### ARTICLE 9-EXECUTIVE DIRECTOR

Add- Provide members with their term date each June

#### ARTICLE 10- Age Eligibility (eliminate “age”)

The recognized age for elder participation in Council programs is 60 years and older (add “or disabled”).

Add an additional article (12) to require a review of COA Bylaws every two years.

Paul Kolesnikovas made a motion to accept the changes to the bylaws. Jim Russell seconded the motion – all members agreed.

**New Business:** Elaine and Katherine will be attending the annual MCOA conference in Danvers from October 2 to the 4<sup>th</sup>. During this time a volunteer will be answering the phone. It was pointed out the COA members are also welcome to attend the conference, but the hotel expense would not be covered.

(Joan Malinowski excused herself and left the meeting at 11:01 am.)

Elaine said the “kinks” on the new town web site have now been worked out. She is just learning how to update and make changes to the COA webpage. Please check it out and if any members see anything that should be changed, let Elaine know.

With MySeniorCenter there is an online site seniors can go to sign up for programs and lunches called “My Active Senior Center”. She and Katherine will be going to a seminar in an effort to learn how to use it and possibly offer it to seniors.

**Other:** Elaine read a thank you note to the members from the former outreach worker, Debra Ciesluk for all the well wishes for her retirement.

**Motion to Adjourn:** Motion to adjourn was made at 11:25 am by Paul K. and seconded by Jim Russell and approved by members.

**Next Regular COA Meeting:** Wednesday, October 9, 2019 @ 9:30 am

**BY-LAWS OF THE COUNCIL ON AGING**  
**TOWN OF CHARLTON**  
**Revised September 12, 2019**

**ARTICLE 1- NAME**

The name of the organization shall be the Charlton Council on Aging, herein referred to as the Council, as established by Town Meeting of the Town of Charlton.

**ARTICLE 2- PURPOSE**

The basic purposes of the Council are

- a. To identify the needs of the elderly population of the community.
- b. To design, promote, or implement services to fill these needs, or to coordinate existing services.
- c. To educate the community and enlist support and participation of its citizens
- d. To recommend to the selectmen the candidate for the position of Charlton Senior Center Executive Director here known as the Director.
- e. To ensure that the funds requested and spent by the Director enable the COA to fulfill the above purposes.

**ARTICLE 3-OFFICES**

The office of the Council will be maintained at the Senior Center or any other location agreeable to the members of the Council.

**ARTICLE 4- MEMBERSHIP**

- a. The Council shall consist of seven members, including the Chairman. COA bylaws will be provided upon appointment.
- b. A majority of Council members must be age sixty or older.
- c. Potential Council members shall be elected by a majority vote of the existing members of the Council.
- d. No member so elected for Council membership is to serve on the Council until appointed by the Selectmen of the town of Charlton. All members shall be sworn in by the Town Clerk of Charlton as soon as possible after their appointment.
- e. The term of office for Council members shall be for three years after the initial term has expired. Member may request reappointment for additional three year term.
- f. The Director may not be a member of the Council.

**ARTICLE 5- VOTING RIGHTS OF MEMBERS**

All voting rights shall be vested in the members, and each individual member shall be entitled to one vote. A member must be present either in person or by speaker phone to vote. A majority vote shall prevail except where otherwise stated in the by-laws.

## ARTICLE 6- MEETINGS OF MEMBERS

- a. Regular meetings of the members of the Council shall be held once a month at a time agreeable to a majority of the Council members.
- b. All meetings shall follow Roberts Rules of Order.
- c. The Secretary shall notify members in advance of the monthly meetings.
- d. Special meetings of the members of the Council may be called at any time by the Chairman, Vice-Chairman, Secretary, or at the request of a majority of the members of the Council. The Chairman shall ensure that all members have knowledge of such a meeting.
- e. At all meetings of the members of the Council, the presence of (4) four of the members entitled to vote at such meetings shall be necessary and sufficient to constitute a quorum for the transaction of any business.
- f. A meeting may be adjourned with less than a quorum present.

## ARTICLE 7- ATTENDANCE AND RESIGNATION

- a. Regular attendance is expected of all members. In the event of absence by any member for three consecutive meetings, except for reasons of health or extenuating circumstances as duly reported to the Chairman in advance of Council meetings, the Council shall request the resignation of that member.
- b. The Secretary shall give a report of any member who misses three consecutive meetings without a valid excuse.
- c. In the event that a member wishes to resign from the Council, he/she must notify the Town Clerk, Selectmen and the Council in writing.

## ARTICLE 8- OFFICERS

### Section 1— Numbers Qualifications, Election and Terms of Office

- a. The officers of the Council shall consist of a Chairman, a Vice-Chairman and a Secretary. The Treasurer position is held by The Director and is not an officer position
- b. Officers of the Council shall be elected at the June meeting of the Council, for a one-year term, by majority vote of the members present, and shall take office upon election.
- c. Election of officers to fill vacancies created by death, resignation or other cause may take place at any regular or special meeting and shall be for the period of the unexpired term of the previous incumbent.

### Section 2— Chairman

- a. The Chairman shall be the chief executive officer of the Council, and subject to the direction of the members of the Council. He or She shall have general charge of the business affairs and property of the Council in its general operations.
- b. During the absence of the Chairman, the Vice-Chairman or Secretary will, in that order exercise the responsibilities of the Chairman. When so acting, they shall have all the powers of and be subject to all the restrictions upon the Chairman.

Section 3— Vice-Chairman

The Vice-Chairman shall assist the Chairman in his or her duties and perform the duties of the Chairman in his or her absence.

Section 4— Secretary shall

- a. Record all the proceedings of the meetings of the members
- b. Cause all notices to be duly given in accordance with the provisions of the bylaws and as may be required by statute.
- c. Perform all duties including correspondence, incident to the office of Secretary.
- d. Posts all meeting notices and give minutes to Town Clerk.

Section 5-- The Treasurer [Director]shall:

- a. Have charge of and be responsible for the funds, securities, receipts and disbursements of the Council
- b. Keep, or cause to be kept, all the books of account of all the business and transactions of the Council.
- c. Render to the Chairman and to members when assembled in meeting whenever requested a statement of the financial condition of the Council and of all his or her transactions as Treasurer.
- d. Prepare annual budget with the aid of the council for submission to the Finance committee and the Selectmen. .

ARTICLE 9- EXECUTIVE DIRECTOR [Director]

The Executive Director shall:

- a. Carry out and execute the approved rulings of the Council on Aging.
- b. Report on the status of programs being implemented.
- c. Perform the duties of Treasurer for the COA.
- e. Perform all duties as prescribed in the Executive Director's job description as given by the Town Administrator.
- f. Prepare an annual report to be reviewed and approved by the COA before submitting to the Selectman.
- e. Provide COA board members with their term dates each June.

ARTICLE 10- ELIGIBILITY

The recognized age for elder participation in Council programs is 60 years and older or under 60 years and disabled.

## ARTICLE 11-AMENDMENTS

The Council shall have the power to amend the By-laws in the following manner:

The proposed amendment shall be approved by the affirmative vote of at least (4) members of the Council. Such proposed amendment or alteration may be considered at a special meeting. Proposed changes or amendments to the By-Laws shall be given to the COA members by the Secretary at least 14 days prior to the meeting. Members shall be given a 14 day notice of a meeting that will address By-law changes. In either case, notice to accompanied by full text and purpose of the proposed amendment or alteration.

## ARTICLE 12 – BYLAW REVIEW

The Council on Aging By -Laws will be reviewed every two years.