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OFFICE OF THE TOWN CLERK  
REHOBOTH, MA

**Rehoboth Council on Aging**  
**Board of Directors Meeting**  
**@ Gladys L. Hurrell Rehoboth Senior Center**  
**Minutes of March 12, 2019**

- 1) **Call to order**---7:00 pm
- 2) **Pledge of Allegiance**
- 3) **Members Present**---Charlene Cunha, MaryBeth Moriarty, Neal Harrington, Dr. Bruce Thayer, Ron Whittemore, Dr. Robert Lambe, Linda Sherman  
**Members Excused**--- Sue Laverdiere  
**Guests Present**--- Kim Robens, Sue McBride, Jim Muri
- 4) **Review past months meeting minutes**--- None
- 5) **Presentations**--- None
- 6) **Expense Report**---None
- 7) **Director's Report**--- None
- 8) **Old Business**---The FY 19-20 budget for the C.O.A. has been recently updated to reflect decrease amounts that were supposed to be increased for FY 19-20. Linda's salary adjustment is one of the decreased portions of the budget. Ron stated that Linda's \$20,000 pay salary adjustment was bargained to be paid in 2 separate increments. 1<sup>st</sup> portion would be paid FY 18-19, which was granted, and 2<sup>nd</sup> remaining portion of \$5,000 would be given for the FY 19-20. The new Town budget for FY 19-20 is proposing a cut of Linda's pay salary adjust increase instead of the lump sum of \$5,000 which was already voted and approved on. Calculations show a 5% increase would only be a sum of \$2,500 not the \$5,000 that was previously approved.  
MaryBeth M. had concerns with the new FY 19-20 budget as well. The allocated estimated G&B Professional/Tech account budget looked like it was being deducted and transferred into the Capital portion of the budget. We need more clarification on this and other G&B accounts like the mileage portion as well, which is used to pay for donation pickups. We also use the G&B mileage portion as a backup for when our main COA mileage account is depleted. We use the COA mileage for Town Hall trips, meetings, conferences and training throughout the year. G&B Part-time wages is used for the Board Meeting minutes secretary and that also was crossed off in the new budget. Ron W. stated that it looked like the Town was consolidated and renaming similar budget line items to reflect where the money is truly being used
- 9) **New Business**---Ron W. stated that there is a leak in one of the fittings on the hot water tank in the basement here that needs repair. It is small but could potentially turn into something worse if not fixed beforehand. Our plumber, Jim Sign will be in this Thurs. to address our HVAC system anyway and Ron will have Jim take a look at the leak while he is here.  
Ron recommended for improvements to be made regarding the safety system for the kitchen's propane shutoff if there is a CO2 leak. We currently just have a very loud alarm to warn staff that there is a CO2 leak issue and anyone in the building would have to evacuate the building and reset the alarm. Ron suggested that we do more of an 'automatic system shutoff system' instead that would sound an alarm and also contact our Home and Commercial Security company if excess CO2 is detected due to a propane leak. This upgraded system would have to be manually reset instead of automatically which is what is currently done. Electrician Mike Berwick could help with the electrical portion of project.

**10) B.E.S.I. Report**---None

**11) Friends of the Rehoboth Elderly Report**---MaryBeth stated that there will be no meetings until May and they still need new members.

**12) Correspondence**---None

**13) C.O.A. Building Usage**---Bldg. Usage #1 request approved for the Rehoboth Senior Club on 4.6.19 @8:00a.m. for a fundraiser, this request was previously approved but had to be rescheduled due to a snow storm. MaryBeth asked if anyone was ServSafe certified. Linda stated that Cheryl Tait is now certified. COA Board approved- Neal H. 1<sup>st</sup> and Ron W. 2<sup>nd</sup> the motion.

**14) Open Forum**---Jim Muri wanted to also go over the updated FY 19-20 budget. He explained that the COA Director's 2<sup>nd</sup> portion of wage increase that was agreed upon for the FY 19-20 would be difficult to pass. Ron W. stated that this was not a raise but a pay salary adjustment that was previously voted and approved on. A 5% wage increase would only be half of what was agreed upon for her 2<sup>nd</sup> portion of the wage adjustment for her current position. Linda also has updated current pay salaries for C.O.A. Directors in our surrounding towns. She still would be at a lower pay scale even with her salary adjustment. Jim M. explained that others were only getting a 2-3% of an increase on their pay and that he pushed for a more reasonable amount of 5%. He felt that would be approved more easily. Jim also mentioned the Gifts& Bequests portions of the upcoming proposed Town budget had some individual portions that the Town should actually be paying for and the C.O.A. itself. For example, Jim suggested moving 'Part-time Wages' over to the Town side's portion of funding. Dues, replace equipment, conferences, etc. would be paid through by the Town. Linda stated that the reason this has been done previously was because the Town did not give the C.O.A. enough funding to cover these costs. Her concerns were especially for the G&B mileage portion of the account. We pay our drivers to pick up donations out of town using their own vehicles and also use this account when the C.O.A. mileage account is depleted. Jim stated that the Town is trying to cut down mileage costs across the board and that he would try and get a work vehicle for the C.O.A. to cut down mileage costs of the C.O.A. even more to help out. The Town did suggest this to Linda previously but, she would have to drive from the C.O.A. to Town Hall, leave her car there, and then drive back to Town Hall to return the Town vehicle and get her car back... If we could get a Town vehicle here on grounds at the C.O.A. center, that would be an excellent idea! Jim M. said that maybe they could work out an arrangement to have the Town vehicle parked here and if someone else needed it, they could use too. A Town vehicle that could carry a lot of cargo would be ideal. Jim said it would be a previously used vehicle, but it would still be great. Linda stated that we do get unexpected calls at any time and we need to be able to go as soon as possible to get these donations, 'if we do not have the Town vehicle here to use, will we be able to use our mileage account to pay our drivers who have to use their own car'? Jim said that should not be problem.

Ron W. stated that the updated FY 19-20 budget proposed more funding from the Town in certain accounts that were not previously paid for by the Town. Jim stated that was correct and that is what he is trying to get approved. Jim explained the School Dept. last year did a request for an override on their budget for 1.8 million. The School Dept. then came back and deducted their request by \$350,000. Since the School did not get the full amount originally requested, there is more Town funding of \$350,000 that should be available for FY 19-20. Jim stated that we are in better shape than we have been in previous years. Jim stated the Town is saving money in certain areas like electricity and gas. Ron W. stated that just these past 2 years, the C.O.A. has saved the Town \$8,000 in fuel costs alone.

Jim stated that we have money in our Gifts& Bequests account that is just sitting in escrow. Jim recommended that we transfer a portion of our Gift& Bequests money over into a better revolving interest account, like a C.D. account which has about 2.6-2.7% interest instead of a passbook savings account, which accrues very minimal interest.

Ron W. asked Jim M., if the C.O.A. had an emergency need for the money and needed it right away, would the C.O.A. be able to get access to that portion of money that is in C.D. interest account? Jim was not sure, but a portion of the Gifts& Bequests money would remain in a cash reserve to use like it is currently, maybe he could check with Roberta on this. Jim asked how are we were doing on our Grant Funding for the HVAH upgrades for our building. Ron W. state that we have used about \$18,000 of the Grant money accordingly for replacements and upgrades on the system and have about \$1,500 left.

Linda stated that we had to cut a lot of costs last year and the 'dumpster budget' was one of them. We had our dumpster emptied 1/week and last year cut back to every other week instead. She has asked that we change this back to 1/week again because of all the food garbage and how quickly it fills up. This could have potential issues with animals getting into the garbage, etc... She did speak with Helen on this and was told that we could go back to 1/week but would need to wait until July 1, 2019. Linda wanted to make sure that this would not be deleted from the new FY 19-20 budget. Jim M. said he would check into this to make sure, he agreed that the dumpster should be emptied at least once every week.

Jim M. also added that we now have a new part-time Facilities Mgr. named Mike Z. and will be doing walk through checks and preventative maintenance.

**15) Adjournment---**7:38p.m. - Dr. Lambe motioned to adjourn meeting- Neal Harrington 1<sup>st</sup> and Ron Whittemore 2<sup>nd</sup> the motion.

*Respectfully submitted by,*  
*Kimberly Robens- Minutes Secretary*

Approved by:



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Dr. Robert Lambe  
C.O.A. Board President

*Next COA Board Meeting is scheduled for April 17<sup>th</sup> 2019 @ 7:00 p.m.*