

**Council on Aging Board Meeting Minutes**  
**Tuesday, November 15, 2012**

PRESENT: B. Hagan, J. Hemstreet, J. Gavrilles, B. Murphy, M. Dilg, C. Groman, L. Theodos, J. Anderson

STAFF: J. Claypoole

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Meeting called to order at 10:02AM.

**New Business**

- **COA Budget FY2014**– J. Claypoole presented the proposed FY2014 budget of \$129,053; an increase of \$8,458 from FY2013 budget of \$117,745. This proposed budget includes an increase in line items of Personnel, Meetings, and an Additional Service Request of \$2,500. Existing personnel costs are adjusted utilizing the 1.9% wage increase plan. This item also includes an increase of \$4,524 to fund a Volunteer Coordinator position at 6 hours per week. Currently this non-benefit position is funded at 4 hours per week through a grant ending in September 2013. An increase of \$350 to Meetings line item was proposed to cover the cost of staff attending the MCOA Conference and other continuing education opportunities. Transportation line item remains at the same level as the previous year but may change in FY2014 as the Selectmen have voted to join the MWRTA in order to apply for a grant for a senior van. J. Claypoole consulted with Town Administrator D. Ramsay regarding the Transportation line item amount. He recommended keeping Transportation line item at same amount and put a note in KVS Accounting system for Selectmen and Warrant Committee that this item may increase to cover operating expenses of van if grant awarded. An Additional Service Request of one time amount of \$2,500 was proposed to purchase the My Senior Center software program. This program will provide an automated system to track seniors served, services provided to each senior, maintain client information and statistics, maintain mailing information, and create annual reports and reports needed for grants. Currently this information is tracked via sign in sheets and Excel charts. The annual fee in Year 2 is \$890. J. Anderson requested a list of other sources of revenue, beyond Municipal funds, be compiled to share at a future Board meeting. L. Theodos made a motion to approve the FY2014 budget as proposed. B. Murphy seconded. Motion passed unanimously.

A motion to adjourn was made by B. Murphy at 10:45AM and seconded by M. Dilg. All in favor.

Respectfully submitted,

Janet Claypoole