

Chesterfield COA Advisory Meeting

400 Main Street

Chesterfield, MA 01012

January 22, 2024, Minutes

Attending: Lillian Bisbee, Bev Henrichsen, Jan Gibeau, Marianne Drake, Jim Martin, Eileen Theroux, Tim McElroy, Lynn Hicks, Lorrie Childs, Bev Pomeroy & Francine Frenier

Not in Attendance: Marianne Hoag, Laura Dimmler

1. Meeting called to order: 10:00 a.m.

2. Approval of minutes from 11/27/2023 and 12/18/2023 were unanimously approved.

3. Financial report and Grant Updates were accepted by the board. Lorrie handed out the financial report created by Nancy Hewes and answered questions on various line items. She also reported on the following items:

- a. Donations for the past month totaled \$220.
- b. The Digital Equity Grant benefits the towns in the Consortium and Chesterfield is the Fiduciary Agent.
- c. The SIG grant used for the newsletter has been reduced to \$12,500 for FY 2024 and is expected to be ZERO for FY 2025. This recurring dilemma will be discussed with various committees including the Consortium group.

4. Subcommittee Reports: when applicable, committee leaders will report.

- a. Policies and Procedures Committee-Eileen gave a recap of eight agenda items that are the start of a How To manual covering administrative functions, the building use, cash handling, communications, grants, programs and other functions of the COA. The committee wants to present a draft at the April COA board meeting.
- b. Finance Committee- Francine reported the group met 1/22/24 prior to the COA board meeting. The committee reviewed the annual budget requests for presentation to the Town Finance Committee.
- c. Program Committee-Bev H. reported this committee will oversee the various functions and events the COA wishes to sponsor. The committee will also ensure appropriate staffing is allotted. For starters, a Valentine's Breakfast is being planned for Feb. 14th.
- d. Nominating and Bylaws committees did not report.

5. New Business:

- a. Jan talked about the new Municipal Vulnerability Steering Committee. They have requested that the COA have a booth set up at the Center displaying info about the COA. This event is scheduled for Feb. 24.
- b. Status of building maintenance concerns were touched upon. The Building Oversight Committee will make a recommendation for more maintenance hours needed at the Center.
- c. Budget requests listed below for FY 25 were approved unanimously.
 - The Annual Expense portion stays the same as last year, \$3,100. No increase needed.
 - The Salary portion to increase by \$1,096 for a total of \$38,406. This will bring the director's hours up to 19 per month.

6. Other:

Jan mentioned that Florence Savings Bank has given \$500 for the Community Cupboard. That committee will be resurrected. In addition, free eggs and fruit will now be distributed.

7. Meeting adjourned: 11:15 a.m.

Minutes respectfully submitted by Francine Frenier.