

## **ELDERLY COMMISSION**

### **REGULAR MEETING MINUTES of NOVEMBER 5, 2013 OXFORD SENIOR CENTER**

#### **Call to Order**

Chairman Walt Gadsby called the meeting to order at 9:30 A.M. and led the Pledge of Allegiance, a moment of silence for all Veterans and a prayer.

Present- Tom Giacchi, Gerry Davino and Pat Babbage, Director.

Absent- Fred Schaub, Jean Brown and Betty Andrews

#### **Amendment to the Agenda-** None

#### **Audience of Citizens-** None

#### **Review and Approval of Minutes**

**MOTION** by Gerry Davino to accept the Regular Meeting minutes from Oct. 1, 2013. Seconded by Tom Giacchi. **Vote-all ayes.**

#### **Correspondence**

E-mail from Pat Babbage concerning request from George Temple about quotes for main room floor.

E-mail from Fred Schaub concerning George Temple's request for quotes for main room floor.

#### **Municipal Agents Report-** none.

#### **Director's Report**

Pat Babbage reviewed her report from 10/13. Bus #1 lift was serviced but still not working 100%. The lift is having trouble with an electric wheel chair. Drivers will do an experiment using several people on the lift to see if weight is the problem. Coffee maker flow tray needed to be replaced. Ceiling tiles replaced in bathroom and are stained again. Brian will insulate water pipes.

#### **Budget Review**

Pat Babbage reviewed the Appropriation Summary as of 10/31/13. Overall budget should be at 33%. 'Wages-Drivers' is high because grant money has not been applied yet. It is added quarterly. 'Books & Publications', which is the newsletter, will run out of money and we will

have to go to Finance Board to ask for more funds. We should consider printing it ourselves. 'Facility Maintenance', 'Photographic Film Developing', 'Postage', 'Program Supplies' and 'Vehicle Repairs' are all high. \$408.00 from 'Wages Floater' was corrected and taken out of 'Wages-P/T Floater'. Overall budget is at 32.8% and is on track.

Chairman Gadsby reviewed the Special Activities Account as of 11/01/13. Chairman Gadsby and Pat are still working on balancing report. Jim Hliva's balance is \$1580.00 less than Special Activities Account balance. Chairman Gadsby would like a detailed report from Jim Hliva when he gets back from vacation. Chairman Gadsby will adapt Jim Hliva's balance as a new starting point if they can't find the differences and the balance remains the same for several months. Money made from commissions should be moved to Fund Raising or to a sub category of trips. Need to move -\$574.76 from last month's Caterers account.

#### **Other Business-**

Petty Cash Account- Chairman Gadsby has 2 letters ready to send to the Board of Selectman and Board of Finance requesting to establish a Petty Cash Account of \$500.00 from the Special Activities Account. Need to find out from Jim Hliva what the balance is in \$200.00 petty cash account established by the town. Discussion followed as to how the new account would be used. The account should be replenished after every use and maintained at \$500.00.

Main Room Floor- Chairman Gadsby will compose a letter to the Selectman stating that it is up to them to decide what kind of floor they would like, coordinated with the Senior Center Director's recommendation as to how the room is used.

Grills- They still have not been moved. Suggestion was made to remove, chain and store propane tanks outside and move grills inside back against the wall.

Wounded Warrior Project-Rudy didn't want to come to a meeting. Need \$114.00 from the Senior Center in order to receive a thank you blanket and we are \$22.00 short. We will wait till the end of the year and see where we stand. The Senior Center may make up the difference.

Membership Dues- Set up Special Meeting on Tues., November 12, 2013 at 1:00 P.M. to decide on increasing cost of dues and discuss main room floor.

#### **Adjournment**

**MOTION** by Gerry Davino to adjourn the meeting at 11:38 A.M. Second by Tom Giacchi.

**VOTE –All ayes.**

FILED SUBJECT TO APPROVAL

Respectfully submitted,



June McEnteer

Elderly Commission Clerk

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TOWN CLERK  
Gerry Davino  
TOWN CLERK