

**COHASSET ELDER AFFAIRS  
BOARD OF DIRECTORS MEETING**

Willcutt Commons  
91 Sohier Street  
Cohasset, MA 02025

June 14, 2021

**MINUTES**

In Attendance: Elinore Barrett, Tana Carlson, Jim Carpenter, Elaine Coyne, Rich Hynes, Diana Karcher, Paul Kierce, Sarah Livermore, Jim Murphy, Beth Tarpey

Not in Attendance: Taffy Nothnagle, Sue Reagan

Also Attending: Nancy Lafauce, Karen Oronte, Miriam Johnson, Michelle Leary

Tana Carlson, Chairman called the Zoom meeting to order at 10:04 am.

May minutes accepted.

**Treasurer's Report:**

As of May 31, we have \$69,613 in our General Fund budget to cover June expenses. May expenses totaled \$21,381. In general, monthly expenses run 20-30K based on the number of payrolls in the month. Accordingly, as mentioned at the last few meetings, we will close the year with a surplus due to our slowdown during the pandemic. The largest line items making up the surplus are unspent Van driver expenses (27K), Gas & Diesel (3K), and Congregate meals (4K).

In FY 2020 we closed the year with a surplus of \$20,590.

Our fiscal 2022 budget has been approved in the same total amount as our 2021 budget, the surplus having no impact.

Nancy has had conversations with the Town Accountant about purchasing outdoor furniture before year end. We are hoping to use some of the surplus funds to do that. At year end, our net unspent balance will be closed into the Town's Undesignated Fund Balance (free cash.)

The formula grant was finally funded in May, in the amount we were expecting, (\$20,256), the same amount we received last year. We have \$2,074 left to cover June expenses. Nancy intends to spend most, if not all the grant by year end. May Formula Grant expenses totaled \$1,335.

As an update: Last year (fiscal 2020) the rules of the Formula grant were revised. Senior centers now decide how best to expend funds awarded. Although we are given authority under the grant, the Town Manager monitors how we spend the funds, particularly with respect to any personnel related costs. We can also carryover any unspent funds, however it is unclear how that might affect the following year's grant.

We do not know what the fiscal 2022 grant will be, Nancy is monitoring.

The revolving fund balance on May 31 is \$24,198 all of which can be carried over. As of May 31, YTD Revolving Fund expense exceed receipts by \$5,041.

We will be reviewing receipts vs. expenses of our meals program over the next few months to determine the proper allocation of food costs to the revolving fund vs. our program services/congregate meals budget line items. It would be great to have individual P&L reports on all our fee related programs, but it is unclear if the accounting software can do that. Elaine has a call in to discuss this with the Town Accountant.

On May 31, our 6 gift fund balances total \$58,124. Our unrestricted gift fund balance remains at \$33,322.

During May we recorded total gift deposits of \$6,165: \$1,140 of Outreach funds from SSL, to be expended on defined expenses of a needy senior over the next few months; \$5,000 from SSL for the social worker, and \$25 of transport deposits.

Total gift fund expenditures in May were \$2,321: Taxi service expenses of \$135 were charged to the new grant/gift recorded in April (\$2,500); \$2,102 for May SW salary, and \$84 of miscellaneous other.

Reminder that a sixth account was added to the Gift fund balance last month (April 2021) to track the expected \$5,000 MAPC taxi service gift. We received \$2,500 of the gift in April. As Nancy explained last month, we must spend 80% within 4 months of the funds before we receive the remaining \$2,500.

Treasurer's Report accepted.

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

Please see attached Director's report.

## **Town hall request**

Miriam Johnson and Michelle Leary presented to the Board the town's request to use the side yard of Willcutt Commons for trailers to be used by town employees during the renovation of the town hall. A lengthy discussion ensued, with many alternative ideas offered. Most of the Board was against the idea, especially Diana Karcher, who represents the Swim Center. She reminded all that the Swim Center owns the parking lot and "lends" it to the Senior Center and that during the summer the parking lot is full of families picking up and dropping off children. Both Miriam and Michelle appreciated the feedback and invited us to attend future building committee meetings.

## **Liaison Reports**

Friends - Karen - Friends had its first Board meeting face-to-face. Cafe will start up again in September. They need volunteers. April 2009 was the first Cafe!  
They are having a bench built for outside Mary Goodwin's office and are considering a bench or two for 60 Elm St. for residents to socialize.

## **Other Business**

Jim C. said nothing new with web development, and Nancy said that Richard attended the training on Civic Plus, the town website vendor. Waiting for the next meeting to learn more.

This meeting is our annual meeting, where we vote for officers. Tana would like to do that in person. Depending on whether we can have the July meeting in person, Tana will then decide when the vote will be taken.

**Meeting adjourned @ 11:35 a.m.**

**Next meeting date: Monday, July 12, 2021 @ 10:00 a.m.**

Respectfully submitted,  
Elinore Barrett, Secretary