

BERKLEY COUNCIL ON AGING  
Minutes of Meeting  
**October 21, 2021**

An emergency meeting of the Council on Aging was held in the small conference room within Town Hall on Thursday, October 21, 2021 at 9:30a.m. The meeting was duly posted.

Board members present: Chairwoman Margaret Moroff, Vice-Chairwoman Nancy Thompson, Wendy Cochrane and Arlene Medeiros.

Staff present: Amanda Blais, Director.

Public present: Elisabeth Monkowski and Priscilla Martin

**I. Call to Order at 9:30a.m.**

Margaret Moroff called the meeting to order at 9:30a.m.

**II. Emergency Meeting Discussion**

Margaret Moroff stated the purpose of the emergency meeting was to review the Turkey Train trip from October 15, 2021, as well as matters related to trips altogether. Margaret Moroff stated the trip was an overall success and seniors would be looking forward to going on the trip again next year. Margaret Moroff then stated 2 busses (Lucini and Fisher) came to pickup seniors for the trip, although the Director had confirmed and paid Fisher Bus for pickup. The Director stated that after speaking with Lucini Bus, she was informed Priscilla Martin had made reservations for pickup for the Turkey Train trip. Priscilla Martin stated she did not reserve the bus; she only had inquired about a quote when the trip was initially being discussed whether this would be a trip offered through the COA or the Friends of Berkley COA. Discussion ensued regarding who is in charge of planning COA trips. Margaret Moroff stated the Director is responsible for planning and scheduling COA trips unless the Director asks for assistance. Margaret Moroff explained the importance of only having the Director plan COA trips, especially when it concerns finances. The Board was concerned with Lucini Bus submitting an invoice to the COA for pickup despite the COA not scheduling with the company. Priscilla Martin said she had spoken to Lucini Bus regarding this issue.

Concerning payment of the Turkey Train trip, Margaret Moroff stated trips need to be paid in full 2 weeks prior to trip date; the person who paid and did not show would not receive a refund, the person who did not pay and did not show would not receive a refund (Nancy Thompson stated this person should be blacklisted with future trips with money being required up front), however the couple who was ill and cancelled 2 days prior should receive a full refund. Wendy Cochrane stated the Town Administrator and Town Accountant do not want to issue a refund, however Margaret Moroff disagreed and stated the COA did not have a refund policy in place. Margaret Moroff asked for a motion to issue a one-time reimbursement to the couple for a full refund. Motion was made by Wendy Cochrane to issue a one-time reimbursement to the couple for a full refund and was seconded by Arlene Medeiros. The motion passed unanimously. Nancy Thompson suggested putting in the next newsletter that those who do not show for trips they sign-up for will still be responsible to pay.

Margaret Moroff stated all long-distance bus trips should have scheduled rest stops every 2 hours, as the bus driver for the Turkey Train trip had to cleanup a mess that was made in the bathroom on the bus, preventing anyone else from using the bathroom. Priscilla Martin stated the bus drivers should be stopping every 2 to 2 ½ hours.

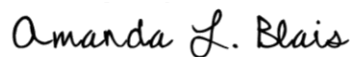
Nancy Thompson discussed Berkley seniors not being given priority on bus trips, stating out-of-town seniors are being allowed to participate in Berkley COA trips while Berkley seniors are being waitlisted. Margaret Moroff stated when seniors are paying out of pocket for trips, it is first-come, first-served; if the COA pays for a trip, then Berkley seniors would get first priority. Nancy Thompson disagreed and stated the Berkley COA is supposed to serve Berkley seniors first. Margaret Moroff asked for a motion to provide Berkley seniors with first priority for trips, giving 10 days to sign-up before allowing out-of-town seniors to sign-up. Motion was made by Nancy Thompson and seconded by Wendy Cochrane. The motion passed unanimously. Regarding a trip/activity policy, the Board agreed seniors must pay for any trip/activity within 2 days of their R.S.V.P. and there would be a no refund policy.

Elisabeth Monkowski, Priscilla Martin and Nancy Thompson stated they were okay with the Director collecting money when seniors pay for trips that are offered through the Friends of Berkley Council on Aging.

### **III. Adjournment**

There being no other business before the Board, Wendy Cochrane made a motion to adjourn and was seconded by Arlene Medeiros. The motion passed unanimously. Meeting adjourned at 10:33a.m. The next scheduled meeting will be Thursday, November 4, 2021 at 9:30a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Amanda L. Blais".

Amanda L. Blais  
COA Director