

# Sandown Senior Affairs Transportation Program

## Meeting Minutes

**Meeting Date/Time:** January 9, 2024; 7:05 pm  
**Meeting Location:** Town Hall  
**Meeting called by:** Scott Bickford  
**Secretary of Minutes:** Colleen Donovan

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**Attendees:** Colleen Donovan, Scott Bickford, Paul Godin, Sue Godin

|                            |                    |                                                    |
|----------------------------|--------------------|----------------------------------------------------|
| <b>Treasurer's report:</b> | \$3,157.76         | Expendable Trust Fund/Common Trust (Donation Fund) |
|                            | \$3,454.68         | Expendable Trust Fund/Common Capital Res. Fund     |
|                            | <u>\$21,070.89</u> | TD Bank 3.25% CD (Donation money)                  |
|                            | \$27,683.33        | Total                                              |

**Donations and Receipts:** The program received donations totaling \$1,105 in Q4 of 2023

- \$10 from Peg Bullwinkle
- \$200 from RB Ledoux & Veronica Rance
- \$100 from Janice Gannon
- \$400 from Sandown Lions Club
- \$100 from Brian Conrad
- \$5 from Arlene Fox
- \$25 from Jean Brightman
- \$53 from Bob Howell
- \$25 from Jean Brightman
- \$5 from Arlene Fox
- \$110 from Scott Bickford
- \$72 from Maryann Zemke

**Expenses:** The committee approved Q4 gas cards totaling \$610  
The following gift cards due to drivers were not expensed as the recipient chose to donate the proceeds back to the program

- \$110 due to Scott Bickford
- \$72 due to Maryann Zemke

**Trips and Miles:**

|                 |                             |
|-----------------|-----------------------------|
| October rides:  | 15 round trips; 570 miles   |
| November rides: | 14 round trips; 510 miles   |
| December rides: | 9 round trips; 320 miles    |
| Q4 total rides: | 38 round trips; 1,400 miles |

**Open Discussion:**

- Discussed changes with the program's accounts into Three Bearings
- Donations are now handled through the Selectman's office and approved through the Board of Selectmen, the SSATP committee does not need to formally accept donations however they will be recorded in the meeting minutes

- The committee welcomes Sue Reynolds as she has started assisting Scott with scheduling drivers to cover the requested rides
- The committee also welcomes a new driver, Maryann Zemke
- In an effort to clear up committee members titles as noted on the town's website:
  - Paul motioned to nominate Scott as the Committee's Chairperson, Colleen seconds the motion, and Scott accepted the nomination
  - Scott motioned to nominate Colleen as the Committee's Secretary, Colleen seconds the motion, and accepted the nomination
- Scott motions to move the committee's quarterly meetings from the first Tuesday to the second quarter; this is to accommodate the receipt of quarterly reports from Three Bearings. Colleen seconds the motion.
  - Scott will check on Town Hall meeting room availability
  - Remaining meetings for 2024 will be as follows: April 9, July 9, and October 8

**Next Scheduled Meeting:** Tuesday, April 9, 2024, at 7:00 pm

**Meeting Adjourned:** Paul motioned to adjourn the meeting at 8:00 pm  
Motion accepted by Scott

Submitted,  
Colleen Donovan