

APPROVED: March 13, 2024

COUNCIL ON AGING
P.O. BOX 243, 36 Muddy Pond Road, Sterling, MA 01564

The Sterling Council on Aging Board Meeting was called to order February 8th at 5:30pm and Julie Hehir recorded the minutes. A quorum of members was present, and the meeting, having been duly convened, was ready to proceed with business.

Open Meeting

Roll Call

PRESENT

Kevin Beaupre (2025) Chair
Gail Bergeron (2024) Vice Chair
Nancy Castagna (2026) Member
Meg Chase (2025) Member
David Cosgrove (2025) Treasurer
Joe LaGrassa (2024) Member
Deb MacLennan (2024) Member
Julie Hehir (2026) Secretary
Deidre Shapiro (2026) Member
Sheila Beane, Director
Other attendees: Dick Maki, Kirsten Newman

ABSENT

Review/Approve Meeting Minutes

Motion by Cosgrove, seconded by Chase, to accept meeting minutes as amended.
Passed all

Review Treasurer's Report

2023 FY 23 Treasurer's Report filed as presented.

Public Session None

Director's Report

Gift Account: No requests

Building Maintenance and Incident Reports:

Generator still waiting for repair. Generator can't function without oil being constantly added. As SSC is an Emergency Shelter, there needs to be a functioning generator.
All dining room chairs need to be replaced. Chairs being ordered a few at a time.
3 quotes needed for floor replacement. Director has received one quote and is reviewing.
Waiting for remaining 2 quotes. Will proceed ASAP.
\$4000 line item for generator maintenance removed from FY25 SSC budget.

Reports from Committees:

ADF: February 27th meeting postponed until March 26, 2024.
Evening Dinner: 1/18 Comedy Night a big success, Valentine's luncheon (Wednesday, February 14th) and dinner (Thursday, February 15th) planned.
Art: Linda and Maurice art reception held on 1/23 2024. 26 attendees.
Landscaping: N/A
FOSS: Paid for new freezer and will pay for ice machine when necessary.

Updates and Future Events:

Intergenerational projects: 20 students participated in making 95 Valentine gift bags. 50 bags will be reserved for Sholan Terrace and the remainder distributed by Outreach.

Murder-Mystery Dinner Theater planned for April 25th from 630-930 PM.

New freezer has enabled SSC to utilize 150 pounds of commodity meats. The 150# commodity meat order equates to a savings of \$846.16 (BJ's/Market Basket); or \$716.45 (Sysco), if meats were bought at stores mentioned.

Motion by Chase, seconded by LaGrassa, to accept Director's Report.

Passed all

New Business:

- a. Volunteer Fair will not be pursued. Will consider other ways to attract volunteers.
- b. Valentine's Day lunch is sold out with waiting list. Dinner has tickets available.
- c. Scheduling March meeting-Proposed that March 14th meeting be changed to March 13th at 530 PM due to a conflict with St. Patrick's Day dinner on March 14th.

Motion by Cosgrove, seconded by Hehir, to change March meeting to the 13th.

Passed all

Old Business:

- a. Chuck, Facilities and Sheila are in agreement that bollards are necessary to protect the building. Chuck has received quotes, and facilities will pay for them. Generator & air conditioning units have bollards. Chuck also stated facilities will pay for fence around generator, if SSC wants it.
- b. Comedy Show a great success.
- c. Tax Work-off Sheet – Sterling may be one of the few towns where the tax work-off is not through the senior center. Sheila has declined to run a separate pilot program here, due to budgetary cuts that have already occurred, with more expected; and increasing operations costs.

Future Topics: none

Next Meeting – The next monthly COA Board meeting is scheduled for March 13th at 5:30 pm at the Senior Center.

Adjournment

Motion by Cosgrove, seconded by Hehir to adjourn at 720 PM. Passed all.

Respectfully submitted,

Julie Hehir
Secretary

Council on Aging Treasurer's Report FY2024

CoA Board Meeting, March 14, 2024

Reporting for Month ended February 29, 2024

FY24 July 1, 2023-June 30, 2024

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$279,930.00	\$168,448.38	\$111,481.62	60.18%
01541-53000	CoA Home Care	\$400.00	\$0.00	\$400.00	0.00%
01541-53001	CoA Title VII Nutrition & WHEAT	\$4,300.00	\$0.00	\$4,300.00	0.00%
01541-57000	CoA Expense	\$16,370.00	\$9,835.68	\$6,534.32	60.08%
01540-57000	Sr Center Operations	\$46,063.00	\$26,240.05	\$19,822.95	56.97%

Other Accounts

Account #	Description	FY23 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$13,673.10	\$35,813.56	\$31,205.11	\$18,281.55 *b
25003-	CoA Donation/	\$20,845.14	\$5,608.27	\$992.50	\$25,460.91 *c
26011-	Formula Grant	\$44,831.84	\$16,625.00	\$18,097.74	\$43,359.10 ***

Account #	Description	FY23 starting balance	Revenues *****-48000	Expenses *****-57001	Current Balance
24000-	Sr. Center Usage	\$9,483.71	\$2,100.00	\$2,011.89	\$9,571.82

** Appropriated amount for COA Wages represents base requested amount per 2024 Town Warrant.
Expended Wages as of 03/31/2023 Report Distribution.

*** Formula revenue received by Town.

*b Revolving Fund. Current Balance as a percent of beginning balance:

133.70%

*c COA Donation. Fund Current Balance as a percent of beginning balance:

122.14%

SPECIAL NOTE Sr. Center Comcast expenses paid from Police Communications Grant

\$503.20

COA Van Fuel Budget for FY2024 totals \$11,563. All Van fuel expenses to be reimbursed by MART. Total fuel actually used in FY24 :

\$7,476.61

\$82,902.84 Total non-Salary Expenses as recorded by Town as of month end.

\$5,480.13 Total Non-Salary Current Month Expense's paid by Town in next month.

\$3,280.87 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through February:

66.67%

David Cosgrove, Treasurer

COA Board Meeting March, 2024 * Director's Report for February 2024

GIFT ACCOUNT – No Requests

BUILDING MAINTENANCE & INCIDENTS

- Paper towel dispensers in bathrooms moved for safety. Main walls in bathrooms were repaired & painted.
- During painting of men's bathroom, the wall backing the classroom sink, was found to be soft and with studs popping. There is moisture in the wall that must be addressed. Chuck has been notified.
- Backup generator repaired 2/26-2/27.
- \$8,000 approved to purchase complete new set of dining room chairs.
- 2 flooring quotes received (3rd no response). Currently working through products & warranties.
- Concrete floor company has been contacted to evaluate the floor, due to the possibility of a large crack in floor, and that floor may not have been sealed prior to original tile installation.
- Current janitorial service last day 3/10.
- Planning to purchase new outdoor flag.
- New lobby entryway table to be ordered. Table currently there will be placed in classroom.

REPORTS FROM COMMITTEES / LIAISONS

- ADF – Next meeting March 26, 6:00 p.m. in classroom.
- Art – Michelle Cummings, photographer art is up. Reception 3/5/2024.
- Evening Dinner – Valentine's Day dinner attendance low, but enjoyed by those in attendance.
- Landscaping –
- PR –
- FOSS – Is applying for (up to) a 10K grant for the senior center, for fitness & wellness, with the contingency that monies must be spent in 3 months of receiving. Submission date 3/1/2024.
- World Ukulele Day 2/2 brought in over 50 uke players and large audience.

UPDATES / FUTURE EVENTS

- Hiking survey in-process, and located at the sign-in station.
- St. Patrick's Day Dinner 3/14 w/Irish-American step-dancing group from Gardner.
- Intergenerational projects – Hula-Hooping 2:00-3:00 on 3/27. Game Day 4/10. Pickeball at Chocksett in May & June.
- Mon April 22 Earth Day. Planning activities i.e., BBQ, make & take, nature walk, garden club.
- Murder-Mystery Dinner Theater scheduled for Thursday, April 25.
- Fitness survey complete. Planning to hire instructor for a more challenging weekly Thursday a.m. & p.m. chair/mat yoga (to attract working seniors); and a class less strenuous than "Going Steady" to be more inclusive of persons with physical limitations.
- Investigating new host for caregiver meeting, due to time/date change.
- New grill to be ordered due to damage/age.
- Dispatch computer needs to be upgraded or replaced.
- Kitchen - Current volunteer weekly, grocery shopper cannot continue after March, due to additional hours at job. Looking for another person.
- Mandatory volunteer "Lunch & Learn" scheduled for Friday, April 19th.
- Classic car show Thursday 8/15 (rain date 8/22), hosted by COA Board, FOSS.
- SHINE now here multiple times monthly, due to increased need. 3X in Feb. Currently 3 dates in March.

OTHER - 2023 Annual Report for town submitted.

VAN REPORT

Total trips 288, Total unduplicated riders 41. Rides down due to holiday/time of year, van down, time off, and weather.

OUTREACH SERVICES PROVIDED 02-01-2024 TO 02-29-2024

Interaction	Duplicated	Unique
Community Setting	2	2
email	24	13
Fax	4	3
Home Consultation	62	56
mail/letter/card	6	6
Office Consultation	58	44
Phone Consultation	146	79
Totals	302	141

Interaction by Category	Duplicated	Unique
Application Assistance	11	8
Assessment/Well check	35	29
Case Management/Advocacy	114	56
Client finding/Outreach	7	5
Crisis Intervention/Support	5	2
DME Medical equipment/loan	20	14
Family Support	11	3
General Information/Referral	5	4
Health Benefit Counseling	2	2
Inter-generational program	36	35
Library Outreach Program	8	5
Nutritional support	44	27
Over 80	4	4
Totals	302	141

80 Years & over Interaction	Duplicated	Unique
Community Setting	4	4
email	40	14
Fax	2	2
Home Consultation	42	28
mail/letter/card	5	5
Office Consultation	57	30
Phone Consultation	154	63
Totals	304	88

VOLUNTEER STATISTICS 02-01-2024 TO 02-29-2024

Service Type	Hours	Duplicated	Unique
Admin	36.5	15	3
Baking	4	2	1
Board work	26.33	12	8
Book Club	10	1	1
Bread Run	26	11	3
Cards	3	1	1
Collecting money	3	1	1
Committee work	3.17	2	2
Computers	2	1	1
Driver - Senior Transport	8.5	6	4
Food Pantry	2	1	1
Instructor	46.5	20	7
Library	1.25	2	2
Maintenance	3.58	4	2
Meal Site	287.68	81	24
Meetings	7	5	4
Miscellaneous	14.75	9	7
MOW	89.08	49	15
Newsletter	2	2	2
Office coverage	99.5	24	7
Pancake Breakfast	27.5	9	8
Pickleball	17	13	6
Room set up	2	2	1
Special Dinners	31.5	10	8
Special Event	3	1	1
Totals	744.84	281	82

Volunteer Admin hours have increased significantly, as they had not been recorded in previous months. Volunteer hours have increased 17.5% over Feb 2023, with ~10% more volunteers.

Thank you to board and committee members for adding your volunteer hours. Please remember to include any hours spent volunteering at home, researching, on your computer, etc.

A volunteer Lunch & Learn is planned for April 2024, where we will discuss updates to procedures and volunteer roles for the benefit of existing and new volunteers. Lunch will be provided.