

APPROVED: December 14, 2023

**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 November 9th at 5:35pm 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
Deb MacLennan (2024) Member
Julie Hehir (2026) Secretary
Deidre Shapiro (2026) Member
Sheila Beane, Director
Other attendees: None

ABSENT

Joe LaGrassa (2024) Member

Review/Approve Meeting Minutes

October 2023 meeting minutes filed as presented.

Review Treasurer's Report

October 2023 Treasurer's Report filed as presented

Public Session None

Director's Report

Gift Account: No requests

Building Maintenance and Incident Reports:

\$5000 Maintenance plan will be added to budget next fiscal year for HVAC system.
½ of \$33250 (\$16625) Formula Grant will be deposited into account.
Capital budget requests due. Requests include freezer, generator and landscaping.

Event Statistics: Data entry person ill. Data entry behind for October 2023

Reports from Committees:

Landscaping: Need to determine remaining members. Gail Bergeron will follow up with Veronica.

Evening Dinner: Excellent turnout for Veterans Day lunch and dinner.
5 evening dinners planned for 2024.

Updates and Future Events: Discussion of local scams involving elder financial money scams included brainstorming ways to educate community. Program scheduled Dec. 14 at Senior Center

Motion by Cosgrove, seconded by Bergeron to accept Director's Report.

- Passed all

Old Business:

Review of Board Member Policy and Procedure Manual postponed to January 2024

New Business:

COA Christmas Open House will be held from 1-230 on Sunday December 3rd. Board members will meet on November 27th to fill gift bags for seniors. Debbie MacLennan purchased/organized contents of gift bags. Board members will also bring an appetizer and dessert for Open House.

Future Topics: none

Next Meeting – The next monthly COA Board meeting is scheduled for December 14th at 5:30 pm at the Senior Center.

Adjournment

Motion by Cosgrove, seconded by Chase, to adjourn at 745 PM. Passed all.

Respectfully submitted,

Julie Hehir
Secretary

Council on Aging Treasurer's Report FY2024

CoA Board Meeting, November 9, 2023

Reporting for Month ended October 31,2023

FY24 July 1, 2023-June 30, 2024

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$279,930.00	\$82,155.53	\$197,774.47	29.35%
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	\$5,095.76	\$11,274.24	31.13%
01540-57000	Sr Center Operations	\$46,063.00	\$9,475.37	\$36,587.63	20.57%

Other Accounts

Account #	Description	FY23 starting balance	Revenues *****48400	Expenses *****57000	Current Balance
24000-	Revolving funds	\$13,673.10	\$14,288.85	\$14,284.81	\$13,677.14 *b
25003-	CoA Donation/	\$20,845.14	\$4,425.27	\$0.00	\$25,270.41 *c
26011-	Formula Grant	\$44,831.84	\$0.00	\$5,161.87	\$39,669.97 ***

Account #	Description	FY23 starting balance	Revenues *****48000	Expenses *****57001	Current Balance
24000-	Sr. Center Usage	\$9,483.71	\$1,200.00	\$0.00	\$10,683.71

** Appropriated amount for COA Wages represents base requested amount per 2024 Town Warrant.

Expended Wages as of 10/31/2023 Report Distribution.

*** Formula revenue not yet received by Town.

*b Revolving Fund. Current Balance as a percent of beginning balance: 100.03%

*c COA Donation. Fund Current Balance as a percent of beginning balance: 121.23%

SPECIAL NOTE	Sr. Center Comcast expenses paid from Police Communications Grant	\$251.60
	COA Van Fuel Budget for FY2024 totals \$11,563. All Van fuel expenses to be reimbursed by MART. Total fuel actually used in FY24 :	\$2,646.23

\$33,549.73 Total non-Salary Expenses as recorded by Town as of month end.

\$468.08 Total Non-Salary Current Month Expense's paid by Town in next month.

\$4,933.59 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through October: 33.33%

David Cosgrove, Treasurer

COA Board Meeting Nov 9, 2023 * Director's Report for Oct 2023

Gift Account - No requests.

Building Maintenance and Incident Reports

- Ice machine under repair. Patriot plans to repair it by end of next week, pending delivery.
- Freezer 2 (small) broke 11/1. Chocksett took the food that could be saved. Freezer repaired and food has been returned 11/2. Food loss was reported. Will start to research cost of new freezers in the near future.
- HVAC control system does not need to be replaced, only updated. Recommendation to add Toshibox (remote access), update system, add 5 years to license, and maintenance plan.
- Septic system pumped 10/31 a.m.
- Backup generator has a blown head gasket. Waiting for repair quote, quote for portable generator (if necessary). Recommendation for a blocker fence to be placed around it to protect from weather.

Event Statistics from 10/01/2023 to 10/31/2023

<u>Category</u>	<u>Duplicated</u>	<u>Unduplicated</u>	<u>60+ Guests</u>	<u>U60 Guest</u>
Community Education	92	85	19	0
Congregate Meals	581	116	81	1
Cultural Event	27	11	0	0
Fitness/Exercise	516	156	9	1
Food	252	134	37	6
Health Screening	143	140	3	0
Information Sharing	70	37	5	0
Recreation	102	36	5	0
Social Event	373	125	14	2
Total Event Sign-ins	2156	515	173	10

VAN REPORT

October: 47 separate riders; 408 trips

REPORTS FROM COMMITTEES / LIAISONS

- ADF – Committee will focus on remaining 3 churches, by meeting with church leadership to get them onboard. Brainstorming ways to get a larger group to participate.
- Art – Donna Zehring art reception Nov 15, 6:00-7:30. Artwork was put up 10/30.
- Evening Dinner – Veterans Day meal has been split to a choice of lunch 11/9 or dinner 11/8.
- Landscaping – Fall planting is complete
- PR –
- FOSS – Craft Fair & Cookie Sale Dec 9th

UPDATES / FUTURE EVENTS

- Mart Connects -
- Intergenerational projects: Still accepting senior participants for window painting. Veterans Day card making was a great success. 13 students and approx. 6 volunteers participated. Maurice Iorio gave a brief presentation about the history.
- Medicare Open Enrollment presentation 27 signed up, almost 40 people showed up. Feedback was excellent. Apple Fest Luncheon with Sholan Farms was very well attended; Holiday Scams with LCU canceled, but has been rescheduled for 12/14 with Dull Men's Club.
- Tax Work-off Program: Waiting for update from Town Administrator.

OTHER

- We are aware of 3 instances of elder financial exploitation/money scams and are working to educate the community on them. Police involved, APS reported.
- Eagle Scout recognition. Will talk to Kirsten Newman to get it on future Select Board meeting agenda.

October 2023 Outreach Statistics for COA Board Meeting: November 9, 2023

Services provided between 10/01/2023 and 10/31/2023

Interaction	Duplicated	Unduplicated
Community Setting	6	4
email	12	11
Fax	3	2
Home Consultation	12	11
mail/letter/card	1	1
Office Consultation	60	34
Phone Consultation	166	76
Totals	260	94

Services provided between 10/01/2023 and 10/31/2023

Category	Duplicated	Unduplicated
Application Assistance	18	10
Assessment/Well check	5	4
Case Management/Advocacy	142	54
Client finding/Outreach	4	4
Crisis Intervention/Support	4	3
DME Medical equipment/loan	14	12
Family Support	4	3
Friendly visiting	1	1
General Information/Referral	6	6
Health Benefit Counseling	11	10
Inter-generational program	9	9
Library Outreach Program	6	3
Nutritional support	29	15
Over 80	3	3
Referral from Community	1	1
Volunteer Driving Program	3	2
Totals	260	94

Services provided between 01/01/2023 and 10/31/2023

Age: >=80

Interaction	Duplicated	Unduplicated
Community Setting	8	5
email	73	24
Fax	4	3
Home Consultation	162	68
mail/letter/card	4	4
Office Consultation	214	64
Phone Consultation	632	141
Totals	1097	171

Volunteers Report 10/1/2023

<u>Volunteer Service Type</u>	<u>Hours</u>	<u>Duplicated</u>	<u>Unique</u>
Admin	8	2	1
Board work	20.03	15	7
Book Club	4	1	1
Bread Run	17	5	2
Cards	3	1	1
Committee work	4.55	3	3
Computers	14	5	1
COVID Vaccine Outreach	5.08	1	1
Decorating the room	3	1	1
Driver - Senior Transport	2.5	3	3
Grants	1.5	1	1
Instructor	49	23	7
Library	1	1	1
Maintenance	0.5	1	1
Meal Site	287.45	109	25
Meetings	6.75	5	4
Miscellaneous	8.5	4	4
MOW	79.5	43	11
Newsletter	1	1	1
Office coverage	192.33	37	11
Pancake Breakfast	39	13	10
Pickleball	29.5	23	12
Special Dinners	32	9	7
Special Event	10.5	3	3
Special luncheons	2	1	1
Totals	821.69	311	82