

APPROVED: January 11, 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 December 14, 2023 at 5:30 pm 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
Nancy Castagna (2026) Member
Meg Chase (2025) Member
David Cosgrove (2025) Treasurer
Joe LaGrassa (2024) Member
Deb MacLennan (2024) Member
Julie Hehir (2026) Secretary
Sheila Beane, Director
Other attendees: Dick Maki

ABSENT

Gail Bergeron
Deidre Shapiro

Review/Approve Meeting Minutes

November 2023 minutes filed as presented

Review Treasurer's Report

November 2023 FY 23 Treasurer's Report filed as presented

Public Session None

Director's Report

Gift Account: Motion made by Cosgrove to approve a request by Richard Maki for \$370.00 donated in Robert Bloom's name to make a plaque for a bench on the walking trail, seconded by Castagna. Motion passed. Board also agreed to make up the difference if additional funding is needed.

Building Maintenance and Incident Reports:

Small freezer down- waiting for a part. FOSS will contribute toward purchase of the new freezer. Ice machine not working after repair. Need to check control panel. Estimate for new machine - \$2500-3000.

Sheila looking into commercial grade/high traffic flooring to replace flooring that is lifting in multiple spots. Plan to obtain 2 quotes.

Sheila discussed need for bollard posts and the current safety issues. Further information will be revisited in January.

Key boxes will be installed in 3 areas. Keys will be sorted and labeled.

Rubber seals around doors need to be replaced.

Reports from Committees:

ADF: Hope Chapel willing to host a meeting.

Delay on scheduling St. Richards due to Lenten activities.

Meeting in January.

PR: Newsletter will not be available online until Sterling residents' have received theirs in mail.

Updates and Future Events:

Intergenerational Projects: Ongoing window painting at Chocksett School, UKE Club, Quarterly pickleball.

Well attended program on Holiday scams on 12/14.

Working to attract working seniors to attend Comedy Night on 1/18. Encouraged COA Board to try to sell tickets to working seniors to promote Comedy Night.

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

- Passed all

Old Business:

Holiday Party reviewed. Attendance less than last year. Suggestions to change location of entertainment and how food is set up/served. Use of tables may need to change.

Building Committee report- Regarding outdoor structure: Consensus of the Board was to put the outside structure on hold and make an attempt to deal with the floor in the Main Room. Board of Selectman need to be notified first for permission.

New Business:

Budget review will be done at January meeting.

Review of Board Member Policy and Procedure Manual to be done in early 2024.

Future Topics: none

Next Meeting – The next monthly COA Board meeting is scheduled for January 11th at 5:30 pm at the Senior Center.

Adjournment

Motion by Cosgrove, seconded by MacLennan, to adjourn at 731 PM. Passed all.

Respectfully submitted,

Julie Hehir
Secretary

Council on Aging Treasurer's Report FY2024

CoA Board Meeting, December 14, 2023

Reporting for Month ended November 30, 2023

FY24 July 1, 2023-June 30, 2024

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$279,930.00	\$104,906.06	\$175,023.94	37.48%
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	\$7,313.98	\$9,056.02	44.68%
01540-57000	Sr Center Operations	\$46,063.00	\$15,442.49	\$30,620.51	33.52%

Other Accounts

Account #	Description	FY23 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$13,673.10	\$18,945.01	\$21,887.01	\$10,731.10 *b
25003-	CoA Donation/	\$20,845.14	\$4,700.27	\$0.00	\$25,545.41 *c
26011-	Formula Grant	\$44,831.84	\$16,625.00	\$6,933.98	\$54,522.86 ***

Account #	Description	FY23 starting balance	Revenues *****-48000	Expenses *****-57001	Current Balance
24000-	Sr. Center Usage	\$9,483.71	\$1,500.00	\$1,910.98	\$9,072.73

** Appropriated amount for COA Wages represents base requested amount per 2024 Town Warrant.
Expended Wages as of 11/30/2023 Report Distribution.

*** Formula revenue not yet received by Town.

*b Revolving Fund. Current Balance as a percent of beginning balance: 78.48%

*c COA Donation. Fund Current Balance as a percent of beginning balance: 122.55%

SPECIAL NOTE	Sr. Center Comcast expenses paid from Police Communications Grant	\$314.50
	COA Van Fuel Budget for FY2024 totals \$11,563. All Van fuel expenses to be reimbursed by MART. Total fuel actually used in FY24 :	\$4,575.60

\$48,718.64 Total non-Salary Expenses as recorded by Town as of month end.
\$4,769.80 Total Non-Salary Current Month Expense's paid by Town in next month.
\$1,707.16 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through November: 41.67%

David Cosgrove, Treasurer

COA Board Meeting December 14, 2023 * Director's Report for November 2023

Gift Account – Request by Richard Maki for money donated in Robert Bloom's name to make the plaque for a bench on the walking trail. \$370.

Building Maintenance and Incident Reports

- Ice machine down again. Control panel replaced. Machine shutting itself off spontaneously. Service called.
- Clare's office & MPR flooring is lifting in multiple spots. This is a fall-risk situation. Currently researching cost to replace with commercial-grade, high traffic click-floor.
- Researching bollard posts for the protection from structural building damage and safety of those within.

Adjusted Event Statistics from 10/1/2023 to 10/31/2023

Category	Duplicated	Unduplicated	Age 60+	Under Age 60
Community Education	96	88	17	0
Congregate Meals	641	129	85	1
Cultural Event	27	11	0	0
Fitness/Exercise	555	158	10	1
Food	355	210	43	6
Health Screening	145	142	3	0
Information Sharing	70	37	5	0
Recreation	102	36	5	0
Social Event	373	125	14	2
Total Event Signins	2364	557	182	10

Event Statistics from 11/01/2023 to 11/30/2023

Category	Duplicated	Unduplicated	Age 60+	Under Age 60
Community Education	36	28	2	0
Congregate Meals	573	154	45	2
Cultural Event	30	15	4	4
Fitness/Exercise	564	143	6	0
Food	221	124	23	6
Health Screening	28	28	3	1
Information Sharing	68	36	4	3
Recreation	135	42	0	0
Social Event	356	127	25	6
Support Services	3	3	2	0
Total Event Signins	2014	459	114	22

VAN REPORT

October: 47 separate riders; 408 trips

REPORTS FROM COMMITTEES / LIAISONS

- ADF:
- Art: Maurice & Linda Iorio featured artists for Jan/Feb. Reception 1/9.
- Evening Dinner: Veterans dinner at capacity. Excellent Feedback.
- Landscaping: Done for season.
- PR:
- FOSS: Craft Fair very busy. Pancake Breakfast scheduled for last Friday of each month.

UPDATES / FUTURE EVENTS

- Intergenerational projects: Window painting at Houghton/Chocksett ongoing.
- Uke Club to play at Houghton/Chocksett winter festival on 12/21.
- Uke Club winter concert 12/7 standing room only. Excellent feedback.
- Uke Club scheduled performance at Townsend Senior Center 1/11/2024
- Holiday Scams with LCU 12/14 with Dull Men's Club.
- Eagle Scouts recognized at Town Meeting 12/6.
- Comedy Night 1/18 featuring 2 well-known & local comics. Snack, punch & water only. Start time 6:30 to encourage working seniors to attend.
- Rotary Club sponsored Valentine's Day free senior breakfast at The Mill, W. Boylston, Saturday 2/10 8:00-10:00. Signup for Sterling & Princeton here. No transportation.
- Tax Work-off Program: Waiting for update from Town Administrator.

OTHER

Volunteers between 11/01/2023 and 11/30/2023

Volunteer Service Type	Hours	Duplicated	Unique
Admin	12.25	4	3
Board work	29	18	8
Book Club	10	1	1
Bread Run	20	8	2
Cards	13	2	1
Committee work	10.33	5	4
Driver - Senior Transport	7.5	8	5
Instructor	38.05	29	8
Library	2	2	1
Maintenance	0.75	1	1
Meal Site	277.88	95	21
Meetings	3.5	2	2
Miscellaneous	9	2	2
MOW	81.97	43	13
Newsletter	3	3	3
Office coverage	114	30	10
Pancake Breakfast	35.5	12	10
Pickleball	18	10	4
SHINE	16	5	1
Special Dinners	35.5	7	7
Special Event	47	7	3
Totals	784.23	294	81