

**APPROVED: February 8, 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 at 5:35 pm on January 11, 2024 and Joe LaGrassa 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  
Deidre Shapiro (2026) Member

Sheila Beane, Director

Other attendees: Liz Pape- Liaison to Finance Committee

Assisted with FY2025 Budget

##### **ABSENT**

Gail Bergeron

Julie Hehir

#### **Review/Approve Meeting Minutes**

Motion to accept minutes as amended, by Cosgrove, seconded by Castagna,  
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:**

Ice machine has been repaired. A new one will be purchased if any more issues.

Freezer functioning well.

14 Dining room chairs have been discarded. May plan to purchase 25 new chairs from Staples soon.

HVAC control system was updated remotely.

Back-up generator is still waiting for repair. Trying to obtain confirmation from Town Administrator as to who owns generator and who is responsible to pay for repairs. The Senior Center is designated as an Emergency Center. If an Emergency occurs, it is doubtful that the generator, as it is now will work at all. Kevin Beaupre will speak with SMLD and the Town Administrator to determine who is financially responsible for generator repairs.

#### **Budget Review**

Accepted budget as presented with caveat that \$4000 for generator will not be coming from the SSC Operating Budget. Budget acceptance includes this amendment filed with it.

**Reports from Committees:**

Evening Dinner- Comedy Night, scheduled for January 18<sup>th</sup>, is sold out.

**Updates and Future Events:**

Letter received from Bill Caldwell in response to the SSC's request to participate in the current town's Senior Work-Off Program or do we need to do a separate program on our own. Bill stated that the SSC cannot join the current town program but the COA could do our own program using the Formula Grant Fund. This was moved to Old Business for the February meeting.

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

- Passed all

**Old Business**

Flooring quote received for MPR, Classroom and Health Office from Horrigan Flooring.

Proposal: MPR \$26,593

Classroom \$7320

Health Office \$2660

Need to obtain 2 more quotes.

**New Business:**

Bollards for Parking lot

**Future Topics: ? Hiking Club**

**Next Meeting** – The next monthly COA Board meeting is scheduled for February 8, 2024 at 5:30 pm at the Senior Center.

**Adjournment**

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

Respectfully submitted,

Julie Hehir  
Secretary



# Council on Aging Treasurer's Report FY2024

CoA Board Meeting, January 11, 2024

Reporting for Month ended December 31, 2023

FY24 July 1, 2023-June 30, 2024

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$279,930.00	\$131,556.84	\$148,373.16	47.00%
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	\$8,272.22	\$8,097.78	50.53%
01540-57000	Sr Center Operations	\$46,063.00	\$19,060.76	\$27,002.24	41.38%

## Other Accounts

Account #	Description	FY23 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$13,673.10	\$21,708.01	\$25,359.04	\$10,022.07 *b
25003-	CoA Donation/	\$20,845.14	\$5,502.27	\$0.00	\$26,347.41 *c
26011-	Formula Grant	\$44,831.84	\$16,625.00	\$15,685.67	\$45,771.17 ***

Account #	Description	FY23 starting balance	Revenues *****-48000	Expenses *****-57001	Current Balance
24000-	Sr. Center Usage	\$9,483.71	\$1,800.00	\$1,910.98	\$9,372.73

\*\* Appropriated amount for COA Wages represents base requested amount per 2024 Town Warrant.  
Expended Wages as of 12/31/2023 Report Distribution.

\*\*\* Formula revenue not yet received by Town.

\*b Revolving Fund. Current Balance as a percent of beginning balance: 73.30%

\*c COA Donation. Fund Current Balance as a percent of beginning balance: 126.40%

SPECIAL NOTE	Sr. Center Comcast expenses paid from Police Communications Grant	\$377.40
	COA Van Fuel Budget for FY2024 totals \$11,563. All Van fuel expenses to be reimbursed by MART. Total fuel actually used in FY24 :	\$5,548.31

\$70,188.97 Total non-Salary Expenses as recorded by Town as of month end.

\$99.70 Total Non-Salary Current Month Expense's paid by Town in next month.

\$1,875.00 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through December: 50.00%

David Cosgrove, Treasurer

## COA Board Meeting January 11, 2024 \* Director's Report for December 2023

### GIFT ACCOUNT – No Requests

### BUILDING MAINTENANCE & INCIDENTS

- Ice machine still waiting for repair.
- Freezer 2 (small) repaired.
- HVAC control system was updated remotely. Waiting for license to add Toshiba (remote access).
- Backup generator still waiting for repair. Quote for a blocker fence to be placed around 3 sides \$2,500.
- Investigating cost of MPR/dining chairs, as center is down to 107. Since 10/2023, 14 have been discarded.

### OUTREACH SERVICES PROVIDED 12/01/2023 to 12/31/2023

Interaction	Duplicated	Unduplicated
Community Setting	1	1
email	24	14
Home Consultation	20	18
mail/letter/card	2	2
Office Consultation	44	29
Phone Consultation	125	70
<b>Totals</b>	<b>216</b>	<b>98</b>

### OUTREACH SERVICES PROVIDED TO PERSONS AGED 80+ 01/01/2023 to 12/31/2023

Interaction	Duplicated	Unduplicated
Community Setting	8	5
email	104	29
Fax	5	4
Home Consultation	187	74
mail/letter/card	7	7
Office Consultation	253	70
Phone Consultation	807	156
<b>Totals</b>	<b>1371</b>	<b>188</b>

## **VAN REPORT**

December: 57 separate riders; 444 trips

## **REPORTS FROM COMMITTEES / LIAISONS**

- ADF –
- Art – Linda & Maurice Iorio art going up January with art reception 1/9/2024
- Evening Dinner – Current scheduled events: Comedy Night 1/18; Valentine's Day Dinner 2/15; St. Patrick's Day Dinner 3/14
- Landscaping – N/A
- PR –
- FOSS –

## **UPDATES / FUTURE EVENTS**

- Mart Connects – N/A
- Intergenerational projects – Valentine's gift bags will be made for Sholan Terrace residents 2/5.
- Tax Work-off Program: Received update from Town Administrator.

## **OTHER**

- Received email from Village Square Hospice stating they no longer have the budget to sponsor Yoga teacher Sam (1X/month). The last date they pay is 1/25. Sheila is investigating a regular Thursday class. Survey to go out soon.
- Sheila Investigating interest in hiking club, in conjunction with the open spaces committee. Survey to go out soon.



### Volunteers between 12/01/2023 and 12/31/2023

<b>Volunteer Service Type</b>	<b>Hours</b>	<b>Duplicated</b>	<b>Unique</b>
Admin	12	3	1
Baking	22	11	11
Board work	16.75	8	5
Bread Run	21	7	3
Cards	3	1	1
Driver - Senior Transport	5.5	2	2
Entertainment	2	1	1
Instructor	19.5	15	8
Library	1	1	1
Maintenance	4.5	5	1
Meal Site	254.92	93	21
Meal Site Delivery	3	1	1
Meetings	3	2	1
Miscellaneous	8.25	4	4
MOW	83.92	38	10
Office coverage	133.5	32	9
Pancake Breakfast	38	12	9
SHINE	6	2	1
Special Event	0.75	1	1
<b>Totals</b>	<b>638.59</b>	<b>239</b>	<b>66</b>