

Voted on January 10, 2019

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

The Council on Aging Board meeting was called to order at the Senior Center on Thursday, November 8, 2018 at 5:35 p.m. and Sue Protano recorded the minutes. A quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business.

1. Open Meeting

2. Roll Call

PRESENT

Sheila Battles, (2021) Member
Bob Bloom (2020), Treasurer
Joe LaGrassa, (2021) Member
Deb MacLennan, (2021) Member
Liz Pape (2020), Chair
Sue Protano (2019), Secretary

ABSENT

Kevin Beaupre (2019), Vice Chair
Nancy Castagna (2020)
Charles Madden (2019)

Veronica Buckley, Director
Dick Maki, Building Committee

3. Review/Approve Minutes and All Monthly Reports

Motion by Bloom, MacLennan seconded, to approve previous meeting's minutes

- Minutes from the October 11, 2018 Council on Aging meeting were approved unanimously.

Motion by Protano, LaGrassa seconded, to approve Treasurer's Report.

- Passed unanimously. Treasurer noted that addition to revenues of \$685. has been made this year.

Motion by Protano, LaGrassa seconded to approve Volunteer Coordinator's Report.

- Passed unanimously.

Motion by Bloom, seconded, LaGrassa to approve Director's Report & Outreach Report

- Passed unanimously.

4. Building Committee Update

Dick Maki reported that the generator has been worked on by the Light Dept. All connections have been done. Waiting for final test of the generator to make sure that it runs proficiently.

5. Public Session

Dick Maki- Spoke on FOSS Contributions to the Senior Center. An itemized list was handed out to the members which is included in this report.

6. Committee Reports

- **Arts Committee** – Dick Maki had no news to report. November Artist's Reception will be The Photography of Dennis Rainville. November 15, 2018 6-8 pm – Beautiful Photographs.
- **Evening Dinner Committee** – Deb MacLennan reported for the dinner October 18, 2018, she needs volunteers to help. . No dinners for November & December- will resume in January 2019 with a Spaghetti Supper with Entertainment by Bill McCarthy. We have interested volunteers for this committee. Marilyn Pitman, Maurice & Linda Iorio and Ann Maki.
- **Marketing Committee** – Liz Pape reported that there have been no meetings since last board meeting as committee is meeting quarterly. Poster was done for volunteer recruitment, resulting in several new volunteers. "Posters Work"
- **Program Committee** – Veronica Buckley, Director reported in place of Nancy Castagna, in regard to the ALFA Program (Adult Learning Fitchburg Area). The senior center will host its first ALFA course, to start January 20, 2019 on Mondays at 2:30 pm for 8 weeks, by Jim Wilkinson. Jim is a retired historian and educator. Jim's subject

7. **Director's Update-** Veronica Buckley reported that she will be on vacation starting December 14-26, 2018. Ukulele Club has expanded and is performing for many events during the Holiday Season. Pen Pal Program very active with the seniors. Peer Leaders Program-8th graders work on various programs with our seniors. MCOA in conjunction with Frame Works Institute is starting up a program for "older adults" not necessarily just seniors. This program reduces Fatalism and "Us vs. Them" thinking. Embracing the Dynamic Narrative. Sounds very interesting. Veronica Buckley to pursue program further.

a. No Gift account expenditures at this this time.

8. **Unfinished Business**

Vote will be taken in January 2019 on the final draft of Senior Center Policies Guidelines.

New Business

Friday, December 14, 2018 a Cookie & Craft Sale will be held at the Senior Center. This will be set up and sponsored by FOSS.

Information to be given to Maureen Cranson.

Goals for the coming year to be discussed In January 2019

9. **Future Topics**

Policies and Procedure Goals for 2019.

10. **Next Meeting** – The next monthly Board Meeting will be held on **Thursday, January 10, 2019 at 5:30 p.m.**

12. **Adjournment**

Motion by Bloom, Madden seconded, to adjourn at 7:27 pm.

- Passed unanimously

Respectfully submitted,

Sue Protano
Secretary

Attachments –

For more details and review, copies of the Arts, Marketing/Communications and Program Committee minutes are Available at the reception desk along with the Director's and Outreach Reports.

MEETING DATE: January 10, 2019

TIME: 5:30 -7:30pm

If applicable, please fill in Executive Session START TIME: _____ END TIME: _____ Re-open to Public? If
yes ☐ state approximate time: _____

Subject of Executive Session: _____

Sterling Council on Aging

NAME of BOARD/COMMITTEE

TOWN CLERK OFFICE USE
ONLY

Sterling Senior Center Meeting Rm. 36 Muddy Pond Rd, Sterling, MA

LOCATION

ROOM

Name: Liz Pape, Chair, Council on Aging

DESIGNATED AUTHORITY OF BOARD/COMMITTEE CALLING THE MEETING

AGENDA

1. Open Meeting
2. Roll Call
3. Review/Approve Meeting Minutes of November 8, 2018; Treasurer's, Volunteer Coordinator's & Director's Reports
4. Building Committee Update
5. Public Session
6. Committee Reports
 - a. Arts Committee
 - b. Evening Dinner Committee
 - c. Marketing/Communications Committee
 - d. Program Committee
7. Director's Update
 - a. Gift account expenditure request and vote
8. Unfinished Business
 - a. Senior Center Policies Guidelines review and vote
9. New Business
 - a. BoS All boards meeting – determination of COA/Senior Center goals
 - b. FY20 budget review and vote
 - c. Future COA officers
 - d. February meeting date and vote
10. Future Topics
11. Next Meeting: Thursday February 14, 2019, 5:30-7:30 pm
12. Adjournment

All meetings are open to the public

Council on Aging Treasurer's Report FY19

CoA Board Meeting , January 10, 2019

FY19 July 1, 2018 – December 27, 2018

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages	\$ 153,330.95	\$ 69,157.35	\$ 84,173.60	45%
01541-53000	CoA Home Care	\$ 400.00	\$ 0.0	\$ 400	0%
01541-53001	CoA Title VII Nutrition & WHEAT	\$ 4,300.00	\$ 0.0	\$4,300.00	0%
01541-57000	CoA Expense	\$16,050.00	\$ 7,159.70	\$ 8,890.30	44.6%
01540-57000	Sr Center Operations	\$15,935.00	\$ 9,439.16	\$ 6,495.84	59.2%
01540-51300	Sr. Cntr Ops Co-ordinator	\$16,665.00	\$ 5,848	\$ 10,817	35.1%

Other Accounts

Account #	Description	FY19 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$18,699.08	\$17,104.33 *	\$18,035.17	\$17,768.24**
25003-	CoA Donation/	\$ 13,822.82	\$975.00*	\$ 357.62	\$14,440.20
26011-	Formula Grant	\$ 0.00	\$0.00	\$ 8,267.98	\$(8,267.98)

Account #	Description	FY19 starting balance	Revenues *****-48000	Expenses *****-57001	Current Balance
24000-	Sr. Center Usage	\$ 4,495.28	\$ 1,550.00 *	\$ 83.04	\$ 5,962.24

* Does not reflect to date value.

** 5% below starting balance

Bob Bloom, COA Treasurer

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Bob Bloom, COA Treasurer

SUMMARY OF SELECTED FOSS CONTRIBUTIONS TO THE STERLING SENIOR CENTER

As an IRS-designated charitable 501(c)3 organization, Friends of the Sterling Seniors (FOSS) is able to raise funds to support equipment and program needs of the Senior Center. The major sources of income include the Holiday Cookie Sale, the Taste of Sterling, individual and business contributions, and receipts from coffee, special meals and trip donations.

Since the first year of the Center's operation, significant donations were raised by FOSS efforts with individual and corporate donors. Examples of those contributions include:

- \$15,000 for the patio and outdoor furniture from a local bank and funeral home
- \$3,000 for three smart TVs from BJ's, FOSS, and project managers
- Two pool tables courtesy of a local bank
- Reclining chair and blood pressure equipment from a local hospital
- One laptop computer, one desktop computer and printer from FOSS
- \$560 for lumber to construct outdoor shed from FOSS
- Small refrigerator for breakfast food and monthly supplies from FOSS
- Over \$2,000 FOSS contribution to sound system
- \$1,000+ for art hanging system from FOSS
- \$1,500+ to support newsletter publication/ mailing from FOSS
- \$1,680 from FOSS for tall freezer
- \$950 from FOSS for polo shirts
- \$2,900 from FOSS for Special Luncheons, Father's Day, Italian night, etc.
- Two BBQ grills from FOSS
- Kitchen shelving, plus kitchen utensils, pots & pans from FOSS
- Monthly Pancake Breakfasts with FOSS volunteers
- \$1,000 to date for YMCA participant expense from grant secured by FOSS
- Kitchen Ice Machine by FOSS
- \$1,800 floor cleaner by FOSS
- \$1,600 program TV in lobby by donor through FOSS
- Assorted program sponsorships by FOSS, acrylic art, Senior Strong, etc.
- "Muffin Monday", daily coffee and breakfasts sponsored by FOSS
- Foyer mat for future installation funded by FOSS

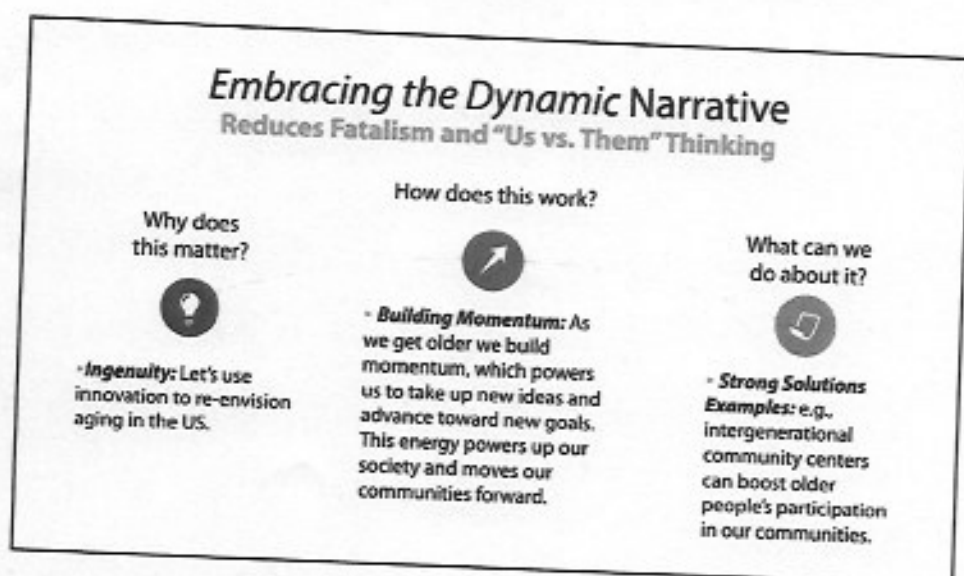
Future Direction for FOSS Donations:

There is likely to be a gradual transition from equipment-related expenses incurred in proximity to opening the Center towards support for program-related projects and activities in the future.

Your support of FOSS activities remains critical to the continuation of FOSS support of the Senior Center. Share your enthusiasm for our contributions with others and join as many of our major fundraising events as possible. Thank You!



A well-framed story answers the public's questions about big social issues: *Why does this matter? How does this work? What can we do about it?* The following **narrative arc** works to build understanding, shift opinion, and generate support for aging issues by answering those questions using research-tested strategies: an appeal to our collective ingenuity, a metaphor to explain the benefits of aging, and concrete solutions to illustrate what we can do to build age-friendly communities.



To arrive at an evidence-based framing strategy, FrameWorks analyzed public thinking compared to the aging field's current messaging. This allowed researchers to identify the communications practices that are likely to have unproductive effects on public thinking—and develop and test new messages that were proven to be more effective. For more information on our research, and more about these strategies, please visit www.frameworksinstitute.org/aging.

DO:	DON'T:
Explain how context shapes decisions and outcomes	Point to individual actions as driving aging outcomes
Frame future as a time for improvement	Frame aging as a process of decline
Emphasize that we are all better off by being inclusive	Make older people "other" or refer to older people as "they" and "them"
Show that interventions can change outcomes	Describe aging (populations) as a crisis
Tell solutions stories that show how systems and supports work	Emphasize fixed, finite resources
Explain how ageism works	Leave ageism to be understood as "just another '-ism'"

All Boards Meeting – FY19

Jan 23, 2019, 6:30 pm

Please be prepared to talk briefly about your FY 19 goals (especially those that may impact other boards and committees).

FY19 COA/SSC Goals:

1. Continue to offer new and existing programs/activities that support the needs of Sterling's seniors through SSC volunteers and COA committees.
2. Support the orderly management of COA and SSC operations.
 - a. Develop and obtain BoS approval of Council on Aging Policies and Procedures
 - b. Develop and obtain BoS approval of Sterling Senior Center Policies and Guiding Principles.
 - c. Revise COA Board Manual and document an orientation process for new board members.
 - d. Maintain financial oversight of COA/SSC budget and expenditures.
3. COA/SSC leadership for the incorporation of Age and Dementia-Friendly action items into Sterling Master Plan.
 - a. Identify age-friendly and dementia-friendly housing, transportation, service and other needs of Sterling citizens
 - b. Work with town leadership/Sterling Master Plan Committee to identify and prioritize needs-based action items.

Report to the Sterling Council on Aging
Senior Center Volunteer Coordinator
For the period November 1-December 31, 2018
January 10, 2019 COA Board Meeting

	Nov. 1-30, 2018	Dec. 1-31, 2018
Admin/computer	45.25	40.3
Committee work	14	13
Meal site	299.33	261.97
Meals on Wheels	95.47	102.58
Office Coverage	177.75	196.5
Pancake Breakfast	24.50	30.83
Special luncheons/dinners	5	2.5
TOTAL	740.30	726.30

Comparison of 2018 and 2017 volunteer hours



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
2018 HRS	671.51	736.3	719.14	777.75	748.63	774.57	686.93	828.4	723.09	858.26	740.3	726.3
2017 HRS	563.92	433.96	823.16	656.58	724.3	625.42	621.76	791.09	711.31	668.91	681.05	599.27
2018 vols	56	57	55	56	54	56	57	52	56	60	59	59
2017 vols	37	35	47	45	47	49	54	53	52	46	50	47

Respectfully submitted,

Liz R. Pape

COA Board Meeting Jan 10, 2019

Director's Report for Nov – Dec 2018

Event Statistics from 11/1/18 to 12/31/18

Total event sign ins	Duplicated	3342
	Unduplicated	458
	Guests	187

Event Statistics from 11/1/17 to 12/31/17

Total event sign ins	Duplicated	2867
	Unduplicated	409
	Guests	200

Stats of note

Nov 24	23	25 participants	16 lunch
Dec 24		28 participants	18 lunch
Dec 31		51 participants	25 lunch

VAN REPORT Nov 2018

Van 1	31 Riders	229 trips	1451 miles
Van 2	17 Riders	105 trips	719 miles

VAN REPORT Dec 2018

Van 1	40 Riders	242 trips	1376 miles
Van 2	17 Riders	84 trips	688 miles

KITCHEN REPORT Nov - Dec 2018

congregate lunch 1030 or 27 per day

Pancake Breakfast 71 / 64

Additional topics for discussion

Budget

Upcoming events:

- Feb 14th Valentine's Lunch - *Forest Park* -
Feb 20th Parkinson's Support Group
Feb 21st Armchair Travel to Canada
Feb 22nd Lunch and Learn "Safety and Security"
Feb 25th Caregivers Connect
Feb 27th Evening Dinner with Sterling Village supports the Walk to End
Alzheimer's and Alzheimer and related dementia education.

OUTREACH STATISTICS NOVEMBER 2018

Services provided between 11/01/2018 and 11/30/2018

Interaction	Duplicated	Unduplicated
email	2	2
Home Consultation	39	34
mail/letter/card	2	2
Office Consultation	38	30
Phone Consultation	39	31
Totals	120	75

This month 15 seniors NEW to the senior center (in the past 6 months) we contacted. 9 were over the age of 80. 7 of the 9 seniors over 80 will most likely continue services. One has passed away.

I have completed 46 home visits (since the end of August) to seniors over 80 to deliver light bulbs from the light dept, lights from the senior center and gathered info for the firestop

OUTREACH STATISTICS DECEMBER 2018

Services provided between 12/01/2018 and 12/31/2018

Interaction	Duplicated	Unduplicated
email	21	20
Home Consultation	29	22
mail/letter/card	5	5
Office Consultation	21	18
Phone Consultation	39	31
Totals	115	81

This month 18 seniors NEW to the senior center (in the past 6 months) we contacted. 5 were over the age of 80. 4 of the 5 seniors over 80 will most likely continue services.

I have completed 59 home visits (since the end of August) to seniors over 80 to deliver light bulbs from the light dept, lights from the senior center and gathered info for the firestops.

FY20 BUDGET WORKSHEET

Council on Aging

Account Number	Account Description	2017 Actual	2018 Actual	2019 Original	FY20 Dept Request	FY19 \$ Change	FY19 % Change
01540-51200	SENIOR CENTER FACILITIES MAINT TECH	0.00	14,607.09	0.00	0.00	0.00	#DIV/0!
01540-51300	SENIOR CENTER OPERATIONS COORDINATOR	0.00	0.00	19,895.00	0.00	(19,895.00)	-100.00%
01540-57000	SENIOR CENTER OPERATIONS	25,737.98	15,836.00	15,905.00	21,755.00	5,820.00	36.62%
01541-51200	COA WAGES	118,743.49	126,032.81	163,330.85	183,037.80	29,706.85	19.37%
01541-53000	COA HOME CARE	400.00	400.00	400.00	400.00	0.00	0.00%
01541-53001	COA TITLE VII NUTRITION AND WHEAT	4,300.00	4,288.33	4,300.00	4,300.00	0.00	0.00%
01541-57000	COA EXPENSE	19,040.20	19,049.75	16,050.00	16,050.00	0.00	0.00%
Department Total		165,221.66	177,322.98	206,680.95	225,542.80	18,861.85	9.13%

Enter your FY20 Detail Below. The total of each detail line will auto-fill the grid above. If you do not have account detail you may not enter the info under Department Detail.

DEPARTMENT DETAIL

Amount

DEPARTMENT DETAIL

Amount

NOTES/COMMENTS

SENIOR CENTER FACILITIES MAINT TECH

see attached

COA WAGES

see attached

TOTAL 0.00

TOTAL 183,037.80

SENIOR CENTER OPERATIONS COORDINATOR

0.00

COA HOME CARE

400.00

TOTAL 0.00

TOTAL 400.00

SENIOR CENTER OPERATIONS

see attached

COA TITLE VII

4,300.00

TOTAL 21,755.00

TOTAL 4,350.00

COA EXPENSE

TOTAL 16,050.00

Town of Sterling

FY19 FTE's

Council on Aging

#REF!

Full Time

Part Time (20+ Hours)

Part Time (Less than 20 hours)

Seasonal

TOTALS

<u>FY19 Actual</u> # Emps	<u>FY20 Request</u> # Emps
1	1
2	2
6	6
9	9

*** Excludes occasional / on call and Senior tax workoff personnel

COA Budget Notes / Comments

The COA Wage account budget increase is above the 2% for the following reasons:

\$16,624.16	Transfer of previously approved operations coordinator salary from separate account to the COA wages account
\$5709.60	<p>Increase of the Meal Site Manager's hourly wage from \$15.29 per hour to \$17.85 per hour to address the proposed change in job description / job classification. Prior position accepted and served prepared meals from Montachusett Opportunity Council. Current position is responsible for menu planning to meet nutrition standards set by EOE, food ordering (including inventory control and budgeting), meal preparation, serving and clean up for home cooked meals five day per week. Position also requires strong managerial skills to supervise staff of 30 – 35 kitchen volunteers.</p> <p>This amount also includes the COA wage account assuming 4 hours per week of Meal Site Manager's pay that is currently being paid by formula grant. (Formula grant is a dollar per senior grant used to support programming and services.)</p>
\$3721.12	COA wage account assuming 4 hours per week of Outreach Coordinator's pay that is currently being paid by formula grant.
\$4286.88	Increase of the Maintenance Tech's hours from 15 hours per week to 19 hours per week. This is necessary to maintain the cleanliness and upkeep of the building with increased utilization.

Please note that van drivers' wages totaling \$55,036.12 are reimbursed to Sterling through MART.

The Senior Center Operations budget has increased.

This is the third full year of operating the Senior Center building at 36 Muddy Pond Rd. We are finally able to itemize all expenses, including mandatory inspections and certified cleanings, related to the operation and maintenance of the building. The FY 2019 request is an accurate and detailed projection based on history.

	Hours	Rate (no increase from FY19)	Account #	Amount	Rate with 2%	Amount
Pam Dell	48	15.24	01541-51200	\$ 731.52	15.5448	\$ 746.15
			01540-51300 moves to 01541-			
Dorothy Millhofer	38	16	51200 FY20	\$ 608.00	16.32	\$ 620.16
Nickole Boardman	39.5	17.54	01541-51200	\$ 692.83	17.8908	\$ 706.69
Louis Massa	40	15.24	01541-51200	\$ 609.60	15.5448	\$ 621.79
Denis Coughlin	16	14.12	01541-51200	\$ 225.92	14.4024	\$ 230.44
Robert Protano	16	14.12	01541-51200	\$ 225.92	14.4024	\$ 230.44
Melissa Cassata	38	17.5	01541-51200	\$ 665.00	17.85	\$ 678.30
James Ash	38	20.21	01541-51200	\$ 767.98	20.6142	\$ 783.34
Gloria Rugg		14.21	01541-51200		14.4942	
Veronica Buckley	80	26.16	01541-51200	\$ 2,092.80	26.6832	\$ 2,134.66
Deborah Dupuis		13.84	01541-51200		14.1168	
	PAYROLL PERIOD TOTAL			\$ 6,619.57		\$ 6,751.96
	Van Driver	14.68		\$ 7,340.00	14.97	\$ 7,486.80
	ANNUAL TOTAL			\$ 179,448.82		\$ 183,037.80

<u>Vendor</u>	<u>Per Unit</u>	<u>Annual</u>
<u>MONTHLY</u>		
SMLD	867.715	\$ 10,412.58
Am. Alarm	44.89	\$ 538.68
Comcast	221.58	\$ 2,658.96
Eversource	108.22	\$ 1,298.62
<u>QUARTERLY</u>		
DPW Water	50	\$ 200.00
<u>3 TIMES/YEAR</u>		
Oven cleaning	180	540
<u>SEMI-ANNUALLY</u>		
Kitchen suppression & fire extinguishers	240	\$ 480.00
Rug cleaning	550	\$ 1,100.00
Window cleaning	315	\$ 630.00
<u>YEARLY</u>		
Septic/Grease Trap	1060	\$ 1,060.00
Fire Panel Inspection	1151	\$1,151
Sprinkler System Inspection	228	\$ 228.00
Sterling Water/Backflow	75	\$ 75.00
Steam cleaning bath & kitchen floors	325	325
Cleaning furniture	400	\$ 400.00
Contingency Expenses		\$ 655.56
TOTAL		\$ 21,753.40
<u>Contingency Expenses</u>		
Alarm		\$ 308.59
Gas Stove		\$ 638.00
Freezers		\$ 118.52
Drain cleaning		\$ 246.00
TOTAL Contingency		\$ 1,311.11