

APPROVED JULY 8, 2021

**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 on Thursday, June 10, 2021 at 5:40 pm and Liz Pape 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

ABSENT

Sheila Battles (2021) Member
Kevin Beaupre, (2022) Chair
Nancy Castagna (2023) Member
Meg Chase (2022) Member
David Cosgrove, (2022) Treasurer
Joe LaGrassa, (2021) Member
Deb MacLennan (2021) Member
Liz Pape (2023) Secretary
Sue Protano, (2023) Member

Veronica Buckley, Director

3. Review/Approve Meeting Minutes and Treasurer's Report

May 13, 2021 meeting minutes approved as presented.

4. Review/Approve Treasurer's Report

Motion by Protano, Chase seconded, to accept May, 2021 Treasurer's Report.

- Passed unanimously.

5. Building Committee Update

Kevin Beaupre reported that the windows and doors have been installed.

6. Public Session - none

7. Old Business – Appreciation Plaques

The Appreciation Plaque was presented at the Sterling Fire Department on June 9 at 6:45 pm, and the Rutland presentation will be on June 15 at 11:30 am. Board members are encouraged to attend.

8. New Business

The COA board members met with Gail Bergeron, who has been selected by the Sterling Selectboard to serve on the COA board.

Motion by Cosgrove, seconded by Beaupre to accept Gail Bergeron to the COA board.

- Passed unanimously.

9. Director's Report

- a) No gift account expenditure request
- b) Building Maintenance and Incident Report: The air conditioning coils will be cleaned. A maintenance inspection should be done twice a year. On June 18, the Senior Center will be switched to fiber cable.

- Van regionalization: Tablet training has been delayed to the end of June. On July 1, computerized van dispatch will be fully operational. Discussed Sterling Village requests for van transport and board decided that Veronica will discuss with MART the option of MART directly servicing Sterling Village's transportation needs.
- Evening dinners – the August dinner will be a Grab-n-Go for the car rally drivers. Evening Dinners at the Senior Center will begin in September.
- Senior Center Usage Policy: Veronica will contact the Town Administrator to determine if a liability waiver is required.

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

- Passed unanimously.

10. New Business – Kevin thanked Sheila Battles for her time and dedication to the town of Sterling and to the COA board.

11. Next Meeting – The next monthly COA Board meeting is scheduled for Thursday, July 8, 2021 at 5:30 pm at the Senior Center.

12. Adjournment

Motion by Pape, Cosgrove seconded, to adjourn at 7:32 pm

- Passed unanimously.

Respectfully submitted,

Liz Pape
Secretary
Attachments –

Council on Aging Treasurer's Report FY2021

CoA Board Meeting, June 10, 2021

Reporting for Month ended May 31,2021

FY21 July 1, 2020-June 30,
2021

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$204,969.00	\$172,695.41	\$32,273.59	84.25%
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	\$16,050.00	\$12,971.07	\$3,078.93	80.82%
01540-57000	Sr Center Operations	\$19,112.00	\$18,612.34	\$499.66	97.39%
27002-57000	COVID Related Expenditures	\$0.00	\$0.00 *d	\$0.00	#DIV/0!
26031-57000	COVID Related Expenditures	\$0.00	\$7,852.28 *e	(\$7,852.28)	#DIV/0!

Other Accounts

Account #	Description	FY21 starting balance	Revenues ***** 48400	Expenses ***** 57000	Current Balance
24000-	Revolving funds	\$16,092.17	\$29,864.19	\$22,272.58	\$23,683.78 *b
25003-	CoA Donation/	\$19,789.17	\$3,912.00	\$736.88	\$22,964.29 *c
26011-	Formula Grant	\$0.00	\$19,332.00	\$8,726.52	\$10,605.48 ***

Account #	Description	FY21 starting balance	Revenues ***** 48000	Expenses ***** 57001	Current Balance
24000-	Sr. Center Usage	\$8,712.19	\$0.00	\$0.00	\$8,712.19

- ** Appropriated amount for COA Wages represents base requested amount per 2021 Town Warrant.
- *** Formula revenue received.
- *b Revolving. Fund Current Balance as a percent of beginning balance: 147.18%
- *c COA Donation. Fund Current Balance as a percent of beginning balance: 116.04%
- *d COVID-19 expenses due for reimbursement from FEMA.

*e COVID-19 expenses due for reimbursement from CAREs Program.

\$63,319.39 Total non-Salary Expenses as recorded by Town as of month end.

\$0.00 Total Non-Salary Current Month Expense's paid by Town in next month.

\$603.29 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through May: 91.67%

David Cosgrove, Treasurer

**COA Board Meeting June 10, 2021
Director's Report for May 2021**

Event Statistics from 05/01/2021 to 05/31/2021

Category	Duplicated	Unduplicated	60 and Over Guests
Community Education	5	5	0
Congregate Meals	840	161	10
Fitness/Exercise	90	38	22
Health Screening	30	27	0
Information Sharing	11	9	0
Social Event	34	26	2
Support Services	65	65	5
Total Event Signins	1075	245	39

VAN REPORT May 2021

Van 1 24 Riders 144 trips Van 2 10 Riders 49 trips

UPDATES

MART Regionalization plan:

Tablet training 6/10

Use of SSC vans for transportation of Sterling Village residents – requested input from MART. Discussion re policy.

Scaling up Info:

May 17 – Followed plans to resume in person recreational programming: exercise at Griffin Rd fields, other programming on patio.

June – Followed Mass.gov guidelines with DPH mask guidance: Lifting of covid restrictions for fully vaccinated; masks worn inside and on patio when unable to socially distance. All required to wear masks on van.

June in-person programming includes: Tai Chi, Chair Yoga, Pickleball, Bingo, Dull Men's Club, Caregivers Support Group, Elder Keep Well Clinic, Foot Care Clinic, Tech Help Sessions, Book Club, Acrylic Painting, Ukulele Club, Knit Happens, pool, Vaccination Ambassador Presentation, MCPHS Brown Bag Program.

Coffee bar opened on 6/7 with Muffin Monday.

July will bring in person: line dancing, wii bowling, game day, going steady balance class, Parkinson's support group

July 12 is start of in house congregate lunch program, café style – transition some to meals on wheels, reservations required until kitchen manager position filled.

Requests for usage of Senior Center by outside entities:

Delay any consideration of outside use until at least July.

Recreation requested copy of our usage policy in drafting usage policy for 1835.

Discussion re waiver for liability that will need to be resolved before SSC usage begins.

Need for uniform usage policy with 1835 and SSC.

OUTREACH STATS MAY 2021

Services provided between 05/01/2021 and 05/31/2021

Interaction	Duplicated	Unduplicated
email	1	1
Home Consultation	20	18
mail/letter/card	1	1
Office Consultation	13	13
Phone Consultation	72	52
Totals	107	74

Services provided between 05/01/2021 and 05/31/2021

Category	Duplicated	Unduplicated
Application Assistance	2	2
Assessment/Well check	40	37
Case Management/Advocacy	34	22
DME Medical equipment/loan	10	9
Family Support	1	1
General Information/Referral	2	2
Health Benefit Counseling	1	1
Inter-generational program	2	2
Isolation Intervention	4	3
Nutritional support	11	11
Totals	107	74