

APPROVED: July 13, 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 on Thursday, June 8, 2023 at 5:35pm and Liz Pape 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) Vice Chair
Gail Bergeron Chair (2024)
Nancy Castagna (2023) Member
Meg Chase (2025) Member
David Cosgrove, Treasurer (2025)
Joe LaGrassa (2024) Member
Deb MacLennan (2024) Member
Liz Pape Secretary (2023)
Sue Protano (2023) Member

ABSENT

Veronica Buckley, Director
Other attendees: Dick Maki, Julie Hehir, Deidre Shapiro

Review/Approve Meeting Minutes

Motion by Chase, seconded by Cosgrove to accept May 11, 2023 meeting minutes as amended.

- Passed all

Review Treasurer's Report

May 2023 FY 23 Treasurer's Report filed as presented

Public Session

No Public Session

Director's Report

Gift Account:

Motion by Pape, seconded by Beaupre to expend \$1350 for bus to Foxwoods for the Volunteer Appreciation event..

- Passed all

Motion by Pape, seconded by Beaupre to expend \$250 for card tables.

- Passed all

Building Maintenance and Incident Reports:

- Outside faucet repairs are ongoing. Investigating the repair of the faucets versus replacement, as replacement would involve getting into the interior.

Updates and Future Events:

- Distributed and discussed the MART Taxi and Livery Rides flyer
- FOSS has regrouped and added new members, and elected new officers: Pam Dell, President, Willie Holmes, VP, Susan Jones, Secretary, Greg Billings, Treasurer
- YMCA partnership began June 7

Motion by Beaupre, Protano seconded, to accept Director's Report.

- Passed all

Old Business

a) Update on Senior Tax Work-Off Program Request:

Veronica reviewed the Proposal for the Sterling COA Senior Property Tax Assistance Pilot Program and board members discussed and made some changes to the proposal.

Motion by Cosgrove, Castagna seconded, to accept the pilot program proposal as amended.

Aye: Bergeron, Castagna, Chase, Cosgrove, LaGrassa, MacLennan, Pape, Protano

Nay: Beaupre

New Business:

The search committee for Director, Senior Center, will consist of the Town Administrator and 1 person each from Council on Aging, FOSS, Finance Committee, Selectboard and a Sterling citizen. Veronica will attend as a non-voting content specialist. Kevin Beaupre offered to be the COA representative.

Future Topics : none

Next Meeting – The next monthly COA Board meeting is scheduled for **Thursday, July 13, 2023** at 5:30 pm at the Senior Center.

Adjournment

Motion by Beaupre, Cosgrove seconded, to adjourn at 7:31pm

- Passed all.

Respectfully submitted,

Liz Pape
Secretary
Attachments

Council on Aging Treasurer's Report FY2023

CoA Board Meeting, June 8, 2023

Reporting for Month ended May 31, 2023

Preliminary
5/19/2023

FY21 July 1, 2022-June 30, 2023

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$253,383.00	\$218,274.82	\$35,108.18	86.14%
01541-53000	CoA Home Care	\$400.00	\$0.00	\$400.00	0.00%
01541-53001	CoA Title VII Nutrition & WHEAT	\$4,300.00	\$4,300.00	\$0.00	100.00%
01541-57000	CoA Expense	\$16,370.00	\$16,645.03	(\$275.03)	101.68%
01540-57000	Sr Center Operations	\$40,275.00	\$38,607.17	\$1,667.83	95.86%
27003-57002	ARPA Funds COVID Expenditures	\$0.00	\$0.00 *e	\$0.00	

Other Accounts

Account #	Description	FY23 starting balance	Revenues ***** 48400	Expenses ***** 57000	Current Balance
24000-	Revolving funds	\$20,504.74	\$33,731.84	\$36,499.04	\$17,737.54
25003-	CoA Donation/	\$21,214.84	\$5,200.00	\$4,145.74	\$22,269.10
26011-	Formula Grant	\$21,889.23	\$31,464.00	\$5,284.44	\$48,068.79

Account #	Description	FY23 starting balance	Revenues ***** 48000	Expenses ***** 57001	Current Balance
24000-	Sr. Center Usage	\$7,283.71	\$1,900.00	\$0.00	\$9,183.71

- ** Appropriated amount for COA Wages represents base requested amount per 2023 Town Warrant.
Expended Wages as of 04/30/2023 Report Distribution.
- *** Formula revenue received by Town 10/25/2022.
- *b Revolving Fund. Current Balance as a percent of beginning balance: 86.50%
- *c COA Donation. Fund Current Balance as a percent of beginning balance: 104.97%
- *e COVID-19 expenses due for reimbursement from ARPA Program.

SPECIAL NOTE

Sr. Center Comcast expenses paid from Police Communications Grant

\$1,452.49

\$104,625.42 Total non-Salary Expenses as recorded by Town as of month end.
\$856.00 Total Non-Salary Current Month Expense's paid by Town in next month.
\$1,303.00 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, 2023
Director's Report for May 2023

Gift Account

No requests.

Building Maintenance and Incident Reports

Outside faucet repair continues

Event Statistics from 05/01/2023 to 05/31/2023

Category	Duplicated	Unduplicated	60+ Guests	U60 Guests
Community				
Education	23	21	7	2
Congregate Meals	529	108	45	0
Cultural Event	24	15	0	179
Fitness/Exercise	486	150	46	4
Food	197	102	29	2
Health Screening	10	10	1	0
Information Sharing	85	40	25	3
Recreation	183	58	20	3
Social Event	478	188	28	9
Total Event Signins	2015	432	380	23

VAN REPORT

May 55 riders; 459 trips

MART Connects (taxi and livery rides under grant program) to start July 5th. Updated flyer will be available at meeting.

REPORTS FROM COMMITTEES / LIAISONS

Art

Evening Dinner – preparing for Aug 10 car show

Landscaping – All 3 proposals from Eagle Scouts should be signed by time of meeting, work to start this week

PR

FOSS

PAST EVENTS

YMCA Partnership

UPDATES / FUTURE EVENTS

Core Values discussion as part of acceptable behavior at SSC

Father's Day

May 2023 Outreach Statistics for COA Board Meeting, 6/8/2023

Services provided between 05/01/2023 and 05/31/2023

Interaction	Duplicated	Unduplicated
email	11	9
Home Consultation	32	28
mail/letter/card	1	1
Office Consultation	48	28
Phone Consultation	95	53
Totals	187	81

Services provided between 05/01/2023 and 05/31/2023

Category	Duplicated	Unduplicated
Application Assistance	9	7
Assessment/Well check	9	8
Case Management/Advocacy	71	34
Client finding/Outreach	3	3
Crisis Intervention/Support	5	4
DME Medical equipment/loan	7	7
Donations	2	2
Errand	2	2
Family Support	5	5
General Information/Referral	3	3
Health Benefit Counseling	8	5
Library Outreach Program	3	1
Nutritional support	27	18
Over 80	30	20
Volunteer Driving Program	3	2
Totals	187	81

Services provided between 01/01/2023 and 05/31/2023

Age: >=80

Interaction	Duplicated	Unduplicated
Community Setting	1	1
email	31	14
Fax	1	1
Home Consultation	102	55
mail/letter/card	3	3
Office Consultation	98	36
Phone Consultation	299	94
Totals	535	115

Volunteer Report for May 2023

Volunteers between 05/01/2023 and 05/31/2023			
Service Type	Hours	Duplicated	Unique
Admin	14	4	2
Board work	19	11	7
Bread Run	24	8	2
Committee work	10.75	8	5
Driver - Senior Transport	3.83	3	1
Food Pantry	1.5	1	1
Instructor	48.5	23	7
Library	3	3	2
Maintenance	1	2	1
Meal Site	276.75	102	21
Meetings	15	6	6
Miscellaneous	26	12	6
MOW	65.33	41	9
Office coverage	146.5	36	11
Pancake Breakfast	53.83	15	13
Room set up	2	1	1
SHINE	2	1	1
Special Dinners	8.1	2	2
Special Event	7	2	2
Totals	728.09	281	68

Proposal for Pilot Program

After discussion with Town Administrator, Town Accountant, Treasurer / Collector's Office, Assessor's Office & Current Administrator of Tax Work Off Program, this is a draft of proposed pilot program for our review / discussion. Items in bold indicate changes from original recommendations of board.

Sterling Council on Aging Senior **Property Tax Assistance Program**

Eligibility criteria:

- Age: 60 and over
- COA board members are ineligible to participate
- Own, occupy as principal residence and pay taxes on Sterling property
- Not concurrently participating in tax work off program
- Limit to one COA property tax assistance payment per Sterling property
- **Self-identified need for tax payment assistance**
- **Volunteered for 15 programs at the Senior Center from Nov 1, 2023 – Oct 31, 2024**

Guidelines:

- Pilot Program for 2 years, funded at \$3000 per year, distributed to 6 volunteers at \$500 each
- **Program to be funded via gift account or through FOSS with distribution to be via check made payable to person and the Town of Sterling**
- **Check payment to be credited to Q3 tax bill due Feb 1st**
- Director appoints 3 members from COA Board to administer program
- **Application process occurs from October 1 – November 30, 2024**
- **Names and identifying information of applicants to be confidential**
- If # of applicants exceeds 6, lottery system to be used for selection
- Preference in year 2 for applicants who were not selected in year 1

Still to be determined, researched:

Does property tax bill need to be current, why?

Homes in trust, such as life estate trust?

Request to have docs for this program reviewed by town counsel?

Approval of SB?