

MEETING DATE: August 8, 2023

TIME: 5:30 pm

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: Kevin Beaupre, 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 July 13, 2023
4. Review Treasurer's Report
5. Public Session
6. Director's Update
 - a. Gift account expenditure request and vote
 - b. Building Maintenance and Incident Reports
 - c. Review/Approve Director's Report
7. New Business
 - a. Holiday Party and vote
 - b. Review of Board Member Book
8. Old Business
 - a. Update on Sterling Senior Center Property Tax Assistance Pilot Program and vote
9. Future Topics
10. Next Meeting: **Thursday Sept 14, 2023, 5:30 pm**
11. Adjournment

All meetings are open to the public

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APPROVED: August 8, 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 Thursday, July 13, 2023 at 5:35pm 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) Vice Chair
Gail Bergeron Chair (2024)
Nancy Castagna (2026) Member
Meg Chase (2025) Member
David Cosgrove, Treasurer (2025)
Deb MacLennan (2024) Member
Julie Hehir (2026)
Veronica Buckley, Director
Other attendees: Richard Maki

ABSENT

Joe LaGrassa (2024) Member
Deidre Shapiro (2026) Member

Review/Approve Meeting Minutes

June 8, 2023 meeting minutes filed as presented

Review Treasurer's Report

June 2023 FY 23 Treasurer's Report filed as presented as of July 5, 2023

Public Session

No public session

Director's Report

Gift Account:

No requests

Building Maintenance and Incident Reports:

Outside faucets are repaired

Reports from Committees/Liaisons

Art- Artist Reception held, July 11th. 30 attendees
Evening Dinner - Preparing for Aug 10 car show
Landscaping – Eagle Scout Project -5 trees and stone rock spread out front
PR-Detours due to road repairs
FOSS-Meeting June 30. SSC Property Tax Assistance Pilot Program presented.

Updates and Future Events

19 attendees at Fathers Day Event. Consider repeating event for 2024
Classic Car Show Aug 10th
SSC employee picnic Aug 30th
Volunteers needed- Advertisement in August Newsletter
Motion by Cosgrove, seconded by Hehir, to accept Director's Report.
Passed all

New Business:

a) Council on Aging – Board Reorganization and Vote

Motion by MacLennan, seconded by Bergeron, to elect Kevin Beaupre Chair
Passed all

Motion by Cosgrove, seconded by MacLennan, to elect Gail Bergeron Vice Chair

Passed all

Motion by Cosgrove, seconded by Castagna, to elect Julie Hehir Secretary

Passed all

Motion by Beaupre, seconded by Bergeron, to elect Dave Cosgrove Treasurer

Passed all

b) Review of COA board roles and responsibilities

Mentor/Mentee position discussed. Review of board roles and responsibilities will be postponed until August meeting.

c) Motion made by Beaupre, seconded by Cosgrove to move the August COA Meeting from Thursday, August 10 to Tuesday August 8th due to a conflict with Classic Car Show.

Passed all

Old Business

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

Veronica reviewed the cover letter, proposal and application for the Sterling Senior Center Property Tax Assistance Pilot Program that will be sent to the Town Administrator and Town Counsel for review. Board members discussed.

Motion by Cosgrove, MacLennan seconded, to accept the proposal, cover letter and application.

Aye: Bergeron, Castagna, Chase, Cosgrove, MacLennan, Hehir

Nay: Beaupre

Future Topics:

COA Holiday Party

Next Meeting – The next monthly COA Board meeting is scheduled for August 8th at 5:30 pm at the Senior Center.

Adjournment

Motion by Cosgrove, seconded by Beaupre to adjourn at 730 PM.

Passed all.

Respectfully submitted,

Julie Hehir
Secretary

Council on Aging Treasurer's Report FY2023

CoA Board Meeting, August 8, 2023

FINAL End of FY

FINAL Reporting for Month ended June 30, 2023

FY23 July 1, 2022-June 30, 2023Final

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$249,774.80	\$248,464.16	\$1,310.64	99.48%
01541-53000	CoA Home Care	\$400.00	\$400.00	\$0.00	100.00%
01541-53001	CoA Title VII Nutrition & WHEAT	\$4,300.00	\$4,300.00	\$0.00	100.00%
01541-57000	CoA Expense	\$16,645.03	\$16,645.03	\$0.00	100.00%
01540-57000	Sr Center Operations	\$43,608.17	\$43,608.17	\$0.00	100.00%

Other Accounts

Account #	Description	FY23 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$20,504.74	\$36,787.22	\$43,618.86	\$13,673.10
25003-	CoA Donation/	\$21,214.84	\$5,200.00	\$5,569.70	\$20,845.14
26011-	Formula Grant	\$21,889.23	\$31,464.00	\$8,521.39	\$44,831.84

Account #	Description	FY23 starting balance	Revenues *****-48000	Expenses *****-57001	Current Balance
24000-	Sr. Center Usage	\$7,283.71	\$2,200.00	\$0.00	\$9,483.71

** Appropriated amount for COA Wages represents end of year adjusted amount.

Expended Wages through 06/30/2023 Report Distribution.

*** Formula revenue received by Town 10/25/2022.

*b Revolving Fund. Current Balance as a percent of beginning balance: 66.68%

*c COA Donation. Fund Current Balance as a percent of beginning balance: 98.26%

SPECIAL NOTE	Sr. Center Comcast expenses paid from Police Communications Grant	\$1,452.49
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COA Van Fuel Budget for FY2023 totals \$11,580. All Van fuel expenses to be reimbursed by MART. Total fuel actually used in FY23 :	\$12,871.67
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\$113,768.41 Total non-Salary Expenses as recorded by Town as of month end.

\$8,494.74 Total Non-Salary Current Month Expense's paid by Town in next month.

\$2,087.38 Total Revenues submitted but not recorded by Town until next Month.

Appropriations amounts have been adjusted by the Town to enable account zeroing:

	Original amount	Ammended Amt.	Variance
COA Wages	\$253,383.00	\$249,774.80	(\$3,608.20)
CoA Home Care	\$400.00	\$400.00	\$0.00
CoA TI VII Nutr/WHEAT	\$4,300.00	\$4,300.00	\$0.00
CoA Expense	\$16,370.00	\$16,645.03	\$275.03
Sr Center Op.s	\$40,275.00	\$43,608.17	\$3,333.17

Accum. Percentage expected through June: 100.00%

David Cosgrove, Treasurer

Council on Aging Treasurer's Report FY2024

CoA Board Meeting, August 8, 2023

Reporting for Month ended July 31,2023

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$279,930.00	\$19,408.79	\$260,521.21	6.93%
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	\$660.44	\$15,709.56	4.03%
01540-57000	Sr Center Operations	\$46,063.00	\$1,253.03	\$44,809.97	2.72%

Other Accounts

Account #	Description	FY23 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$13,673.10	\$2,434.00	\$5,258.33	\$10,848.77 *b
25003-	CoA Donation/	\$20,845.14	\$430.00	\$2,150.00	\$19,125.14 *c
26011-	Formula Grant	\$44,831.84	\$0.00	\$2,698.85	\$42,132.99 ***

Account #	Description	FY23 starting balance	Revenues *****-48000	Expenses *****-57001	Current Balance
24000-	Sr. Center Usage	\$9,483.71	\$150.00	\$0.00	\$9,633.71

** Appropriated amount for COA Wages represents base requested amount per 2024 Town Warrant.
Expended Wages as of 07/31/2023 Report Distribution.

*** Formula revenue not yet received by Town.

*b Revolving Fund. Current Balance as a percent of beginning balance: 79.34%

*c COA Donation. Fund Current Balance as a percent of beginning balance: 91.75%

SPECIAL NOTE Sr. Center Comcast expenses paid from Police Communications Grant \$62.90

COA Van Fuel Budget for FY2024 totals \$xx,xxx. All Van fuel expenses to be reimbursed by MART. Total fuel actually used in FY24 : \$0.00

\$12,020.65 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.

\$0.00 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through July: 8.33%

David Cosgrove, Treasurer

COA Board Meeting Aug 8, 2023
Director's Report for July 2023

Gift Account

No requests.

Building Maintenance and Incident Reports

None

Event Statistics from 07/01/2023 to 07/31/2023

Category	Duplicated	Unduplicated	60+ Guests	U 60 Guests
Community				
Education	23	22	7	0
Congregate Meals	475	90	46	1
Cultural Event	26	18	9	6
Fitness/Exercise	508	149	18	1
Food	231	133	17	5
Health Screening	17	17	2	0
Information Sharing	57	24	2	0
Recreation	69	32	3	0
Social Event	338	120	13	0
Support Services	3	3	0	0
Total Event Signins	1747	405	117	13

VAN REPORT

July 52 riders; 441 trips

REPORTS FROM COMMITTEES / LIAISONS

Art – Brush Painting with Diane Senge and Grace Hoffman reception Sept 12

Evening Dinner – Aug 10 car show

Landscaping – Eagle Scout Projects

PR

FOSS

UPDATES / FUTURE EVENTS

Classic Car Show

Utilization of Windows 11 or PPT with Microsoft 365 to enable real-time captioning for programs at SSC.

Intergenerational projects: Book Buddy Club and Houghton Cafeteria Window Painting

Channel 25 Boston Zip Trip August 18 at 9:45 will feature Senior Center and Strummers

CY 2023 SENIOR CENTER GOALS – Mid-year update

1. **Increase participation of Friendly Visitor program to 7 - 10 partnerships**
Currently 2 partnerships meeting regularly, in process of screening 2 FV's

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With outreach staff, explore alternate methods of decreasing social isolation

Reformat the Caregiver Support Program to include supervised activity for loved one

Supervised activity with Dementia Friendly Activity Bag offered monthly

2. **Seek to complete over 80 home visits for Sterling population by March of 2024.**

Total over 80 population – 321

Home visits completed – 92

Phone or Office visits – 11

Declined or unable to contact – 21

Remaining home visits - 197

3. **Monitor # of rides and unduplicated riders on vans (FY 2021 83 unduplicated riders, 2182 trips; FY 2022 129 unduplicated riders; 4035 trips)**

FY 2023 142 unduplicated riders; 4749 trips

Reestablish volunteer driving program for electric car, record and report.

Began use of electric car with volunteer drivers; stats are included with MSC ride reports.

4. **Develop, utilize and evaluate a formal volunteer tracking process for new and existing volunteers**

In process of development

Create job descriptions for volunteer opportunities; add these documents to SSC Policies and Guiding Principles

5. **Identify, utilize and evaluate new means of communication including emails, robocalls of upcoming events**

Implementation of utilization of robocalls, emails for several programs with low enrollment numbers; Posting of weekly events on FB

Investigate local phone number option for robocalls

\$300 charge through MSC

6. **Director and Board to review formula grant funding and expenditures, develop budget parameters**

7. **Director and Board to review P&P document, update as needed**

Volunteer Report for July 2023

Volunteers between 07/01/2023 and 07/31/2023			
Volunteer Service Type	Hours	Duplicated	Unique
Admin	16	5	4
Annual Car Show	2	2	2
Board work	13.92	10	4
Book Club	11	3	1
Bread Run	21	7	2
Cards	3	1	1
Committee work	7	2	2
Computers	6	2	1
Driver - Senior Transport	10	7	6
Food Pantry	1.5	1	1
Instructor	18.5	10	7
Maintenance	2.5	2	2
Meal Site	245.38	95	22
Meetings	14.5	10	9
MOW	55.25	33	9
Newsletter	1	1	1
Office coverage	132.25	31	11
Pancake Breakfast	33.5	11	10
Totals	594.3	233	64

July 2023 Outreach Statistics for COA Board Meeting on August 8, 2023

Services provided between 07/01/2023 and 07/31/2023

Interaction	Duplicated	Unduplicated
email	9	6
Fax	1	1
Home Consultation	22	18
Office Consultation	43	26
Phone Consultation	122	60
Totals	197	81

Services provided between 07/01/2023 and 07/31/2023

Category	Duplicated	Unduplicated
Application Assistance	10	8
Assessment/Well check	15	11
Case Management/Advocacy	86	28
Client finding/Outreach	4	3
Crisis Intervention/Support	10	7
DME Medical equipment/loan	10	7
Family Support	1	1
General Information/Referral	9	9
Health Benefit Counseling	3	2
Library Outreach Program	2	2
Nutritional support	30	21
Over 80	15	12
Volunteer Driving Program	2	1
Totals	197	81

Services provided between 01/01/2023 and 07/31/2023

Age: >=80

Interaction	Duplicated	Unduplicated
Community Setting	4	3
email	49	19
Fax	2	2
Home Consultation	127	59
mail/letter/card	3	3
Office Consultation	133	44
Phone Consultation	424	112
Totals	742	136