

APPROVED: October 12, 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 September 14, 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) Chair
Gail Bergeron (2024) Vice Chair
Meg Chase (2025) Member
David Cosgrove (2025) Treasurer
Joe LaGrassa (2024) Member
Julie Hehir (2026) Secretary
Deidre Shapiro (2026) Member
Veronica Buckley, Director
Other attendees: Dick Maki

ABSENT

Nancy Castagna (2026) Member
Deb MacLennan (2024) Member

Review/Approve Meeting Minutes

August 8, 2023 meeting minutes filed as presented

Review Treasurer's Report

August 2023 Treasurer's Report filed as presented

Public Session None

Director's Report

Gift Account: No requests

Building Maintenance and Incident Reports

Chairs and tables for MPR.

Decision made to order 5foot diameter molded tables and evaluate.
Chuck Goss notified regarding wear on chairs and rim on tables. Awaiting manufacture warranty response

Reports from Committees/Liasons

Outreach: Assistance to elderly population with Fuel Assistance forms and Medicare open enrollment

Art: 40 people attended Brush painting reception Sept 12

Updates and Future Events:

MART CONNECT Program-61 pickups from 7/5-9/11. Need to compare numbers to Lancaster and Lunenburg. Look at local advertising? Newsletter

Search Committee: 2 finalists for the Director position have been interviewed and sent to Town Administrator.

Fireworks on the patio-Work with police department to plan next year

Motion by David Cosgrove, seconded by Joe LaGrassa, to accept Director's Report.

- Passed all

Old Business

- a. Holiday Party will be held December 10th. Deb MacLennan will be the Chairperson.
- b. Proposal for the Sterling Senior Center Property Tax Assistance Pilot Program has been sent to the Attorney.

New Business:

- a. Board Member Book will be reviewed at the October meeting.
- b. New Director will be introduced at October meeting
- c. COA Goals for 2023-2024 discussed.
 1. Ensure that transition for new Director proceeds smoothly. Discussion of On Boarding process
 2. Increase number of volunteers.
 3. Continue to develop training and cross-training of Board members to learn other roles.

Future Topics: none

Next Meeting – The next monthly COA Board meeting is scheduled for Thursday, October 12, 2023 at 5:30 pm at the Senior Center.

Adjournment

Motion by David Cosgrove, seconded by Joe LaGrassa to adjourn at 730PM. Passed all.

Respectfully submitted,

Julie Hehir
Secretary

Council on Aging Treasurer's Report FY2024

CoA Board Meeting, October 12, 2023

Reporting for Month ended September 30, 2023

FY24 July 1, 2023-June 30, 2024

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$279,930.00	\$58,748.34	\$221,181.66	20.99%
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	\$3,800.92	\$12,569.08	23.22%
01540-57000	Sr Center Operations	\$46,063.00	\$6,578.49	\$39,484.51	14.28%

Other Accounts

Account #	Description	FY23 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$13,673.10	\$8,641.07	\$9,798.21	\$12,515.96 *b
25003-	CoA Donation/	\$20,845.14	\$2,334.37	\$0.00	\$23,179.51 *c
26011-	Formula Grant	\$44,831.84	\$0.00	\$4,167.70	\$40,664.14 ***

Account #	Description	FY23 starting balance	Revenues *****-48000	Expenses *****-57001	Current Balance
24000-	Sr. Center Usage	\$9,483.71	\$600.00	\$0.00	\$10,083.71

** Appropriated amount for COA Wages represents base requested amount per 2024 Town Warrant.
Expended Wages as of 09/30/2023 Report Distribution.

*** Formula revenue not yet received by Town.

*b Revolving Fund. Current Balance as a percent of beginning balance: 91.54%

*c COA Donation. Fund Current Balance as a percent of beginning balance: 111.20%

SPECIAL NOTE	Sr. Center Comcast expenses paid from Police Communications Grant	\$188.70
	COA Van Fuel Budget for FY2024 totals \$11,563. All Van fuel expenses to be reimbursed by MART. Total fuel actually used in FY24 :	\$1,264.74

\$24,345.32 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.

\$909.00 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through September: 25.00%

David Cosgrove, Treasurer

COA Board Meeting Oct 12, 2023
Director's Report for Sept 2023

Gift Account - No requests.

Building Maintenance and Incident Reports

Ice machine under repair.

Obtaining quotes for HVAC control system with facilities manager.

Event Statistics from 09/01/2023 to 09/30/2023

Category	Duplicated	Unduplicated	60+ Guests	U60 Guest
Community				
Education	30	27	6	0
Congregate Meals	500	99	43	0
Cultural Event	36	24	11	5
Fitness/Exercise	424	139	10	0
Food	254	160	26	5
Health Screening	40	38	0	0
Information Sharing	67	32	4	0
Recreation	127	34	0	0
Social Event	391	164	35	1
Total Event Signins	1869	438	135	11

VAN REPORT

July 53 riders; 409 trips

REPORTS FROM COMMITTEES / LIAISONS

ADF – Conducted “Dementia and Your Community” training at First Church on Oct 1.

Limited attendance. Need to concentrate on promotion with church events.

Art – Donna Zehring, painter and photographer, art reception Nov 15.

Evening Dinner – Ham and bean dinner on Oct 19th. Discussion re other events to attract new members in lieu of dinner.

Landscaping – In contact with Busy Bee for 1800 sq ft to be paid out of bldg funds

PR – Welcome Sheila

FOSS – Craft Fair & Cookie Sale Dec 9th

UPDATES / FUTURE EVENTS

Mart Connects info updated to state total of 120 rides. Sterling lowest ridership of three participating towns. Pop comparison Lancaster – 8400; Lunenburg – 11,600; Sterling - 8000

Intergenerational projects: Still accepting senior participants

Flu Clinic Oct 4th with VNACare – 125 participants

Grab n Go with Sterling Village to fund the walk to end Alzheimer's had 72 participants and raised \$421

Upcoming –10/20 Medicare Open Enrollment presentation; 10/25 Apple Fest Luncheon with Sholan Farms; 10/26 Holiday Scams with LCU; 11/8 Veteran's Dinner; 11/9 Veterans Luncheon.

Onboarding process for Sheila

September 2023 Outreach Statistics for COA Board Meeting: October 12, 2023

Services provided between 09/01/2023 and 09/30/2023

Interaction	Duplicated	Unduplicated
Community Setting	2	2
email	18	10
Fax	1	1
Home Consultation	23	15
mail/letter/card	1	1
Office Consultation	57	33
Phone Consultation	110	55
Totals	212	83

Services provided between 09/01/2023 and 09/30/2023

Category	Duplicated	Unduplicated
Application Assistance	17	11
Assessment/Well check	4	4
Case Management/Advocacy	97	40
Client finding/Outreach	12	6
Crisis Intervention/Support	15	7
DME Medical equipment/loan	8	8
Family Support	2	2
General Information/Referral	5	5
Health Benefit Counseling	3	2
Healthcare service	2	2
Inter-generational program	14	13
Library Outreach Program	3	2
Nutritional support	26	15
Over 80	3	3
Referral from Community	1	1
Totals	212	83

Services provided between 01/01/2023 and 09/30/2023

Age: >=80

Interaction	Duplicated	Unduplicated
Community Setting	4	3
email	68	22
Fax	3	3
Home Consultation	154	63
mail/letter/card	4	4
Office Consultation	194	59
Phone Consultation	542	133
Totals	969	162

Volunteer Report for September 2023

Volunteers between 09/01/2023 and 09/30/2023			
Volunteer Service Type	Hours	Duplicated	Unique
Admin	5	2	2
Annual Car Show	3	1	1
Board work	25.03	18	8
Book Club	10	1	1
Bread Run	12	3	1
Cards	3	1	1
Committee work	39.5	10	6
Computers	10	4	1
Decorating the room	2.25	2	1
Driver - Senior Transport	1	1	1
Instructor	70	31	9
Library	1	1	1
Maintenance	0.5	1	1
Marketing/Social Media	9	1	1
Meal Site	252.25	93	23
Meetings	4.25	5	3
Miscellaneous	0.5	1	1
MOW	75.42	49	11
Newsletter	3	3	3
Office coverage	137.73	37	13
Pancake Breakfast	52	18	14
Special Dinners	27.5	5	5
Special Event	4.5	2	1
Totals	748.43	290	79