

**APPROVED: September 14, 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 Tuesday, August 8, 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  
Nancy Castagna (2026) Member  
David Cosgrove (2025) Treasurer  
Joe LaGrassa (2024) Member  
Deb MacLennan (2024) Member  
Julie Hehir (2026) Secretary  
Deidre Shapiro (2026) Member  
Veronica Buckley Director  
Other attendees: Kirsten Newman, Representative from  
Select Board

**ABSENT**

Meg Chase (2025) Member

**Review/Approve Meeting Minutes**

July 13, 2023 meeting minutes filed as presented.

**Review Treasurer's Report**

2023 FY 23 Treasurer's Report filed as presented with date change.

**Public Session** None

**Director's Report**

**Gift Account:** No requests

**Building Maintenance and Incident Reports: None**

**Reports from Committees**

Evening Dinner-Car Show scheduled for Aug 10<sup>th</sup>; rain date August 17<sup>th</sup>  
Landscaping-2 Eagle Scout Projects completed-rocks in front, birdhouses, planters  
FOSS- No Meeting

**Updates and Future Events:**

Outreach-Distribution of Farmers' Market coupons  
Assisting residents in MA health redetermination

Discussed Utilization of Windows 11 or Powerpoint with Microsoft 365 to enable real-time captioning for programs at SSC – 50% of Seniors have hearing loss

Intergenerational Projects-Soliciting volunteers for Book Buddy Club and Houghton Cafeteria Window Painting. Both projects will repeat 2-3 times next year.

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

Veronica will check with MART for statistics relating to MART CONNECT program

### **FY2023 SENIOR Center Goals**

Veronica reviewed midyear progress.

Discussion regarding increased use of robocalls-Veronica will check to see if we can identify SSC on robo calls.

Discussion regarding Flu Clinic. Date and time to be determined

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

- Passed all

### **Old Business**

- a. Update on Senior Tax Work-Off Program Request: Discussion of process and request for Kirsten to follow up.

### **New Business:**

- a. Holiday Party and vote-Holiday party will be Sunday December 3<sup>rd</sup>. Time to be determined.  
Motion by Beaupre, seconded by Cosgrove  
Passed- All
- b. Board Member Book review will be done at September meeting
- c. Work to plan transition of Veronicas role as Director

**Future Topics** : none

**Next Meeting** – The next monthly COA Board meeting is scheduled for September 14th at 5:30 PM at the Senior Center.

### **Adjournment**

Motion by Beaupre, seconded by Cosgrove, to adjourn at 7:35 PM.  
Passed all.

Respectfully submitted,

Julie Hehir  
Secretary

# Council on Aging Treasurer's Report FY2024

CoA Board Meeting, September 14, 2023  
Reporting for Month ended August 31, 2023

FY21 July 1, 2022-June 30, 2023

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$279,930.00	\$39,269.63	\$240,660.37	14.03%
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	\$1,584.72	\$14,785.28	9.68%
01540-57000	Sr Center Operations	\$46,063.00	\$4,189.40	\$41,873.60	9.09%

## Other Accounts

Account #	Description	FY23 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$13,673.10	\$4,618.00	\$7,345.02	\$10,946.08 *b
25003-	CoA Donation/	\$20,845.14	\$630.00	\$0.00	\$21,475.14 *c
26011-	Formula Grant	\$44,831.84	\$0.00	\$3,502.70	\$41,329.14 ***

Account #	Description	FY23 starting balance	Revenues *****-48000	Expenses *****-57001	Current Balance
24000-	Sr. Center Usage	\$9,483.71	\$300.00	\$0.00	\$9,783.71

\*\* 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: 80.06%

\*c COA Donation. Fund Current Balance as a percent of beginning balance: 103.02%

<b>SPECIAL NOTE</b>	Sr. Center Comcast expenses paid from Police Communications Grant	\$125.80
	COA Van Fuel Budget for FY2024 totals \$xx,xxx. All Van fuel expenses to be reimbursed by MART. Total fuel actually used in FY24 :	\$1,264.74

\$16,621.84 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 August: 16.67%

David Cosgrove, Treasurer



**COA Board Meeting Sept 14, 2023**  
**Director's Report for Aug 2023**

**Gift Account** - No requests.

**Building Maintenance and Incident Reports**  
Chairs and Tables for MPR

**Event Statistics from 08/01/2023 to 08/31/2023**

<b>Category</b>	<b>Duplicated</b>	<b>Unduplicated</b>	<b>60 + Guests</b>	<b>U 60 Guests</b>
Community				
Education	33	29	1	2
Congregate Meals	592	98	53	0
Cultural Event	26	17	2	0
Fitness/Exercise	510	154	11	0
Food	207	114	17	3
Health Screening	66	60	13	0
Information Sharing	63	30	3	0
Recreation	105	36	5	0
Social Event	402	120	12	2
<b>Total Event Signins</b>	<b>2004</b>	<b>425</b>	<b>117</b>	<b>7</b>

**VAN REPORT**

July 63 riders; 494 trips

**REPORTS FROM COMMITTEES / LIAISONS**

ADF – Resuming meetings in Sept, education plans in the community.

Art – Brush Painting reception Sept 12

Evening Dinner – Aug 10 car show; Sept 21 dinner

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

FOSS – Craft Fair & Cookie Sale Dec 9<sup>th</sup>

**UPDATES / FUTURE EVENTS**

Search Committee passed recommendations to TA on 9-6

Mart Connects is not fully automated so numbers are not readily available. (Requested numbers of Sterling rides.)

MSC \$300 charge enables caller ID for phone number. Requests for caller ID to state Sterling Sr Ctr are handled through phone co.

Sterling Fair – golf cart volunteers, Strummers, fireworks on the patio

Intergenerational projects: Book Buddy Club needs senior participants

Flu Clinic Oct 4<sup>th</sup> with VNACare. 12:30 – 4:30. Inside the SSC with drive through accommodations for those with ambulatory difficulties. Home visits will be provided for homebound.

Donations increasingly important to control food costs: renewed apple donations from Sholan Farms and weekly pickups from Price Chopper

# Volunteer Report for August 2023

<b>Volunteer Service Type</b>	<b>Hours</b>	<b>Duplicated</b>	<b>Unique Vols</b>
Admin	18	5	3
Annual Car Show	67	21	18
Board work	14	8	6
Book Club	13	3	1
Bread Run	17	4	1
Cards	3	1	1
Committee work	22	8	5
Driver - Senior Transport	6.25	6	4
Entertainment	6	1	1
Food Pantry	1.5	1	1
Grants	2.25	1	1
Instructor	50	26	7
Library	3	3	1
Maintenance	0.5	1	1
Meal Site	267.93	107	23
Meetings	10.25	6	5
Miscellaneous	7	3	3
MOW	69	40	9
Newsletter	5	5	4
Office coverage	138.5	33	11
Pancake Breakfast	32.5	10	8
Special Dinners	2	1	1
<b>Totals</b>	<b>755.68</b>	<b>294</b>	<b>76</b>

## **August 2023 Outreach Statistics for COA Board Meeting: September 14, 2023**

### **Services provided between 08/01/2023 and 08/31/2023**

<b>Interaction</b>	<b>Duplicated</b>	<b>Unduplicated</b>
email	10	8
Fax	1	1
Home Consultation	20	16
mail/letter/card	3	3
Office Consultation	64	42
Phone Consultation	119	54
<b>Totals</b>	<b>217</b>	<b>89</b>

### **Services provided between 08/01/2023 and 08/31/2023**

<b>Category</b>	<b>Duplicated</b>	<b>Unduplicated</b>
Application Assistance	12	6
Assessment/Well check	5	5
Case Management/Advocacy	104	37
Client finding/Outreach	4	2
Crisis Intervention/Support	11	6
DME Medical equipment/loan	16	16
Errand	1	1
Family Support	4	4
Health Benefit Counseling	2	2
Library Outreach Program	11	5
Nutritional support	43	36
Over 80	2	2
Volunteer Driving Program	2	2
<b>Totals</b>	<b>217</b>	<b>89</b>

### **Services provided between 01/01/2023 and 08/31/2023**

#### **Age: >=80**

<b>Interaction</b>	<b>Duplicated</b>	<b>Unduplicated</b>
Community Setting	4	3
email	55	21
Fax	2	2
Home Consultation	138	61
mail/letter/card	4	4
Office Consultation	167	52
Phone Consultation	492	123
<b>Totals</b>	<b>862</b>	<b>149</b>