

**APPROVED May 12, 2022**

**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, April 14, 2022 at 5:45 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.

- **Open Meeting**

- **Roll Call**

- PRESENT**

- Kevin Beaupre (2022) Chair
  - Gail Bergeron (2024) Member
  - Nancy Castagna (2023) Member
  - Meg Chase (2022) Member
  - David Cosgrove (2022) Treasurer
  - Joe LaGrassa (2024) Member
  - Deb MacLennan (2024) Member
  - Liz Pape (2023) Secretary
  - Sue Protano (2023) Member

- ABSENT**

Veronica Buckley, Director

- **Review/Approve Meeting Minutes**

- March 10, 2022 meeting minutes approved as presented.

- **Review/Approve Treasurer's Report**

- Motion by Protano, LaGrassa seconded to accept March 2022 Treasurer's Report.

- Passed all.

- **Building Committee Update - none**

- **Public Session**

- Dick Maki addressed the topic of volunteers at the Senior Center and Sterling's Senior Tax Work-off Program and asked that the board consider that equity is important. Dick stated that this is a new venture for the Council on Aging to find a way to reward its volunteers.

- **New Business**

- Motion by Bergeron, Castagna seconded to submit Kevin Beaupre, Meg Chase and David Cosgrove, currently CoA board members whose terms expire June 30, 2022, to the Selectboard for renewal for another three-year term.

- Passed all.

- **Director's Report**

- a) Gift Account expenditure request – The board previously approved a gift account expenditure for shirts for the Senior Center's Sterling Strummers, which purchase was delayed due to COVID.

- Motion by LaGrassa, Chase seconded, to approve up to \$700 for the purchase of said shirts.

- b) Building Maintenance and Incident Reports - none

c) Director's Report

- Outreach Statistics now include more reporting on seniors over 80 years of age. Next month additional data on over-80s who come into the Senior Center will be provided.
- Additional van driver is in the process of being hired.
- Landscape Plan is being finalized. Draft plan was reviewed by Facilities and DPW, and their comments will be incorporated into the final plan.
- Trinity Hospice is interested in providing a once-a-month yoga class for caregivers.
- Beginner TaiChi is starting as a 3-month program.
- Evening Comfort Dinner is being limited to 40 attendees. Veronica reminded the committee that new committee volunteers need to fill out the Volunteer Application and they must be CORI-checked.
- Student Art Reception is May 3.
- Mother's Day will be celebrated with a Grab-n-Go.
- Veronica is looking for:
  - 2 or more volunteers to take the AARP tax training to provide tax preparation support to Sterling Seniors, and
  - Volunteers to participate in ASNCM (Aging Services of North Central MA) money management program training to assist seniors with paying their bills and writing checks.

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

- Passed all

- **Old Business - Senior Tax Work-Off Program discussion**

The goal is to finalize the discussion by this fall and take a proposal to the Town. We advocate for all seniors in our town.

Suggested having 1 program for town departments, with about \$27,000 funding and another program for the Sterling Senior Center, with about \$10,000 funding.

Agreed that we need to define the guidelines under which the Senior Center's program would operate. The following guidelines were discussed and agreed upon:

Have a separate program from the program currently being run by the Town Hall

Need to finalize the amount of funding the Senior Center wants.

At the next COA meeting (May 12, 2022), the board will create a list of essential criteria and guidelines for the COA Senior Tax Work-Off Program.

- **Next Meeting** – The next monthly COA Board meeting is scheduled for Thursday, **May 12, 2022** at 5:30 pm at the Senior Center.

- **Adjournment**

Motion by LaGrassa, MacLennan seconded, to adjourn at 7:38 pm

- Passed all.

Respectfully submitted,

Liz Pape  
Secretary  
Attachments

## Council on Aging Treasurer's Report FY2022

CoA Board Meeting, April 14, 2022

Reporting for Month ended March 31, 2022

**FY21 July 1, 2021-June 30, 2022**

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$218,189.00	\$149,988.01	\$68,200.99	68.74%
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	\$10,156.08	\$5,893.92	63.28%
01540-57000	Sr Center Operations	\$19,112.00	\$18,063.78	\$1,048.22	94.52%
27003-57002	ARPA Funds COVID Expenditures	\$0.00	\$1,980.00 *e	(\$1,980.00)	

### Other Accounts

Account #	Description	FY22 starting balance	Revenues ***** 48400	Expenses ***** 57000	Current Balance
24000-	Revolving funds	\$23,762.09	\$18,704.44	\$19,673.72	\$22,792.81 *b
25003-	CoA Donation/	\$21,507.29	\$1,975.00	\$31.00	\$23,451.29 *c
26011-	Formula Grant	\$10,605.48	\$0.00	\$5,889.75	\$4,715.73 ***

Account #	Description	FY22 starting balance	Revenues ***** 48000	Expenses ***** 57001	Current Balance
24000-	Sr. Center Usage	\$8,712.19	\$900.00	\$99.96	\$9,512.23

\*\* Appropriated amount for COA Wages represents base requested amount per 2022 Town Warrant.

Expended Wages as of 01/24/2022 Report Distribution.

\*\*\* Formula revenue not yet received.

\*b Revolving Fund. Current Balance as a percent of beginning balance: 95.92%

\*c COA Donation. Fund Current Balance as a percent of beginning balance: 109.04%

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

\$53,914.29 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 March:	75.00%
David Cosgrove, Treasurer	

## COA Board Meeting April 14, 2022

### Director's Report for March 2022

#### Event Statistics from 03/01/2022 to 03/31/2022

Category	Duplicated	Unduplicated	60+ Guests	U 60 Guests
Community				
Education	22	20	0	0
Congregate Meals	511	79	1	1
Cultural Event	28	19	6	7
Fitness/Exercise	364	118	5	1
Food	194	106	64	2
Health Screening	20	20	1	0
Information				
Sharing	72	31	2	0
Recreation	136	34	0	0
Social Event	406	119	11	1
<b>Total Event Signins</b>	1753	359	90	12

As expected, participation stats have rebounded from Covid surge of Jan Feb and they exceed numbers from last fall.

#### VAN REPORT MARCH 2022

Riders: 55 Trips: 406

#### UPDATES

Covid precautions:

Masks optional; avoiding overcrowding.

Currently, only the yoga program is limiting participation.

Over 80 outreach: resuming the motion detector light giveaway.

Finalizing the landscape plan with McCarty Engineering.

#### PAST EVENTS

SPA grab n go: 115 participants met members of the SPA, received dinner & Take Me Home brochures. Possible annual event!

#### UPCOMING EVENTS

Yoga for caregivers and bereavement support, sponsored by Trinity Hospice, monthly on 3<sup>rd</sup> Thursday.

Beginner Tai Chi to enable newcomers to join the Monday 8:30 class

Evening Comfort Dinners resume 5:30pm on May 19<sup>th</sup> with meatloaf dinner.

Ukulele Club 5 year anniversary on April 21<sup>st</sup>. Graduation of beginners' class on June 2<sup>nd</sup>.

Peer leaders intergenerational program resumed in April with plans to meet in May for games at the Senior Center and pickleball at Chocksett.

Student Art Reception and Exhibition Tuesday May 3<sup>rd</sup> 6 – 8 pm

“Ruth Bader Ginsburg,” evening of May 19<sup>th</sup> in collaboration with the Sterling Arts Collaborative and the Sterling Cultural Council

Mother's Day grab n go Friday May 6<sup>th</sup> from 1- 2 pm. Tea & Scones. Traditional Mother's Day Tea to resume in 2023.

## OUTREACH STATISTICS MARCH 2022

Services provided between 03/01/2022 and 03/31/2022

Interaction	Duplicated	Unduplicated
email	17	12
Home Consultation	39	30
mail/letter/card	6	6
Office Consultation	46	40
Phone Consultation	154	108
<b>Totals</b>	<b>262</b>	<b>160</b>

Services provided between 03/01/2022 and 03/31/2022

Category	Duplicated	Unduplicated
Application Assistance	17	10
Assessment/Well check	61	60
Case Management/Advocacy	115	66
Client finding/Outreach	1	1
DME Medical equipment/loan	12	11
Family Support	3	3
General Information/Referral	17	17
Health Benefit Counseling	4	3
Inter-generational program	10	10
Isolation Intervention	2	2
Nutritional support	19	17
Referral from Community	1	1
<b>Totals</b>	<b>262</b>	<b>160</b>

# OUTREACH STATISTICS OVER 80

## SINCE JANUARY 2022

**Services provided between 01/01/2022 and 03/31/2022**

Age: >=80

Site(s): All

<b>Category</b>	<b>Duplicated</b>	<b>Unduplicated</b>
<b>Application Assistance</b>	7	5
<b>Assessment/Well check</b>	135	106
<b>Case Management/Advocacy</b>	166	71
<b>Client finding/Outreach</b>	1	1
<b>DME Medical equipment/loan</b>	14	12
<b>Family Support</b>	7	4
<b>General Information/Referral</b>	5	4
<b>Health Benefit Counseling</b>	2	1
<b>Healthcare service</b>	3	3
<b>Inter-generational program</b>	10	10
<b>Isolation Intervention</b>	7	3
<b>Nutritional support</b>	23	12
<b>Totals</b>	<b>380</b>	<b>167</b>



## OUTREACH STATISTICS

### POPULATION BY AGE CURRENTLY IN MSC

**People that were active between 01/01/2002 and 03/31/2022**

**Filters:**

Age: >=80

Site(s): All

Deceased: No

Archived: No

City: Sterling

<b>Age Range as of 03/31/2022</b>	<b>Count</b>	<b>Percent</b>
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<b>Ages 55-59</b>	71	4.0%
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<b>Ages 60-64</b>	258	14.7%
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<b>Ages 65-69</b>	318	18.1%
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<b>Ages 70-74</b>	404	23.0%
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<b>Ages 75-79</b>	330	18.8%
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<b>Ages 80-84</b>	161	9.2%
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<b>Ages Below 55</b>	86	4.9%
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<b>Ages Over 85</b>	128	7.3%
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# Volunteer Report for March 2022

Volunteers between 03/01/2022 and 03/31/2022			
Volunteer Service Type	Hours	Duplicated	Unique
Admin	12	6	2
Board work	18.42	11	8
Bread Run	20	7	2
Cards	3	1	1
Committee work	8.75	3	3
Computers	7	3	1
Driver - Senior Transport	4	2	1
Instructor	29.17	16	3
Library	1	1	1
maintenance	0.67	1	1
Meal Site	326.25	114	28
Meetings	2	2	2
Miscellaneous	4.8	4	2
MOW	61.75	41	8
Newsletter	1	1	1
Office coverage	262	44	12
Pancake Breakfast	23.5	9	7
<b>Totals</b>	<b>785.31</b>	<b>266</b>	<b>64</b>

We were several volunteers down for February into March, through vacation, injury and caregiving, especially in the kitchen!  
We are very lucky to have a dedicated crew of volunteers who stepped up to cover the missing folks! Some volunteers filled additional shifts, and a couple of new volunteers came on board.