

**APPROVED June 9, 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, May 12, 2022 at 5:33 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
  - Liz Pape (2023) Secretary
  - Sue Protano (2023) Member

- ABSENT**

- Deb MacLennan (2024) Member

Veronica Buckley, Director

- **Review/Approve Meeting Minutes**

- April 14, 2022 meeting minutes approved as presented.

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

- Motion by Chase, Castagna seconded to accept April 2022 Treasurer's Report.

- Passed all.

- **Building Committee Update**

- Kevin Beaupre of the Building Committee reported that the Sterling Senior Center building balance is currently \$52,740. Additional expenses for sealcoating and line striping the parking lot and the driveway extension to the school parking lot are still to be paid from this account. Once a final landscaping plan has been received, the building committee will decide if funding from the account can be allocated for landscaping.

- **Public Session - none**

- **Director's Report**

- a) Gift Account –Veronica reported that the actual expense for the Sterling Strummers shirt was \$630. A Volunteer Appreciation Event is scheduled for June 24 with a June 17 final sign-up. Veronica plans to request funding for the event during the June CoA board meeting.
  - b) Building Maintenance and Incident Reports: There was a fall during pickleball, no aid was needed. 911 call made by a van driver when a senior fell in the driveway after exiting the van.
  - c) Statistics – Veronica reviewed the population statistics and outreach statistics.
  - d) AARP tax preparation and ASNCM money management volunteers are still needed.

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

- Passed all

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

- Eligibility criteria and benefits for the Sterling Council on Aging Senior Tax Work-Off Program were

discussed and agreed upon.

- **Next Meeting** – The next monthly COA Board meeting is scheduled for Thursday, **June 9, 2022** at 5:30 pm at the Senior Center.
- **Adjournment**  
Motion by Bergeron, Cosgrove seconded, to adjourn at 7:28 pm
  - Passed all.

Respectfully submitted,

Liz Pape  
Secretary  
Attachments

# Council on Aging Treasurer's Report FY2022

CoA Board Meeting, May 12, 2022

Reporting for Month ended April 30,2022

FY21 July 1, 2021-June 30, 2022

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$218,189.00	\$167,023.68	\$51,165.32	76.55%
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	\$10,443.92	\$5,606.08	65.07%
01540-57000	Sr Center Operations	\$19,112.00	\$19,109.86	\$2.14	99.99%
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	\$21,171.94	\$21,746.93	\$23,187.10 *b
25003-	CoA Donation/	\$21,507.29	\$1,975.00	\$580.00	\$22,902.29 *c
26011-	Formula Grant	\$10,605.48	\$19,332.00	\$5,889.75	\$24,047.73 ***

Account #	Description	FY22 starting balance	Revenues *****-48000	Expenses *****-57001	Current Balance
24000-	Sr. Center Usage	\$8,712.19	\$1,050.00	\$203.98	\$9,558.21

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

Expended Wages as of 0x/xx/2022 Report Distribution.

\*\*\* Formula revenue received by Town at end of March.

\*b Revolving Fund. Current Balance as a percent of beginning balance: 97.58%

\*c COA Donation. Fund Current Balance as a percent of beginning balance: 106.49%

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

\$57,000.23 Total non-Salary Expenses as recorded by Town as of month end.

\$974.21 Total Non-Salary Current Month Expense's paid by Town in next month.

\$349.00 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through April:

83.33%

David Cosgrove, Treasurer

## COA Board Meeting May 12, 2022

### Director's Report for April 2022

#### Event Statistics from 04/01/2022 to 04/30/2022

Category	Duplicated	Unduplicated	60 + Guests	U 60 Guests
Community				
Education	21	15	2	0
Congregate Meals	468	78	4	0
Cultural Event	23	9	1	0
Fitness/Exercise	344	124	6	0
Food	282	176	53	0
Health Screening	17	16	3	0
Information				
Sharing	71	32	4	1
Recreation	103	34	0	0
Social Event	448	105	9	1
<b>Total Event Signins</b>	<b>1777</b>	<b>398</b>	<b>82</b>	<b>2</b>

#### VAN REPORT APRIL 2022

Riders: 48 Trips: 356

New hire start date postponed to end of month

#### UPDATES

Landscape plan with McCarty Engineering  
Geneva Paving and parking lot

#### PAST EVENTS

Beginner Tai Chi has started with 11 participants.

5/3 Students' Art Reception with 168 guests

5/5 ADF Sterling info session with the peer leaders, How old is "old?"

5/6 Mother's Day Grab n Go

5/11 Peer leaders engage in programs at the SSC

#### UPCOMING EVENTS

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

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

"Ruth Bader Ginsburg," evening of May 20<sup>th</sup> in collaboration with the Sterling Arts Collaborative and the Sterling Cultural Council – Currently taking names for wait list.

## Volunteer Appreciation

Friday June 24 with rain date of Sat June 25. Luncheon catered by Emma's Café followed by afternoon at Tower Hill with guided tours.

Cost estimate \$30 per person to be paid by gift account

## Our Community

According to MSC, average "reach" of a senior center providing social services is 10.8%  
At SSC:

Population of 60 plus equals 2508 with 1078 "active" providing reach of 44%

Population of 65 plus equals 1893 with 948 "active" providing reach of 50%

Over 80 population:

## Event Statistics from 07/01/2021 to 06/30/2022

Filters:

Age: >=80  
Site(s): All  
Deceased: No  
Archived: No  
City: Sterling

Category	Duplicated	Unduplicated
Community Education (book club, computer help)	22	11
Congregate Meals	911	40
Cultural Event (artist reception, painting class)	15	12
Fitness/Exercise (going steady, yoga)	135	23
Food (bread, grab n go)	292	61
Health Screening (foot, flu clinics)	130	64
Information Sharing (just visiting)	57	18
Recreation (ukulele)	136	7
Social Event (bingo, game day, music)	484	47
Support Services	261	236
<b>Total Event Sign Ins</b>	<b>2443</b>	<b>256</b>

## POPULATION STATISTICS BY AGE

People that were active between 07/01/2021 and 06/30/2022

Filters:

Age: >=0

Site(s): All

Seniors: Include Seniors with no activity in the date range

Deceased: No

City: Sterling

Age Range as of 06/30/2022	Count	Percent
Ages 55-59	74	2.5%
Ages 60-64	634	21.6%
Ages 65-69	671	22.8%
Ages 70-74	617	21.0%
Ages 75-79	440	15.0%
Ages 80-84	203	6.9%
Ages Below 55	115	3.9%
Ages Over 85	175	6.0%
Unknown	8	0.3%
Totals	2937	100%

## OUTREACH STATISTICS APRIL 2022

Services provided between 04/01/2022 and 04/30/2022

Interaction	Duplicated	Unduplicated
email	12	7
Home Consultation	18	14
mail/letter/card	6	6
Office Consultation	36	31
Phone Consultation	153	95
<b>Totals</b>	<b>225</b>	<b>119</b>

Services provided between 04/01/2022 and 04/30/2022

Category	Duplicated	Unduplicated
Application Assistance	12	9
Assessment/Well check	36	29
Case Management/Advocacy	114	70
DME Medical equipment/loan	10	10
Family Support	11	10
Friendly visiting	2	2
General Information/Referral	11	11
Health Benefit Counseling	5	3
Inter-generational program	3	3
Isolation Intervention	2	2
Nutritional support	17	17
Referral from Community	2	2
<b>Totals</b>	<b>225</b>	<b>119</b>

**OUTREACH STATISTICS OVER 80 SINCE Jan 2022**  
**Services provided between 01/01/2022 and 04/30/2022**

Age: >=80

<b>Interaction</b>	<b>Duplicated</b>	<b>Unduplicated</b>
<b>email</b>	27	15
<b>Home Consultation</b>	57	22
<b>mail/letter/card</b>	9	9
<b>Office Consultation</b>	36	28
<b>Phone Consultation</b>	337	161
<b>Totals</b>	<b>466</b>	<b>179</b>

<b>Application Assistance</b>	10	8
<b>Assessment/Well check</b>	153	112
<b>Case Management/Advocacy</b>	205	82
<b>Client finding/Outreach</b>	1	1
<b>DME Medical equipment/loan</b>	16	13
<b>Family Support</b>	13	9
<b>General Information/Referral</b>	10	8
<b>Health Benefit Counseling</b>	2	1
<b>Healthcare service</b>	3	3
<b>Inter-generational program</b>	11	11
<b>Isolation Intervention</b>	9	3
<b>Nutritional support</b>	31	14
<b>Referral from Community</b>	2	2
<b>Totals</b>	<b>466</b>	<b>179</b>



## Volunteer Report for April 2022

<b>Volunteers between 04/01/2022 and 04/30/2022</b>			
<b>Volunteer Service Type</b>	<b>Hours</b>	<b>Duplicated</b>	<b>Unique</b>
Admin	17.25	9	5
Board work	22.75	13	9
Bread Run	12	4	1
Cards	6	1	1
Committee work	1	1	1
Computers	3	1	1
Driver - Senior Transport	2	1	1
Friendly Visitor	6.25	4	1
Instructor	45.75	18	7
Library	1	1	1
maintenance	16.25	12	11
Meal Site	274.5	98	21
Meetings	3	2	1
Miscellaneous	35	16	8
MOW	53.5	37	9
Newsletter	2.5	3	3
Office coverage	178.5	32	12
Pancake Breakfast	25.25	9	8
<b>Totals</b>	<b>705.5</b>	<b>262</b>	<b>74</b>