

APPROVED July 14, 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, June 9, 2022 at 5:37 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**

- 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**

- Kevin Beaupre (2022) Chair

Veronica Buckley, Director

- **Review/Approve Meeting Minutes**

- May 12, 2022 meeting minutes approved as presented.

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

- Motion by Protano, Chase seconded to accept May 2022 Treasurer's Report.

- Passed all.

- **Building Committee Update**

- Richard Maki of the Building Committee reported that the pathway from the Chocksett School parking lot to the Senior Center parking lot has been widened and is in the process of being paved. Once paving is completed, crack filling, sealcoating and line striping of the Senior Center parking lot will commence. There is interest in having a pergola to cover 2/3 of the patio to provide shade. All materials are being researched, and FOSS is interested in participating in supporting the costs of the pergola.

- **Public Session** – Question about why two part-timers were hired as Outreach Coordinators versus having a full-time Outreach Coordinator. Director Buckley reminded the board that personnel issues are not the purview of the board, and it was her decision that two part-timers would better serve the needs of Sterling's seniors while also remaining cost-effective. Additional question from the public about the new van driver, and Director Buckley reported that the new van driver will be starting June 10.

- **Director's Report**

- a) Gift Account**

- Motion by Pape, Castagna seconded to expend a Not-to-Exceed amount of \$2,925 for the Volunteer Appreciation Event in June.

- Passed all.

- b) Building Maintenance and Incident Reports:** There was slight damage to the garage due to the van, which will be repaired by the Senior Center Maintenance Technician.

c) Director's Update:

- DMH installed dark sky compliant lighting and fixtures on the garage.
- The final Landscape Plan has been submitted to the landscape subcommittee. Motion by Pape, Cosgrove seconded, to accept and pay for the Landscape Plan submitted by Larry Greene of McCarty Engineering. Passed all

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

- Passed all

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

Eligibility criteria, accrued benefits, and guidelines from May COA board meeting were reviewed and agreed upon.

Board discussed application deadlines and selection process. Board members indicated:

- a) a preference for using a lottery system to select participants in Senior Center Tax Work-Off Program from pool of applications submitted each year.
- b) Board would like to further discuss possibility of multiple lotteries based upon volunteer distribution, i.e. kitchen volunteers, front desk volunteers and other volunteers.
- c) Board also favors creating a wait list of applicants who will receive priority in the following year's lottery selection process if they reapply.

Board agreed that Director Buckley and the COA Chairperson should meet with the Town Administrator to discuss the feasibility of town support for a Sterling Senior Center Tax Work-Off Program.

- **Future Topics**

- a) How to increase the number of participants using van services
- b) Determine a new date for the August COA board meeting due to the Car Rally scheduled for August 11.

- **Next Meeting** – The next monthly COA Board meeting is scheduled for Thursday, **July 14, 2022** at 5:30 pm at the Senior Center.

- **Adjournment**

Motion by Cosgrove, Chase seconded, to adjourn at 7:25 pm

- Passed all.

Respectfully submitted,

Liz Pape
Secretary
Attachments

Council on Aging Treasurer's Report FY2022
CoA Board Meeting, June 9, 2022
Reporting for Month ended May 31,2022

FY21 July 1, 2021-June 30, 2022

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$218,189.00	\$184,321.97	\$33,867.03	84.48%
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	\$12,750.23	\$3,299.77	79.44%
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	\$24,115.15	\$25,337.00	\$22,540.24 *b
25003-	CoA Donation/	\$21,507.29	\$2,575.00	\$661.00	\$23,421.29 *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	\$1,350.00	\$1,480.87	\$8,581.32

** 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: 94.86%

*c COA Donation. Fund Current Balance as a percent of beginning balance: 108.90%

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

\$65,228.71 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.

\$1,578.00 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through May:
David Cosgrove, Treasurer

91.67%

**COA Board Meeting June 9, 2022
Director's Report for May 2022**

Gift Account

Request for volunteer appreciation event

Estimating 90 attendees at \$32.50 per person; request not to exceed \$2925

Building Maintenance and Incident Reports

Thank you sent to DMH for installation of appropriate dark sky compliant lighting on far side of garage.

Road to Chocksett, sealcoat and striping report

Landscape Plan from McCarty Engineering report

Considering pergola or other shading with FOSS

Pool Table recovering scheduled for June 14

Event Statistics from 05/01/2022 to 05/31/2022

Category	Duplicated	Unduplicated	60 + Guests	U 60 Guests
Community Education	23	20	2	0
Congregate Meals	445	86	5	0
Cultural Event	33	19	12	148
Fitness/Exercise	422	134	19	3
Food	231	119	96	0
Health Screening	18	18	1	0
Information Sharing	65	35	4	0
Recreation	114	31	0	0
Social Event	499	120	21	4
Total Event Sign ins	1850	356	160	155

Large number of guests from the Students' Artist Reception on May 3

Van Report May 2022

Riders: 48 Trips: 408

New hire started training with Mart June 3, at SSC June 10. Plan to promote increased riders once new hire in place.

UPDATES

New Outreach Coordinators start training June 8.

PAST EVENTS

RBG Presentation with 60 participants

Successful evening dinner with 40 participants

Strummers performed at the Garden Sale, several articles on 5-year anniversary

UPCOMING EVENTS

Flag Day at Houghton June 14

Plans for Yoga for caregivers and bereavement support June 16

Father's Day bagel and coffee grab n go June 17

Volunteer Appreciation June 24

Summer Art Show will feature Abstract Artists, reception on July 12

Elder Law Education with Mass Bar Assoc on July 14

Car Show on August 11

Our Community

Participation among those ages 60 – 69

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

Category	Duplicated	Unduplicated
Community Education (Shine mailing, L&L)	172	138
Congregate Meals	1933	59
Cultural Event (Artist Reception)	60	19
Fitness/Exercise (pickleball with 40 undup)	978	90
Food (Pancake Bkfst, Bread)	586	92
Health Screening (Flu Clinic)	82	62
Information Sharing (Just Visiting)	416	37
Recreation (Ukulele)	203	16
Social Event (Dull Mens)	994	80
Support Services (Covid)	21	21
Total Event Signins	5445	344

From the Journal of Elder Policy article "Why Don't Older Adults Use Senior Centers?
Evidence from Adults Age 50 and Older in Massachusetts"

26% not interested and this increased with age

27% not feeling "old enough" and this decreased with age

Outreach Stats for June 9, 2022 COA Board Meeting

May Stats

All services provided from May 1 – May 31, 2022

Interaction	Duplicated	Unduplicated
email	14	9
Home Consultation	19	15
mail/letter/card	4	4
Office Consultation	57	37
Phone Consultation	152	100
Totals	246	129

Category	Duplicated	Unduplicated
Application Assistance	13	8
Assessment/Well check	54	50
Case Management/Advocacy	111	61
DME Medical equipment/loan	30	24
Family Support	5	5
General Information/Referral	17	16
Health Benefit Counseling	7	5
Nutritional support	8	8
Referral from Community	1	1
Totals	246	129

All services provided to 80 and older population (378 residents) this FY

Interaction	Duplicated	Unduplicated
email	72	35
Home Consultation	231	63
mail/letter/card	27	25
Office Consultation	149	69
Phone Consultation	727	223
Totals	1206	244

Volunteer Report for May 2022

Volunteers between 05/01/2022 and 05/31/2022			
Volunteer Service Type	Hours	Duplicated	Unique
Admin	16	1	1
Board work	4.75	7	2
Bread Run	15	5	2
Committee work	5.5	2	2
Computers	5	2	1
Entertainment	8	2	2
Friendly Visitor	15.75	5	1
Instructor	31	15	4
Maintenance	1	2	1
Meal Site	268.25	96	23
Miscellaneous	3	4	2
MOW	54.25	35	9
Newsletter	3	3	3
Office coverage	165	41	12
Pancake Breakfast	24.25	8	6
Room set up	2	1	1
Special Dinners	17	4	4
Totals	638.75	233	59

Volunteer numbers and hours have been stable.

Annual Volunteer Appreciation event is planned for June 24th (rain date June 25th).