

APPROVED August 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, July 14, 2022 at 5:31 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**

June 9, 2022 meeting minutes approved as presented.

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

Motion by Chase, LaGrassa seconded to accept June 2022 Treasurer's Report.

- Passed all.

- **Building Committee Update**

Veronica Buckley reported that the driveway, parking lot and access road have been paved. Sealcoating and line striping are also completed. Only remaining item is the area by the trailhead – waiting for trailhead construction to be completed before paving.

- **Director's Report**

a) Gift Account: \$2200 was expended for Volunteer Appreciation event.

b) Building Maintenance and Incident Reports:

- Veronica met with the Building Committee, who reported that about \$40,000 is left in the building account.
- One 911 call was made this month.

c) Director's Update:

- The number of rides and the number of unique riders has been trending up over the last three years. An article in the August newsletter addresses van ridership, in an effort to continue to encourage more riders.
- At the FOSS meeting, it was agreed to continue to fund Muffin Mondays, coffee, and the balance class. The following special programs will also be supported by FOSS this year: Mother's Day, Father's Day, Valentine's Day, St/ Patrick's Day, Volunteer Appreciation event, and the Veterans' event.
- FOSS will host the Crafts and Cookies Fair on December 10, from 10-2.
- Outreach staffers are now covering five days per week.

- The HRS final report has been issued. Van drivers and meal site coordinator have been moved up one grade. Veronica is currently working to achieve parity within the grade levels.
- Past events have been well attended – another ElderLaw presentation may be scheduled for the fall.
- LGBTQ training, mandated by the Executive Office of Elder Affairs, is still ongoing – 24 volunteers still need to complete training.
- Discussed how to increase awareness of Senior Center programs and events. Agreed to update the Senior Center brochure and exercise classes flyer.

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

- Passed all

- **New Business:**

Motion by Cosgrove, LaGrassa seconded to reorganize the COA Board of Directors

- Passed all

Motion by Pape, Chase seconded to nominate Gail Bergeron as Board Chair

- Passed all

Motion by Cosgrove, Pape seconded to nominate Kevin Beaupre as Board Vice-Chair

- Passed all

Motion by Pape, Bergeron seconded to nominate David Cosgrove as Board Treasurer

- Passed all

Motion by Beaupre, Cosgrove seconded to nominate Liz Pape as Board Secretary/Clerk

- Passed all

Motion by Pape, Cosgrove seconded to change COA Board of Directors August meeting date to Tuesday, August 9, at 5:30 pm

- Passed all

- **Next Meeting** – The next monthly COA Board meeting is scheduled for **Tuesday, August 9, 2022** at 5:30 pm at the Senior Center.

- **Adjournment**

Motion by Cosgrove, LaGrassa seconded, to adjourn at 7:17 pm

- Passed all.

Respectfully submitted,

Liz Pape  
Secretary  
Attachments

## Council on Aging Treasurer's Report FY2022

CoA Board Meeting, July 14, 2022

Reporting for Month ended June 30,2022

Voucher to  
7/06 (FY  
2022)

Turnover to 6/27

**FY22 July 1, 2021-June 30, 2022**

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$218,189.00	\$209,489.87	\$8,699.13	96.01%
01541-53000	CoA Home Care	\$400.00	\$400.00	\$0.00	100.00%
01541-53001	CoA Title VII Nutrition & WHEAT	\$4,300.00	\$4,300.00	\$0.00	100.00%
01541-57000	CoA Expense	\$16,050.00	\$16,050.00	\$0.00	100.00%
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	\$25,967.15	\$29,224.50	\$20,504.74 *b
25003-	CoA Donation/	\$21,507.29	\$2,575.00	\$2,867.45	\$21,214.84 *c
26011-	Formula Grant	\$10,605.48	\$19,332.00	\$8,098.25	\$21,839.23 **

Account #	Description	FY22 starting balance	Revenues *****-48000	Expenses *****-57001	Current Balance
24000-	Sr. Center Usage	\$8,712.19	\$1,500.00	\$2,828.52	\$7,383.67

\*\* 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: 86.29%

\*c COA Donation. Fund Current Balance as a percent of beginning balance: 98.64%

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

\$77,004.86 Total non-Salary Expenses as recorded by Town as of month end.

\$5,473.72 Total Non-Salary Current Month Expense's paid by Town in next month.

\$1,475.00 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through June:

100.00%

David Cosgrove, Treasurer

**COA Board Meeting July 14, 2022  
Director's Report for June 2022**

**Gift Account**

No new requests; Final cost for volunteer appreciation event \$2200

**Building Maintenance and Incident Reports**

Parking lot sealcoat, striping and roadway to school complete  
Landscaping committee to oversee project

**Event Statistics from 06/01/2022 to 06/30/2022**

<b>Category</b>	<b>Duplicated</b>	<b>Unduplicated</b>	<b>60+ Guests</b>	<b>U60 Guests</b>
Community				
Education	30	26	6	0
Congregate Meals	421	71	17	1
Cultural Event	34	22	0	0
Fitness/Exercise	506	154	35	1
Food	152	86	39	0
Health Screening	24	23	2	0
Information Sharing	72	26	4	2
Recreation	108	30	1	0
Social Event	493	161	30	0
<b>Total Event Signins</b>	<b>1840</b>	<b>381</b>	<b>134</b>	<b>4</b>

**VAN REPORT June 2022**

Riders: 50 Trips: 369

Article promoting van usage in august newsletter

Use of FB to promote volunteers for electric car

FY 2022

129 unduplicated riders: 109 ambulatory, 20 required use of lift, 4035 total trips

FY 2021

83 unduplicated riders; 77 ambulatory, 6 required use of lift, 2182 total trips

**UPDATES**

FOSS Meeting 7-11; ongoing outreach training; HRS report on wage and compensation

**PAST EVENTS**

Volunteer Appreciation June 24

Abstract Artists' Reception on July 12

Elder Law Education with Mass Bar Assoc on July 14

**UPCOMING EVENTS**

Dementia Friendly ukulele music event Aug 4<sup>th</sup>

Car Show on August 11

Meeting Minutes July 14, 2022

**Outreach Stats for July 14, 2022 COA Board Meeting**

**Services 06/01/2022 to 06/30/2022**

<b>Interaction</b>	<b>Duplicated</b>	<b>Unduplicated</b>
email	2	2
Home Consultation	19	12
mail/letter/card	1	1
Office Consultation	23	19
Phone Consultation	61	40
<b>Totals</b>	<b>106</b>	<b>62</b>

<b>Category</b>	<b>Duplicated</b>	<b>Unduplicated</b>
Application Assistance	7	6
Assessment/Well check	9	6
Billing	1	1
Case Management/Advocacy	36	20
Client finding/Outreach	1	1
Crisis Intervention/Support	2	2
DME Medical equipment/loan	5	5
Donations	2	2
Errand	1	1
Family Support	4	4
Friendly visiting	1	1
General Information/Referral	16	16
Health Benefit Counseling	10	8
Healthcare service	4	2
Incontinence supplies	1	1
Isolation Intervention	1	1
Nutritional support	5	4
<b>Totals</b>	<b>106</b>	<b>62</b>

**Over 80 Services 01/01/2022 and 12/31/2022**

**Age: >=80**

<b>Interaction</b>	<b>Duplicated</b>	<b>Unduplicated</b>
email	33	17
Home Consultation	77	26
mail/letter/card	13	13
Office Consultation	68	41
Phone Consultation	443	191
<b>Totals</b>	<b>634</b>	<b>212</b>

## Volunteer Report for June 2022

### Volunteers between 06/01/2022 and 06/30/2022

<b>Volunteer Service Type</b>	<b>Hours</b>	<b>Duplicated</b>	<b>Unique</b>
Admin	24.25	9	3
Board work	21.5	15	8
Bread Run	4	1	1
Computers	6	2	1
Donuts	2	1	1
Driver - Senior Transport	2.5	1	1
Friendly Visitor	4.25	3	1
Instructor	30.5	15	4
Library	1	1	1
maintenance	2	3	2
Meal Site	283.37	102	23
Meetings	2.5	2	2
Miscellaneous	8.25	7	6
MOW	61.27	38	8
Office coverage	196.57	37	12
Pancake Breakfast	27	11	9
Room set up	2.5	1	1
Special Dinners	12	3	3
Special luncheons	6	2	2
<b>Totals</b>	<b>687.21</b>	<b>249</b>	<b>66</b>