

APPROVED Nov 10, 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, October 13, 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 (2025) Vice Chair
Gail Bergeron (2024) Chair
Nancy Castagna (2023) Member
Meg Chase (2025) Member
David Cosgrove (2025) Treasurer
Deb MacLennan (2024) Member
Liz Pape (2023) Secretary
Sue Protano (2023) Member

ABSENT

Joe LaGrassa (2024) Member

Veronica Buckley, Director

- **Review/Approve Meeting Minutes**

- Motion by Beaupre, Chase seconded to accept Sep 8, 2022 meeting minutes with one correction
 - .Castagna abstained. Passed

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

Motion by Beaupre, Protano seconded to accept Sep 2022 FY 23 Treasurer's Report.

- Passed all.

- **Building Committee Update**

Kevin Beaupre, member of the Building Committee, reported that the Sterling Selectboard will disband the Senior Center Building Committee at the October 26 Selectboard meeting. Estimates for the pergola have ranged from \$26,000 (plus prep work) to \$38,000 (plus prep work) for a pergola of different materials.

- **Public Session**

Richard Maki addressed his 3-page email summary of Senior Center Building Committee activities which was previously sent to the board members and the senior center director. Board members thanked Mr Maki and the members of the Senior Center Building Committee for their accomplishments in building the senior center and the garage, and for their cost-saving efforts for same.

Mr. Maki updated the board on his recent efforts to contact several sources, including USDA and MRPC and the MA legislature regarding grants for the senior center.

- **Director's Report**

- a) Gift Account:

Liz Pape reported for the Landscape Committee. Bids for phase one are currently being submitted and Liz anticipates that the requirement for three quotes will be met by next week. It is anticipated that the ornamental trees and shrubs in phase one of the plan will be planted this fall, and the work on the area noted as "area two" in the plan will be done during Spring

2023.Liz has met with several Eagle Scout candidates and one has submitted a plan for mulching the existing trees and cleaning the perennial gardens of sand from the walkway. Liz has also met with a contractor for the maintenance of the grass areas. The quote is within budget and the first treatment will be accomplished within the next few weeks, once the DPW has dethatched the entire area and overseeded the area over the septic system.

Motion by Beaupre, Castagna seconded to approve the expenditure of up to \$8500 from the gift account for the tree and shrub plantings in phase 1 of the Landscape Plan.

- Passed all.

b) Building Maintenance and Incident Reports – This past month, senior center carpets have been cleaned, there were appliance repairs and a new generator starting battery and air filter have been purchased.

c) Director's Update:

- Event statistics were reviewed.
- MySeniorCenter ride software use will begin in October.
- Flu Clinic- 155 people attended. Also did some home visits for those unable to attend the flu clinic at the senior center.
- AARP tax training will begin in November. The senior center currently has two volunteers, and needs one more for this effort.

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

- Passed all

- **Old Business**

a) COA Holiday Party – Sunday, December 11, 2022, from 1-3 pm. Deb MacLennan reported that there will be no tables and chairs set up as this is an open house and there will be passed hors d'oeuvres. Musicians will be stationed in the hallway. There will be covers on the pool tables which will be set up with cold appetizers, in an effort to have attendees move throughout the building. Board members will be expected to participate in the ornament-making activity one night in November. Date still to be determined.

b) Succession planning – Liz Pape collected the knowledge/skills matrix from board members and will consolidate and present at November meeting.

- **Future Topics** – Continue work on succession planning.

- **Next Meeting** – The next monthly COA Board meeting is scheduled for **Thursday, November 10, 2022** at 5:30 pm at the Senior Center.

- **Adjournment**

Motion Beaupre, Cosgrove, to adjourn at 7:42 pm

- Passed all.

Respectfully submitted,

Liz Pape
Secretary
Attachments

Council on Aging Treasurer's Report FY2023

CoA Board Meeting, October 13, 2022

Reporting for Month ended September 30, 2022

FY23 July 1, 2022-June 30, 2023

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$253,383.00	\$56,835.71	\$196,547.29	22.43%
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	\$3,239.90	\$13,130.10	19.79%
01540-57000	Sr Center Operations	\$40,275.00	\$6,220.76	\$34,054.24	15.45%
27003-57002	ARPA Funds COVID Expenditures	\$0.00	\$0.00 *e	\$0.00	

Other Accounts

Account #	Description	FY23 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$20,504.74	\$8,032.36	\$7,545.58	\$20,991.52 *b
25003-	CoA Donation/	\$21,214.84	\$2,945.00	\$1,800.90	\$22,358.94 *c
26011-	Formula Grant	\$21,889.23	\$0.00	\$1,490.05	\$20,399.18 ***

Account #	Description	FY23 starting balance	Revenues *****-48000	Expenses *****-57001	Current Balance
24000-	Sr. Center Usage	\$7,283.71	\$450.00	\$0.00	\$7,733.71

** Appropriated amount for COA Wages represents base requested amount per 2023 Town Warrant.
Expended Wages as of 0x/xx/2023 Report Distribution.

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

*b Revolving Fund. Current Balance as a percent of beginning balance: 102.37%

*c COA Donation. Fund Current Balance as a percent of beginning balance: 105.39%

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

SPECIAL NOTE

Sr. Center Comcast expenses paid from Police Communications Grant

\$364.99

\$18,155.18 Total non-Salary Expenses as recorded by Town as of month end.

\$2,142.01 Total Non-Salary Current Month Expense's paid by Town in next month.
\$1,155.00 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through September: 25.00%
David Cosgrove, Treasurer

**COA Board Meeting Oct 13, 2022
Director's Report for Sept 2022**

Gift Account

\$5000 request for SSC portion of landscape project this fall

Building Maintenance and Incident Reports

Carpet cleaning \$975; Freezer leak and repair \$730.05; Dishwasher repair \$1154.55; Approved order for new starting battery and air filter with next scheduled maintenance at cost of \$198.

Event Statistics from 09/01/2022 to 09/30/2022

Category	Duplicated	Unduplicated	60+ Guests	U 60 Guests
Community				
Education	17	17	5	0
Congregate Meals	433	77	27	0
Cultural Event	39	18	3	5
Fitness/Exercise	301	116	10	1
Food	174	94	28	0
Health Screening	17	17	1	0
Information Sharing	71	33	2	0
Recreation	114	31	7	0
Social Event	473	104	11	0
Total Event Signins	1639	342	94	6

VAN REPORT September 2022

Riders: 49 Trips: 391

My Senior Center ride software to start October

PAST EVENTS

Flu Clinic

UPDATES / FUTURE EVENTS

Landscape report

MCOA Conference

Open enrollment October 15 – Dec 7th

Sholan Farms donation and the Apple Fest Luncheon

Veteran's Day dinner 11/9; luncheon 11/10

AARP Tax Aide volunteer progress

New programming: Intergenerational prog with peer leaders, first Wed of month, and chair massage beginning Nov 9th.

Outreach Stats for October 13th, 2022 COA Board Meeting

Services provided between 09/01/2022 and 09/30/2022

Interaction	Duplicated	Unduplicated
email	3	3
Home Consultation	29	23
Office Consultation	53	34
Phone Consultation	99	76
Totals	184	110

Services provided between 09/01/2022 and 09/30/2022

Category	Duplicated	Unduplicated
Application Assistance	4	3
Assessment/Well check	18	12
Case Management/Advocacy	26	18
Client finding/Outreach	1	1
Crisis Intervention/Support	2	2
DME Medical equipment/loan	9	9
Family Support	8	6
Friendly visiting	1	1
General Information/Referral	14	14
Health Benefit Counseling	7	7
Healthcare service	46	40
Inter-generational program	4	4
Nutritional support	31	23
Over 80	12	12
Referral from Community	1	1
Totals	184	110

Services provided between 01/01/2022 and 09/30/2022

Age: >=80

Interaction	Duplicated	Unduplicated
Community Setting	2	2
email	41	23
Home Consultation	124	42
mail/letter/card	14	14
Office Consultation	96	55
Phone Consultation	581	206
Totals	858	228

Volunteer Report for September 2022

Volunteers between 09/01/2022 and 09/30/2022			
Volunteer Service Type	Hours	Duplicated	Unique
Admin	16	4	1
Board work	22.67	15	8
Bread Run	25.5	6	2
Committee work	9	4	2
Computers	6	2	1
Food Pantry	2	1	1
Instructor	18.5	11	5
Library	1	1	1
Maintenance	1.17	2	1
Meal Site	294.08	105	21
Meetings	4.5	4	3
Miscellaneous	10	6	5
MOW	55.5	34	8
Newsletter	1.5	1	1
Office coverage	188.05	33	11
Pancake Breakfast	23.5	8	6
Special Dinners	2	1	1
Special Event	13.5	2	1
Totals	694.47	240	62