

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, December 8, 2022 at 5:31 pm and Liz Pape recorded the minutes. A quorum of members 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

- ABSENT**

- Joe LaGrassa (2024) Member
 - Sue Protano (2023) Member

Veronica Buckley, Director
John Kilcoyne, Selectboard Liaison

- **Review/Approve Meeting Minutes**

- Nov 10, 2022 meeting minutes will be filed as presented.

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

- Motion by Pape, Beaupre seconded to accept November 2022 FY 23 Treasurer's Report as corrected.

- Passed all.

- **Public Session**

- Mr. Maki noted that the Council on Aging is not a Board of Directors. Ms Pape noted that the Executive Office of Elder Affairs refers to the Council on Aging as a board, not a board of directors.

- **Director's Report**

- a) Gift Account:
No request.

- b) Building Maintenance and Incident Reports:
 - The garage doors have been repaired and adjusted.

- c) Director's Update:
 - Director provided a review of the over-80 statistics provided in the Outreach Report.
 - The Caregiver Support Program is being re-formatted as of Jan 2023. The first Friday of each month, there will be a Caregivers Support meeting, to which caregivers may bring those needing care. Activities and support will be provided to the those the caregivers bring in, and a member of Sterling Village will work with the caregivers.
 - The CoA budget submission deadline has been extended to Jan 13 so that the Council on Aging board may review and vote upon the FY2024 budget.

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

- Passed all

- **New Business**
 - a) CY2023 Goals Discussion: the following goals were discussed for Veronica's review and presentation at the January meeting:
 - increase utilization of MART vans
 - Increase the number of unique riders
 - Set the goal of annual over-80 home visits and develop a communications plan for those visits
 - Re-establish the electric car volunteer drivers program
 - Strengthen the Friendly Visitors program
 - Identify new ways (weekly mass emails, periodic mass phone calls) to communicate upcoming programs. Investigate the local phone number option offered through MySeniorCenter mass phone call system.
 - Increase the number of volunteers and formalize an applicant tracking system.
 - Document operating guidelines by function and incorporate into the Senior Center Handbook.
- **Future Topics** – discuss use of Formula Grant revenue.
- **Next Meeting** – The next monthly COA Board meeting is scheduled for **Thursday, January 12, 2023** at 5:30 pm at the Senior Center.
- **Adjournment**
 Motion Beaupre, Cosgrove seconded, to adjourn at 6:59 pm
 - Passed all.

Respectfully submitted,

Liz Pape
 Secretary
 Attachments

Council on Aging Treasurer's Report FY2023

CoA Board Meeting, December 8, 2022

Reporting for Month ended November 30,2022

FY21 July 1, 2022-June 30, 2023

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$253,383.00	\$95,448.02	\$157,934.98	37.67%
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	\$5,401.64	\$10,968.36	33.00%
01540-57000	Sr Center Operations	\$40,275.00	\$16,820.78	\$23,454.22	41.76%
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	\$13,750.15	\$15,746.01	\$18,508.88 *b
25003-	CoA Donation/	\$21,214.84	\$4,050.00	\$4,145.74	\$21,119.10 *c
26011-	Formula Grant	\$21,889.23	\$31,464.00	\$3,153.92	\$50,199.31 **

Account #	Description	FY23 starting balance	Revenues *****-48000	Expenses *****-57001	Current Balance
24000-	Sr. Center Usage	\$7,283.71	\$1,050.00	\$0.00	\$8,333.71

** Appropriated amount for COA Wages represents base requested amount per 2023 Town Warrant.

Expended Wages as of 0x/xx/2023 Report Distribution.

*** Formula revenue not yet received by Town.

*b Revolving Fund. Current Balance as a percent of beginning balance: 90.27%

*c COA Donation. Fund Current Balance as a percent of beginning balance: 99.55%

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

SPECIAL NOTE Sr. Center Comcast expenses paid from Police Communications Grant \$727.49

\$40,159.42 Total non-Salary Expenses as recorded by Town as of month end.

\$5,108.67 Total Non-Salary Current Month Expense's paid by Town in next month.

\$2,743.79 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through November: 41.67%

David Cosgrove, Treasurer

**COA Board Meeting Dec 8, 2022
Director's Report for Nov 2022**

Gift Account

No requests.

Request for reimbursement of \$1172 (50% of Sterling Greenery Invoice) from building funds to gift account submitted to Town Administrator for consideration on 12/1/22.

Building Maintenance and Incident Reports

11/14/22 Overhead Door repaired right garage door and adjusted spring tension, lubed springs and rollers on all doors at no cost. Recommended annual maintenance.

11/9/22 Notification of claim of injury that occurred with foyer doors on 10/25. Referred to TA/Town Insurance.

11/15/22 Person fell front walkway. 911 called; refused transport. No injuries reported.

Event Statistics from 11/01/2022 to 11/30/2022

Category	Duplicated	Unduplicated	60+ Guests	U 60 Guests
Community				
Education	20	19	2	1
Congregate Meals	533	135	57	0
Cultural Event	29	18	3	0
Fitness/Exercise	404	128	13	0
Food	107	81	18	1
Health Screening	19	19	1	0
Information Sharing	86	50	4	2
Recreation	150	60	5	1
Social Event	474	114	24	2
Total Event Signins	1822	396	127	7

VAN REPORT October 2022

My Senior Center ride software started November 1st. Awaiting software capability to extract stats for MART reports.

PAST EVENTS

Chair Massage – positive response to new program. Appointments fully booked through December.

Welcome week had 7 new participants. Regulars appreciated the cider and donuts!

UPDATES / FUTURE EVENTS

Followed up with TA re wage adjustments. No decision made as of yet.

MAP Open Enrollment Jan – March 2023

1 volunteer continuing with the AARP program. Ongoing discussions with the AARP program re the goal of bringing program to Sterling.

Caregiver support changing format for January: First Friday of month at 1pm, providing supervised activity for love one while partner attends support.

BUDGET

TA offered to extend budget deadline to Jan 13th to allow Board to comment and vote prior to submission.

Budget is not to exceed 1.5% increase for expense services; 3% COLA.

Seeking quotes for services (window cleaning, carpet cleaning) for Senior Center Operations Budget.

Formula Grant for FY 2023 was 31,464 (\$12k increase from last year). This is based on population estimate of 2622 seniors at \$12 per senior. This amount will most likely decrease in FY 2024 when census numbers are complete, but we are still comfortable with meeting COA expenses with no increase from town.

November 2022 Outreach Stats for Dec 8th, 2022 COA Board Meeting

Services provided between 11/01/2022 and 11/30/2022

Interaction	Duplicated	Unduplicated
email	20	14
Home Consultation	23	21
Office Consultation	59	36
Phone Consultation	82	58
Totals	184	96

Services provided between 11/01/2022 and 11/30/2022

Category	Duplicated	Unduplicated
Application Assistance	15	9
Assessment/Well check	9	8
Case Management/Advocacy	52	32
Crisis Intervention/Support	3	2
DME Medical equipment/loan	7	7
Donations	3	3
Errand	1	1
Family Support	9	8
General Information/Referral	7	7
Health Benefit Counseling	22	19
Healthcare service	6	4
Inter-generational program	11	11
Nutritional support	34	21
Over 80	5	5
Totals	184	96

Services provided between 01/01/2022 and 11/30/2022

Age: >=80

Interaction	Duplicated	Unduplicated
Community Setting	2	2
email	61	32
Home Consultation	154	55
mail/letter/card	15	15
Office Consultation	147	70
Phone Consultation	679	214
Totals	1058	236

Volunteer Report for November 2022

Volunteers between 11/01/2022 and 11/30/2022			
Volunteer Activity	Hours	Duplicated	Unique
Admin	28.5	9	3
Board work	27.72	18	9
Book Club	8	1	1
Bread Run	9	3	1
Committee work	4	5	5
Computers	1	1	1
Decorating the room	1	1	1
Driver - Senior Transport	3	2	1
Instructor	29.33	13	4
Library	2	2	1
Maintenance	0.5	1	1
Meal Site	283.08	93	22
Meetings	1.5	1	1
Miscellaneous	6	2	2
MOW	50.83	30	8
Newsletter	2	1	1
Office coverage	159	39	8
Pancake Breakfast	28	9	7
Special Dinners	35.02	9	8
Special Event	3	1	1
Special luncheons	12	3	3
Totals	694.48	244	65