**APPROVED February 9, 2023**

**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, January 12, 2023 at 5:30 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  Meg Chase (2025) Member  David Cosgrove (2025) Treasurer  Joe LaGrassa (2024) Member  Deb MacLennan (2024) Member  Liz Pape (2023) Secretary  Sue Protano (2023) Member  Veronica Buckley, Director  John Kilcoyne, Selectboard Liaison | **ABSENT**  Nancy Castagna (2023) Member |

**Review/Approve Meeting Minutes**

Dec 8, 2022 meeting minutes will be filed as presented.

.

**Review/Approve Treasurer’s Report**

Motion by Beaupre, LaGrassa seconded to accept December 2022 FY 23 Treasurer’s Report.

Passed all.

**Public Session - none**

**Director’s Report**

* 1. Gift Account: No request.
  2. Building Maintenance and Incident Reports:
     + Electricians were called in to troubleshoot the kitchen fan, which was experiencing an outage, probably due to cleaning. Four hours of troubleshooting expense were incurred
  3. Director’s Update:
     + The MySeniorCenter dispatch program, initiated last fall, is going fairly well. Improvements need to be made on the report generation system; manifest system, which doesn’t allow an override to squeeze rides in; and the software, which doesn’t accept large group ride shares.
     + The Holiday Party co-chairs will come to the next COA meeting with recommendations for the date for 2023 Holiday Party, and whether children’s pictures with Santa should be offered immediately prior to or after the Holiday Party.
     + Landscaping: Liz Pape reported that three Eagle Scout candidates have received approval or are submitting for approval of their work on the landscaping at the Senior Center. The Landscape Committee will meet with all three sometime in February or March to finalize project timelines and assure all three projects are being worked collaboratively. Veronica reported that the Wachusett Rotary Club is interested in building a pollinator garden at the Senior Center, approximately 10 ft by 10 ft., in the shape of a butterfly. The Landscape Committee will meet with Linda Turgeon to get landscape design ideas for the garden.
     + Sysco has reopened its account with the Senior Center, due to the efforts of the Meal Site Coordinator.
     + Medicare open enrollment is continuing through March.
     + A new intergenerational program is being planned, in which seniors will work with 6 grade students to improve reading proficiency.
     + Veronica reviewed the CY2022 Achievements to Goals, which are a part of the Director’s Report.

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

* Passed all

**Old Business**

* 1. **Update on Senior Tax** **Work-Off Program** **Request**: Council members recommended that Veronica and Kevin Beaupre meet with the Town Administrator to determine if a portion of the existing Senior Tax Work-Off funding can be allocated to the Senior Center volunteer program.

**New Business**

* 1. **Presentation of FY24 Budget and vote:** Veronica presented the FY24 budget and worksheet. Budget numbers were developed based upon information provided by Town Administrator, Sterling Municipal Light Dept, Eversource, Dept of Public Works, and 2 and 3-year averages of actual costs.

Motion by Pape, Protano seconded, to accept the FY24 budget with the addition of the annual garage door contract cost included.

* Passed all
  1. **Presentation of CY2023 Senior Center goals and vote:** Veronica presented the CY23 goals which are a compilation of suggestions made by members at the last board meeting, and are aligned to the Strategic Plan.

Motion by Beaupre, MacLennan seconded, to accept CY23 Senior Center goals

* Passed all
  1. **Discussion of use of Formula Grand revenue:** Veronica presented information about the Formula Grant. FY 23 revenue is estimated to be $31,464, based upon the 2020 Sterling senior population estimate, and $12 per senior formula grant allocation. Members will bring suggestions for use of funds to the February meeting.
* **Future Topics** – Board member recruitment.
* **Next Meeting** – The next monthly COA Board meeting is scheduled for **Thursday, February 9, 2023** at 5:30 pm at the Senior Center.
* **Adjournment**

Motion Cosgrove, Beaupre seconded, to adjourn at 7:37pm

* Passed all.

Respectfully submitted,

Liz Pape

Secretary

Attachments

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Council on Aging Treasurer's Report FY2023** | | | | | |  |  |
|  | **CoA Board Meeting, January 12, 2023** | | | | | |  |  |
|  | **Reporting for Month ended December 31,2022** | | | | | |  |  |
| **FY23 July 1, 2022-June 30, 2023** | |  |  |  |  |  |  |  |
| **Account #** | **Description** | **Appropriated** | **Expended** |  | **Balance** |  | ***Percent of Appropriated*** |  |
| 01541-51200 | CoA Wages \*\* | $253,383.00 | $114,758.17 |  | $138,624.83 |  | *45.29%* |  |
| 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 | $6,662.43 |  | $9,707.57 |  | *40.70%* |  |
| 01540-57000 | Sr Center Operations | $40,275.00 | $21,095.74 |  | $19,179.26 |  | *52.38%* |  |
| 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 | $17,464.65 |  | $20,847.80 |  | $17,121.59 | \*b |
| 25003- | CoA Donation/ | $21,214.84 | $4,825.00 |  | $4,145.74 |  | $21,894.10 | \*c |
| 26011- | Formula Grant | $21,889.23 | $31,464.00 |  | $4,405.46 |  | $48,947.77 | \*\*\* |
|  |  |  |  |  |  |  |  |  |
| **Account #** | **Description** | **FY23 starting balance** | **Revenues \*\*\*\*\*-48000** |  | **Expenses \*\*\*\*\*-57001** |  | **Current Balance** |  |
| 24000- | Sr. Center Usage | $7,283.71 | $1,350.00 |  | $0.00 |  | $8,633.71 |  |
|  |  |  |  |  |  |  |  |  |
| \*\* | 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 10/25/2022. | | |  |  |  |  |  |
| \*b | Revolving Fund. Current Balance as a percent of beginning balance: | | | | |  | 83.50% |  |
| \*c | COA Donation. Fund Current Balance as a percent of beginning balance: | | | | |  | 103.20% |  |
| \*e | COVID-19 expenses due for reimbursement from ARPA Program. | | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **SPECIAL NOTE** | Sr. Center Comcast expenses paid from Police Communications Grant | | | | |  | $1,089.99 |  |
|  |  |  |  |  |  |  |  |  |
|  | $53,503.49 | Total non-Salary Expenses as recorded by Town as of month end. | | | | | |  |
|  | $3,653.68 | Total Non-Salary Current Month Expense's paid by Town in next month. | | | | | |  |
|  | $2,256.99 | Total Revenues submitted but not recorded by Town until next Month. | | | | | |  |
|  |  |  |  |  |  |  |  |  |
|  | Accum. Percentage expected through December: | | |  | 50.00% |  |  |  |
| David Cosgrove, Treasurer | |  |  |  |  |  |  |  |

**COA Board Meeting Jan 12, 2022**

**Director’s Report for Dec 2022**

**Gift Account**

No requests.

**Building Maintenance and Incident Reports**

Hood fan restarted without repair, although we will incur troubleshooting bill.

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| --- | --- | --- | --- | --- | --- |
| **Event Statistics from 12/01/2022 to 12/31/2022** | | | |  |  |
|  |  |  |  |  |  |
| **Category** | **Duplicated** | **Unduplicated** | **60+ Guests** | **U 60 Guests** | |
| Community Education | 27 | 21 | 6 | 0 |  |
| Congregate Meals | 462 | 82 | 60 | 0 |  |
| Cultural Event | 15 | 9 | 0 | 0 |  |
| Fitness/Exercise | 409 | 144 | 9 | 1 |  |
| Food | 104 | 62 | 42 | 0 |  |
| Health Screening | 24 | 23 | 4 | 0 |  |
| Information Sharing | 82 | 44 | 4 | 1 |  |
| Recreation | 98 | 33 | 3 | 0 |  |
| Social Event | 412 | 125 | 24 | 2 |  |
| **Total Event Signins** | 1633 | 358 | 152 | 4 |  |

**VAN REPORT Nov 2022 (MSC reports for November)**

43 Riders

379 trips

Pilot update – reports currently being created to meet MART reporting standards. Plan is for reports to be part of system by next month. Also working on manifests, usable tablets, editing properties.

**PAST EVENTS**

65 participants for the COA Holiday Open House. Thank you to Deb and Meg, co-chairs, and board for their work. Schedule next year with consideration of Dec 9th date for craft and cookie sale?

**UPDATES / FUTURE EVENTS**

Wage adjustment approved.

Ruby worked with Sysco to re-open our account effective January.

Medicare Advantage Plan Open Enrollment Jan – March 2023

Caregiver support changed format providing supervised activity for love one while partner attends support. (Possibly due to weather and /or change in day and time - 3 in group, 1 person at supervised activity)

New intergenerational program with Chocksett Middle School, Reading Club Collaboration Pilot. Orientation 1/20 with kickoff planned for 1/27.

**FORMULA GRANT INFO**

Formula Grant for FY 2023 $31,464 ($12 x 2622 elders) estimated as census data incomplete

Formula Grant for FY 2022 $19,332 ($12 x 1611 elders)

**FINAL REPORT ON ACHIEVEMENT TO GOALS CY 2022**

Proposed New Initiative

Identify, implement and evaluate a minimum of 3 opportunities outside of the walls of the Senior Center to connect with under-served older adults.

Sterling Police Association Grab n Go on April 2 - 105 participants; 41 of these participants do not normally attend programs at the SSC

2nd annual Grab n Go with Sterling Village to promote Walk to End Alzheimer's on October 19 - 94 participants;  20 of these participants do not normally attend programs at the SSC

All Ages Pickleball Week Aug 22 – 25, joint program with SSC and Rec. 9 youth participated with parents and grandparents.

ADF Initiative for the Sterling Fair

      Saturday pilot program including transportation, ADF entrances and signage

      33 participated in the transportation pilot; Unknown feedback from participants re other ADF efforts as no debriefing meeting yet

Van trips to American Heritage Museum, Concert at Memorial Park; 11 participants (1 new to SSC) at 6/30 Museum Trip; 4 participants to concert on Aug 1 (0 new), however nice social gathering of 10+ seniors at concert.

Evaluation:

With the exception of the grab n go's, off-site programming is more difficult to organize, staff and supervise.  The above programming featured outreach, volunteers, multi-generations, partnerships, the suggestion box and completion of the SSC flyer, all concepts emphasized as part of our strategic plan.

The Grab n Go's show high participation, high numbers of those not currently active in SSC.  Continue with these as annual events and perhaps seek to add a third event or encourage Rotary to continue to collaborate with SSC for a Grab n Go.

Sustaining Activities

Friendly Visitor: Advertised in September newsletter.  Currently 2 partnerships.  Will be focus for 2023.

Lunch and Learns: Reinstituted the volunteer training as launch and learns in January with 37 participants.

Over 80 contact: Developed formalized over 80 assessment visit; completed 35 over 80 assessment visits.

Caregiver Support: Met monthly for year with 16 participants; new format (2023) to provide supervised activity for loved one.

DF Education: Alz training with the Sterling Fair Committee and members of the ADF workgroup.  Feb and March of 2023 plans to begin Alzheimer Education program for town employees.

Committee Work: Currently functioning with Art, Evening Dinner, Marketing, ADF, and Landscape Committees.

**December 2022 Outreach Stats for Jan 12th, 2023 COA Board Meeting**

|  |  |  |
| --- | --- | --- |
| **Services provided between 12/01/2022 and 12/31/2022** | | |
|  |  |  |
| **Interaction** | **Duplicated** | **Unduplicated** |
|  |  |  |
| email | 21 | 11 |
| Home Consultation | 20 | 17 |
| mail/letter/card | 5 | 5 |
| Office Consultation | 31 | 23 |
| Phone Consultation | 98 | 50 |
| **Totals** | **175** | **80** |

|  |  |  |
| --- | --- | --- |
| **Services provided between 12/01/2022 and 12/31/2022** | | |
|  |  |  |
| **Category** | **Duplicated** | **Unduplicated** |
|  |  |  |
| Application Assistance | 12 | 5 |
| Assessment/Well check | 21 | 13 |
| Case Management/Advocacy | 55 | 28 |
| Crisis Intervention/Support | 8 | 7 |
| DME Medical equipment/loan | 15 | 15 |
| Family Support | 16 | 9 |
| Friendly visiting | 4 | 3 |
| General Information/Referral | 5 | 5 |
| Health Benefit Counseling | 5 | 4 |
| Nutritional support | 29 | 21 |
| Over 80 | 2 | 2 |
| Referral from Community | 3 | 3 |
| **Totals** | **175** | **80** |

|  |  |  |
| --- | --- | --- |
| **Services provided between 01/01/2022 and 12/31/2022 Age: >= 80** | | |
|  |  |  |
| **Interaction** | **Duplicated** | **Unduplicated** |
|  |  |  |
| Community Setting | 2 | 2 |
| email | 72 | 35 |
| Home Consultation | 166 | 56 |
| mail/letter/card | 17 | 16 |
| Office Consultation | 157 | 71 |
| Phone Consultation | 734 | 216 |
| **Totals** | **1148** | **238** |

**Volunteer Report for December 2022**

|  |  |  |  |
| --- | --- | --- | --- |
| **Volunteers between 12/01/2022 and 12/31/2022** | | | |
| **Volunteer Service Type** | **Hours** | **Duplicated** | **Unique** |
| Admin | 21.5 | 6 | 3 |
| Board work | 23.17 | 15 | 7 |
| Bread Run | 16 | 6 | 2 |
| Cards | 8 | 2 | 1 |
| Committee work | 1.75 | 2 | 2 |
| Computers | 9.25 | 4 | 2 |
| Decorating the room | 3 | 1 | 1 |
| Driver - Senior Transport | 2 | 1 | 1 |
| Instructor | 18.5 | 10 | 4 |
| Library | 3 | 3 | 2 |
| Maintenance | 1.5 | 2 | 1 |
| Meal Site | 286.17 | 104 | 21 |
| Meetings | 1.92 | 2 | 2 |
| Miscellaneous | 13.25 | 8 | 5 |
| MOW | 49.42 | 31 | 6 |
| Newsletter | 1 | 1 | 1 |
| Office coverage | 124 | 29 | 10 |
| Room set up | 10 | 4 | 2 |
| Special Event | 42 | 10 | 10 |
| **Totals** | **635.43** | **241** | **59** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FY24 BUDGET WORKSHEET** | | | | | | | | | | | |
|  |  | | | | | |  | | |  |  | |  | | | | | | | | |  | | |  | |
| **Council on Aging** | | | | | | |  | | |  |  | |  | | | | | | | | |  | | |  | |
| **Account** | | **Account** | | **2021** | | **2022** | | | **2023** | | | | | | | **FY24 Dept** | | | **FY24 $** | | | | **FY24 %** | |
| **#** | | **Description** | | **Budget** | | **Budget** | | | **Budget** | | | | | | | **Request** | | | **Change** | | | | **Change** | |
|  | | **Council on Aging** | |  | |  | | |  | | | | | | |  | | |  | | | |  | |
| 01540-51200 | | SENIOR CENTER FACILITIES MAINT TECH | | 0.00 | | 0.00 | | | 0.00 | | | | | | | 0.00 | | | 0.00 | | | | #DIV/0! | |
| 01540-51300 | | SENIOR CENTER OPERATIONS COORDINATOR | | 0.00 | | 0.00 | | | 0.00 | | | | | | | 0.00 | | | 0.00 | | | | #DIV/0! | |
| 01540-57000 | | SENIOR CENTER OPERATIONS | | 24,112.00 | | 19,112.00 | | | 40,275.00 | | | | | | | 45,763.00 | | | 5,488.00 | | | | 13.63% | |
| 01541-51200 | | COA WAGES | | 195,589.00 | | 218,189.00 | | | 253,383.00 | | | | | | | 279,929.36 | | | 26,546.36 | | | | 10.48% | |
| 01541-53000 | | COA HOME CARE | | 400.00 | | 400.00 | | | 400.00 | | | | | | | 400.00 | | | 0.00 | | | | 0.00% | |
| 01541-53001 | | COA TITLE VII NUTRITION AND WHEAT | | 4,300.00 | | 4,300.00 | | | 4,300.00 | | | | | | | 4,300.00 | | | 0.00 | | | | 0.00% | |
| 01541-57000 | | COA EXPENSE | | 20,430.00 | | 16,050.00 | | | 16,370.00 | | | | | | | 16,370.00 | | | 0.00 | | | | 0.00% | |
|  | |  | |  | |  | | |  | | | | | | |  | | |  | | | | #DIV/0! | |
|  | | **Department Total** | | **244,831.00** | | **258,051.00** | | | **314,728.00** | | | | | | | **346,762.36** | | | **32,034.36** | | | | **10.18%** | |
| ***Enter your Detail below. The total of each detail line will autofill the grid above.*** | | | | | | | | | | | | | |  | | |  |  | |  | | |  | | |
|  |  | |  | |  | | |  | | | | | | |  | | | | |  |  | | |
|  | **DEPARTMENT Detail** | | **Amount** | | **NOTES/COMMENTS** | | | **DEPARTMENT Detail** | | | | | | | **Amount** | | | | |  |  | | |
|  |  | |  | |  | | |  | | | | | | |  | | | | |  |  | | |
|  | SENIOR CENTER FACILITIES MAINT TECH | |  | |  | | | COA WAGES | | | | | | | 279,929.36 | | | | |  |  | | |
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|  | **TOTAL** | | **0.00** | |  | | | **TOTAL** | | | | | | | **279,929.36** | | | | |  |  | | |
|  |  | |  | |  | | |  | | | | | | |  | | | | |  |  | | |
|  | SENIOR CENTER OPERATIONS COORDINATOR | | 0.00 | |  | | | COA HOME CARE | | | | | | | 400.00 | | | | |  |  | | |
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|  | **TOTAL** | | **0.00** | |  | | | **TOTAL** | | | | | | | **400.00** | | | | |  |  | | |
|  |  | |  | |  | | |  | | | | | | |  | | | | |  |  | | |
|  | SENIOR CENTER OPERATIONS | | 45,763.00 | |  | | | COA TITLE VII | | | | | | | 4,300.00 | | | | |  |  | | |
|  | \*\*\*see attached worksheet | |  | |  | | |  | | | | | | |  | | | | |  |  | | |
|  |  | |  | |  | | |  | | | | | | |  | | | | |  |  | | |
|  | **TOTAL** | | **45,763.00** | |  | | | **TOTAL** | | | | | | | **4,300.00** | | | | |  |  | | |
|  |  | |  | |  | | |  | | | | | | |  | | | | |  |  | | |
|  | COA EXPENSE | | 16,370.00 | |  | | |  | | | | | | |  | | | | |  |  | | |
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|  | **TOTAL** | | **16,370.00** | |  | | |  | | | | | | |  | | | | |  |  | | |
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| --- | --- | --- | --- | --- | --- |
| **2024 Worksheet for Senior Center Operations** | | | |  |  |
|  |  |  |  |  |  |
| **vendor** | **2023 budget** | **2023 cost** | **2024 request** | **explanation** |  |
|  |  | **projection** |  |  |  |
| **MONTHLY** |  |  |  |  |  |
| SMLD | 9962 | 11500 | 12650 | 10% incr per smld |  |
| Amer Alarm | 836 | 678 | 678 |  |  |
| Comcast | 1320 | 1344 | 1344 |  |  |
| Eversource | 3338 | 4464 | 6108 | per email from Eversource |  |
|  |  |  |  |  |  |
| **3 TIMES/YEAR** |  |  |  |  |  |
| Hood & Oven cleaning | 1325 | 1000 | 1000 |  |  |
| ( w Oct inspection) |  |  |  |  |  |
|  |  |  |  |  |  |
| **QUARTERLY** |  |  |  |  |  |
| DPW Water | 200 | 200 | 200 |  |  |
|  |  |  |  |  |  |
| **SEMI ANNUAL** |  |  |  |  |  |
| rug cleaning | 1734 | 1950 | 1950 |  |  |
|  |  |  |  |  |  |
| **ANNUAL** |  |  |  |  |  |
| landscape maint | 3000 | 3000 | 3000 |  |  |
| Ster water/ back flow | 75 | 75 | 75 |  |  |
| steam bath / kitch fl | 325 | 375 | 375 |  |  |
| furn cleaning | 400 | 400 | 400 |  |  |
| window cleaning | 1000 | 670 | 670 |  |  |
| Kitch appl & general | 2390 | 3532 | 2960 | 3 yr average |  |
| HVAC | 1340 | 1340 | 1340 | 3 yr average |  |
| generator | 1450 | 1450 | 1450 | 2 yr average |  |
| gas for vans | 11580 | 14,816 | 11,563 | est DPW, reimbursed to town by MART |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total | 40275 | 46794 | 45763 |  |  |
|  |  |  |  |  |  |
|  | | | | | |
| Facilities budget to include Center's safety needs: septic, fire panel, kitchen | | | | | |
| suppression system, fire extinguishers, fire alarms, hvac maintenance. | | | | | |