

APPROVED March 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, February 9, 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
Nancy Castagna (2023) Member
Meg Chase (2025) Member
David Cosgrove (2025) Treasurer
Joe LaGrassa (2024) Member
Deb MacLennan (2024) Member
Liz Pape (2023) Secretary
Sue Protano (2023) Member

ABSENT

Veronica Buckley, Director

Review/Approve Meeting Minutes

January 12, 2023 meeting minutes will be filed as presented.

Review/Approve Treasurer's Report

Motion by Protano, Chase seconded to accept January 2023 FY 23 Treasurer's Report.
Passed all.

Public Session

Mr. Maki noted that the Age and Dementia Friendly initiative was started four years ago. Today was the first community education program, which was a presentation by Peter MacDonald to DPW and SMLD field workers. The next presentation will be to Town Hall staff, and the last will be to Senior Center and Library staff on February 24. Sterling is one of the few communities to be both age and dementia-friendly certified.

Director's Report

- a) Gift Account: No request.
- b) Building Maintenance and Incident Reports:
 - Access to the Chocksett parking lot has been eliminated due to safety concerns. The access can still be used if needed, but only during school non pick-up hours.
- c) Director's Update:
 - Job-sharing with the 2 outreach coordinators is working out well.
 - Van report – still working on the pilot and software system glitches. The system will automatically confirm rides to seniors the day before and will text the time of arrival.
 - The CoA Holiday Party will continue to be on a Sunday, most likely December 3, 2023.
 - The intergenerational reading program is going very well. 8 seniors are participating.
 - Currently offering 6 yoga classes per month
 - Will try to increase meditation class attendance through the use of the MySenior Center

email blast tool.

- Splitting lunch and dinner for Valentine's Day and St. Patrick Day celebrations.
- Discussed working with SLCT to create studio-based programming of interest to seniors and training volunteer camera technicians to tape programs at the Senior Center.

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

- Passed all

Old Business

- a) **Update on Senior Tax Work-Off Program Request:** A meeting was held with the Town Administrator to request that a portion of existing funds be allocated to the Senior Center. The Town Administrator reported that all funding has been spent. Kevin Beaupre and Joe LaGrassa will work with Veronica to identify other cities and towns that have a successful work-off program that supports Senior Center volunteers. Mr LaGrassa suggested that the Senior Center conduct a pilot tax work-off program using its own funds, to determine feasibility.
- b) **Formula Grant:** Veronica wants to protect the intent of the purpose of formula grant revenue spending and asked that a policy be developed. Liz Pape will draft a policy for review at the next CoA meeting.

New Business

- a) Liz Pape and Sue Protano will not renew their terms of office when they expire June 30, 2023. It was suggested that a notice of vacancy be posted and that interested candidates be invited to attend a meeting.
- **Future Topics** – Develop questions for a tax work-off survey to be conducted with cities and towns using the program.
- **Next Meeting** – The next monthly COA Board meeting is scheduled for **Thursday, March 9, 2023** at 5:30 pm at the Senior Center.
- **Adjournment**
Motion Beaupre, Cosgrove seconded, to adjourn at 7:22pm
 - Passed all.

Respectfully submitted,

Liz Pape
Secretary
Attachments

Council on Aging Treasurer's Report FY2023

CoA Board Meeting, February 9, 2023

Reporting for Month ended January 31, 2023

FY23 July 1, 2022-June 30, 2023

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$253,383.00	\$143,671.89	\$109,711.11	56.70%
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	\$8,633.23	\$7,736.77	52.74%
01540-57000	Sr Center Operations	\$40,275.00	\$22,721.01	\$17,553.99	56.41%
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	\$21,215.46	\$23,810.58	\$17,909.62 *b
25003-	CoA Donation/	\$21,214.84	\$4,850.00	\$4,145.74	\$21,919.10 *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 01/31/2023 Report Distribution.

*** Formula revenue received by Town 10/25/2022.

*b Revolving Fund. Current Balance as a percent of beginning balance: 87.34%

*c COA Donation. Fund Current Balance as a percent of beginning balance: 103.32%

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

SPECIAL NOTE

Sr. Center Comcast expenses paid from Police Communications Grant

\$1,271.24

\$59,643.20 Total non-Salary Expenses as recorded by Town as of month end.

\$4,072.82 Total Non-Salary Current Month Expense's paid by Town in next month.
\$2,613.81 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through January: 58.33%

David Cosgrove, Treasurer

COA Board Meeting Feb 9, 2022

Director's Report for Jan 2022

Gift Account

No requests.

Building Maintenance and Incident Reports

Access road to Chocksett parking lot blocked off per request by Principal, Chris LaBreck.

Event Statistics from 01/01/2023 to 01/31/2023

Category	Duplicated	Unduplicated	60 + Guests	U 60 Guests
Community				
Education	25	23	1	2
Congregate Meals	414	83	35	0
Cultural Event	48	28	13	2
Fitness/Exercise	390	138	23	0
Food	151	105	23	0
Health Screening	38	34	5	0
Information Sharing	92	41	5	0
Recreation	105	45	5	0
Social Event	434	137	41	0
Total Event Signins	1697	376	151	4

VAN REPORT

December: 47 riders; 398 trips

January: 40 riders; 375 trips

Pilot update – continued work on the reports to ensure they meet MART requirements. Beginning work on auto verification of rides through text.

PAST EVENTS

After discussion with co-chairs, preference is for COA party to remain on Sunday, but earlier weekend than FOSS fair.

New program – Intergenerational reading pilot program with Chocksett began on Jan 27th

UPDATES / FUTURE EVENTS

ADF Workgroup begins Dementia Education program to Town of Sterling employees in February with 3 training sessions specifically geared to work role.

Increased yoga classes to 6 per month.

Valentine Lunch and Dinner; St Patty's Day Lunch and Dinner; music programs.

January 2023 Outreach Statistics for Feb 9th, 2023 COA Board Meeting

Services provided between 01/01/2023 and 01/31/2023

Interaction	Duplicated	Unduplicated
email	15	11
Home Consultation	28	25
mail/letter/card	2	2
Office Consultation	33	24
Phone Consultation	147	68
Totals	225	91

Services provided between 01/01/2023 and 01/31/2023

Category	Duplicated	Unduplicated
Application Assistance	9	7
Assessment/Well check	23	19
Case Management/Advocacy	52	29
Crisis Intervention/Support	4	4
DME Medical equipment/loan	4	4
Donations	2	2
Family Support	6	6
Friendly visiting	3	1
General Information/Referral	9	7
Health Benefit Counseling	7	7
Isolation Intervention	1	1
Nutritional support	85	39
Over 80	20	17
Totals	225	91

Services provided between 01/01/2023 and 01/31/2023 Age: >=80

Interaction	Duplicated	Unduplicated
email	7	5
Home Consultation	17	16
mail/letter/card	2	2
Office Consultation	16	11
Phone Consultation	87	38
Totals	129	47

Volunteer Report for January 2023

Volunteers between 01/01/2023 and 01/31/2023			
Volunteer Activity	Hours	Duplicated	Unique
Admin	19	8	4
Board work	22.83	15	8
Bread Run	9	3	1
Cards	3	1	1
Committee work	3	2	2
Computers	9	3	1
Friendly Visitor	1.25	1	1
Instructor	22	11	3
Maintenance	0.5	1	1
Meal Site	235.25	90	20
Meetings	2	2	2
Miscellaneous	9.63	6	2
MOW	49.17	29	6
Office coverage	123	29	11
Pancake Breakfast	29.5	10	8
Special Dinners	21.52	10	9
Special Event	9	2	2
Totals	568.65	223	61