

**APPROVED JUNE 8, 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, May 11, 2023 at 5:32pm 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  
Meg Chase (2025) Member  
David Cosgrove, Treasurer (2025)  
Joe LaGrassa (2024) Member  
Deb MacLennan (2024) Member  
Liz Pape Secretary (2023)  
Sue Protano (2023) Member

**ABSENT**

Gail Bergeron Chair (2024)  
Nancy Castagna (2023) Member

Veronica Buckley, Director  
Other attendees: Dick Maki, Julie Hehir, Deidre Shapiro

**Review/Approve Meeting Minutes**

April 11, 2023 meeting minutes filed as presented.

**Review/Approve Treasurer's Report**

March 2023 FY 23 Treasurer's Report filed as presented

**Public Session**

No Public Session

**Director's Report**

**Gift Account:** No request.

**Building Maintenance and Incident Reports:**

- Problem with outside leaking faucets. Plumber is looking at the issue.

**Committee Reports**

- Artists' Reception in May had 183 attendees.
- Evening Dinner is next Thursday, then there will be no more evening dinners until the car show in August.
- Landscaping:
  - Veronica put a hold on the seeding of the wildflower meadow to be done by PrincetonScapes due to concerns with grub issues. She is reconsidering whether or not to do the meadow seeding in the fall. The plan is to do meadow seeding in the fall, but we need to reconsider the proposal from Princeton Scapes that requires a 10,000 square foot minimum as we are unable to water that large an area. Liz Pape provided the results of her research on wildflower meadows, which indicates that poor soil quality is the best for wildflower meadow seeding, as very few other seeds will compete with the meadow seeds, and also noted that grubs are typically not an issue for wildflower meadows. Veronica noted that Jim Cormier, who provides scheduled maintenance of the Senior Center landscaping, noted that although there may be grubs in the lawn, the Senior Center lawn does not have a grub problem.
  - The Eagle Scout candidates are working on the mulching projects.
  - Kevin Beaupre reported on the pavilion project over the patio. DigSafe came, as the gas

lines were previously never marked off. EverSource will mark the gas lines around the building. Kevin has identified an 18'x18' Home Depot pre-made structure with posts to be located at 15'x15'. The roof line of the structure will run perpendicular to the present roof line. Cost for purchase and installation is \$20,000, which does not include the cost of using prevailing wages.

#### **Updates and Future Events:**

- MySeniorCenter visited to coordinate the software upgrades on van software.
- A meeting with department heads and the Town Administrator was held to discuss the MA Development Taxi and Livery Grant, which is being administered through MART. Grant allows eligible Sterling residents of any age to get subsidized livery services through MART. This is a one-year grant.
- Veronica announced her retirement as of October 31, 2023.
- Weekly postings on Facebook of upcoming events are getting good feedback.
- FOSS is sponsoring a June 17 Trunk Sale.
- 30 people attended the Dull Men's scam presentation.
- YMCA will be at Senior Center on June 7, from 4-6 pm for sign-ups to join YMCA at a reduced cost under a partnership between the SSC and the Y.
- National Guard presentation to 9 spouses of the Fidelity VSO recipients will be May 18, with a continental breakfast.
- Father's Day, Thursday, June 15 will be breakfast pizza with Gift Certificate give-aways.
- Veronica discussed ways to make Senior Center attendees more aware of the Senior Center's core values and appropriate behaviors while at the Senior Center.

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

- Passed all

#### **Old Business**

##### **a) Update on Senior Tax Work-Off Program Request:**

Veronica summarized the Senior Tax Work-off Program which is currently administered through the town. She would like a new Sterling Senior Center program which will be needs-based for Sterling Senior Center volunteers, called the Sterling Senior Center Property Tax Assistance Program.

Motion by Cosgrove, Beaupre seconded, to create the policies, procedures and guidelines to pilot a Sterling Senior Center Property Tax Assistance Program for two years, at an annual cost of \$3,000, starting in FY24.

- Passed all

**New Business: none**

**Future Topics : none**

**Next Meeting** – The next monthly COA Board meeting is scheduled for **Thursday, June 8, 2023** at 5:30 pm at the Senior Center.

#### **Adjournment**

Motion Cosgrove, Chase seconded, to adjourn at 7:30pm

- Passed all.

Respectfully submitted,

Liz Pape  
Secretary  
Attachments

## Council on Aging Treasurer's Report FY2023

CoA Board Meeting, May 11, 2023

Reporting for Month ended April 30,2023

**FY21 July 1, 2022-June 30, 2023**

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$253,383.00	\$199,283.96	\$54,099.04	78.65%
01541-53000	CoA Home Care	\$400.00	\$0.00	\$400.00	0.00%
01541-53001	CoA Title VII Nutrition & WHEAT	\$4,300.00	\$1,300.00	\$3,000.00	30.23%
01541-57000	CoA Expense	\$16,370.00	\$13,900.45	\$2,469.55	84.91%
01540-57000	Sr Center Operations	\$40,275.00	\$34,554.92	\$5,720.08	85.80%
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	\$30,197.99	\$34,069.28	\$16,633.45 *b
25003-	CoA Donation/	\$21,214.84	\$5,050.00	\$4,145.74	\$22,119.10 *c
26011-	Formula Grant	\$21,889.23	\$31,464.00	\$5,284.44	\$48,068.79 **

Account #	Description	FY23 starting balance	Revenues ***** 48000	Expenses ***** 57001	Current Balance
24000-	Sr. Center Usage	\$7,283.71	\$1,750.00	\$150.00	\$8,883.71

\*\* Appropriated amount for COA Wages represents base requested amount per 2023 Town Warrant.  
Expended Wages as of 04/30/2023 Report Distribution.

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

\*b Revolving Fund. Current Balance as a percent of beginning balance: 81.12%

\*c COA Donation. Fund Current Balance as a percent of beginning balance: 104.26%

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

### SPECIAL NOTE

Sr. Center Comcast expenses paid from Police Communications Grant
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\$1,452.49
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\$93,404.83 Total non-Salary Expenses as recorded by Town as of month end.  
\$0.00 Total Non-Salary Current Month Expense's paid by Town in next month.  
\$1,877.00 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through April: 83.33%  
David Cosgrove, Treasurer

## **COA Board Meeting May 11, 2023**

### **Director's Report for April 2023**

#### **Gift Account**

No requests.

#### **Building Maintenance and Incident Reports**

Outside faucet repair

#### **Event Statistics from 04/01/2023 to 04/30/2023**

<b>Category</b>	<b>Duplicated</b>	<b>Unduplicated</b>	<b>60+ Guests</b>	<b>U60 Guests</b>
Community				
Education	71	66	7	2
Congregate Meals	622	192	80	1
Cultural Event	29	11	0	0
Fitness/Exercise	441	149	9	0
Food	256	145	57	15
Health Screening	21	21	1	0
Information Sharing	86	34	7	0
Recreation	123	41	7	0
Social Event	294	119	42	3
<b>Total Event</b>				
<b>Signins</b>	1943	453	210	21

#### **VAN REPORT**

April 49 riders; 393 trips

On site visit from MSC to coordinate understanding of real time use of ride program.

New driver app installed on tablets.

Mart meeting with town on 5/3 to discuss implementation and marketing of Mass Development Taxi and Livery Grant.

#### **REPORTS FROM COMMITTEES / LIAISONS**

Art – Reception for youth at Chocksett / Houghton on May 10

Evening Dinner – May 18<sup>th</sup> cookout, off June July

Landscaping – Princeton Scapes, hoses and sprinklers, Eagle

Scouts, outside shading structure, digsafe

PR – Weekly summary, Worc T&G

FOSS – Trunk Sale June 17, restructure of FOSS

#### **PAST EVENTS**

SMLD safety presentation with Matt Stelmach, new GM, and Sean Hamilton, prior GM, in attendance.

Spring Ukulele Concert celebrated 6 years of strumming

Peer Leaders from Chocksett were celebrity servers for Pancake Breakfast in April  
Scam presentation for Dull Men's

### **UPDATES / FUTURE EVENTS**

YMCA partnership opportunity

Mother's Day Tea – 44 sign ups with wait list

Medal of Fidelity VSO ceremony

Volunteer Appreciation

Core Values discussion as part of acceptable behavior at SSC

Father's Day

## **April 2023 Outreach Statistics for COA Board Meeting, 5/11/2023**

### **Services provided between 04/01/2023 and 04/30/2023**

<b>Interaction</b>	<b>Duplicated</b>	<b>Unduplicated</b>
email	5	3
Home Consultation	28	21
mail/letter/card	1	1
Office Consultation	35	24
Phone Consultation	76	42
<b>Totals</b>	<b>145</b>	<b>73</b>

### **Services provided between 04/01/2023 and 04/30/2023**

<b>Category</b>	<b>Duplicated</b>	<b>Unduplicated</b>
Application Assistance	6	4
Assessment/Well check	4	3
Case Management/Advocacy	55	32
Client finding/Outreach	6	3
Crisis Intervention/Support	4	4
DME Medical equipment/loan	6	6
Donations	1	1
Errand	7	2
Family Support	2	2
General Information/Referral	7	7
Health Benefit Counseling	2	2
Inter-generational program	12	10
Nutritional support	17	14
Over 80	15	10
Referral from Community	1	1
<b>Totals</b>	<b>145</b>	<b>73</b>

### **Services provided between 01/01/2023 and 04/30/2023**

#### **Age: >=80**

<b>Interaction</b>	<b>Duplicated</b>	<b>Unduplicated</b>
Community Setting	1	1
email	26	11
Fax	1	1
Home Consultation	78	40
mail/letter/card	3	3
Office Consultation	75	33
Phone Consultation	241	75
<b>Totals</b>	<b>425</b>	<b>95</b>

# Volunteer Report for April 2023

<b>Volunteers between 04/01/2023 and 04/30/2023</b>			
<b>Volunteer Service Type</b>	<b>Hours</b>	<b>Duplicated</b>	<b>Unique</b>
Admin	18	5	2
Board work	17.5	12	9
Book Club	18.75	4	1
Bread Run	11	3	1
Committee work	5	4	4
Instructor	31	15	4
Maintenance	5	5	3
Meal Site	256.88	92	21
Meetings	6	5	4
Miscellaneous	8	4	2
MOW	64.33	41	11
Office coverage	131	30	9
Pancake Breakfast	28.07	10	8
Special Dinners	26.5	9	5
Special luncheons	1.5	1	1
<b>Totals</b>	<b>628.53</b>	<b>240</b>	<b>63</b>