

APPROVED August 10, 2021

**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, July 8, 2021 at 5:36 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.

1. Open Meeting

2. Roll Call

PRESENT

ABSENT

Kevin Beaupre, (2022) Chair
Gail Bergeron, (2024) Member
Nancy Castagna (2023) Member
Meg Chase (2022) Member
David Cosgrove, (2022) Treasurer
Joe LaGrassa, (2024) Member
Deb MacLennan (2024) Member
Liz Pape (2023) Secretary
Sue Protano, (2023) Member

Veronica Buckley, Director

3. Review/Approve Meeting Minutes and Treasurer's Report

June 10, 2021 meeting minutes approved as amended.

4. Review/Approve Treasurer's Report

Motion by Chase, MacLennan seconded, to accept June, 2021 Treasurer's Report.

- Passed all, with Bergeron abstaining.

5. Building Committee Update

Kevin Beaupre reported that the Building Committee will meet next Monday to address the left side of the garage building, paving and a way to connect Nature's Trail to the walkway. The garage building still has not been sided, although the materials are on-site.

Veronica Buckley reported that the cement for the apron in front of the building has been poured. Jeff Nutting of the DPW has offered any assistance that the Senior Center may need.

6. Public Session - none

7. New Business

Motion by MacLennan, Cosgrove seconded, to reorganize the COA board.

- Passed all, with Bergeron abstaining.

Motion by Protano, seconded by Castagna to elect Kevin Beaupre to chair of the COA board.

- Passed all, with Bergeron abstaining

Motion by Protano, MacLennan seconded, to elect Liz Pape to Secretary of the COA board.

- Passed all, with Bergeron abstaining.

Motion by Beaupre, Castagna seconded, to elect David Cosgrove to Treasurer of the COA board.

- Passed all, with Bergeron abstaining.

Board agreed to change August COA board meeting date to Tuesday, August 10, 2021 at 5:30 pm.

8. Director's Report

- a) Motion by Pape, Lagrassa seconded, to expend up to \$1600.00 from the Gift Account to cover expenses for the Friday, July 16 WooSox Volunteer Appreciation Event.

- Passed all, with Bergeron abstaining.

- b) Building Maintenance and Incident Report:N&T, the HVAC company, is coming Monday, July 12 for final HVAC adjustments of the Rollins Valve, which controls the building's humidity. Connectivity to the HVAC system has been corrected due to the migration to a fiber system.

- Event statistics have gone up as new programs have been added.
- Board discussed the issue of providing services/programs to non-residents. Per the Older Americans Act, provision of meals to elders cannot be denied to any elder. The Senior Center does have the right to limit preference to Sterling Seniors for its programs, but it cannot turn away non-residents at its doors.
- Van regionalization: The QRide system has been tabled for this month until QRide can make changes to the system.
- Sterling Village has had a change in management. Veronica will discuss with the new management their transportation needs and set some parameters around provision of van services by the Senior Center. Veronica will provide an update on the discussions at the August board meeting.
- Lou Massa, van driver, has resigned and the vacancy for a benefitted position has been posted.
- Congregate lunches at the Senior Center will begin next Monday. Still seeking volunteers for lunches.
- Veterans Services office hours at the Senior Center will begin in August.
- Pancake breakfast at the Senior Center will begin in August.
- Still to come: Singing Group, History Club, Artist's Reception, Evening Dinners, Volunteer Lunch-n-Learn.
- Meal Site Manager Vacancy – Danielle Ray to write an article, in an effort to encourage applications for the Meal Site Manager vacancy.
- Food Delivery Update – Prior provider (Sysco) has dropped service to the Senior Center. Veronica is considering using Balder of Boston
- The Growing Places Mobile Market is at Sholan Terrace on Wednesdays. They accept SNAP and HIP.
- Senior Center Usage Policy: The Town Administrator wants to be involved in reviewing/revising an Outside Users Policy for the Senior Center and Recreation Department.

Motion by Cosgrove, LaGrassa seconded, to approve Director's Report.

- Passed all with Bergeron abstaining.

- 9. Next Meeting** – The next monthly COA Board meeting is scheduled for **Tuesday, August 10, 2021** at 5:30 pm at the Senior Center.

10. Adjournment

Motion by Cosgrove, MacLennan seconded, to adjourn at 7:31 pm

- Passed unanimously.

Respectfully submitted,

Liz Pape
Secretary

Council on Aging Treasurer's Report FY2021

CoA Board Meeting, July 8, 2021

Reporting for Month ended June 30, 2021

FY21 July 1, 2020-June 30,
2021

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$195,969.00	\$186,390.87	\$9,578.13	95.11%
01541-53000	CoA Home Care	\$400.00	\$400.00	\$0.00	100.00%
01541-53001	CoA Title VII Nutrition & WHEAT	\$4,300.00	\$4,300.00	\$0.00	100.00%
01541-57000	CoA Expense**	\$20,050.00	\$18,729.20	\$1,320.80	93.41%
01540-57000	Sr Center Operations **	\$24,112.00	\$21,787.52	\$2,324.48	90.36%
27002-57000	COVID Related Expenditures	\$0.00	\$0.00 *d	\$0.00	#DIV/0!
26031-57000	COVID Related Expenditures	\$0.00	\$7,852.28 *e	(\$7,852.28)	#DIV/0!

Other Accounts

Account #	Description	FY21 starting balance	Revenues ***** 48400	Expenses ***** 57000	Current Balance
24000-	Revolving funds	\$16,092.17	\$32,227.22	\$24,108.64	\$24,210.75 *b
25003-	CoA Donation/	\$19,789.17	\$4,112.00	\$736.88	\$23,164.29 *c
26011-	Formula Grant	\$0.00	\$19,332.00	\$8,726.52	\$10,605.48 ***

Account #	Description	FY21 starting balance	Revenues ***** 48000	Expenses ***** 57001	Current Balance
24000-	Sr. Center Usage	\$8,712.19	\$0.00	\$0.00	\$8,712.19

** Appropriated amount for COA Wages represents base requested amount per 2021 Town Warrant, adjusted down by \$9,000 with \$5,000 pf that adjustment reallocated to Senior Center Operations, and \$4,000 reallocated to COA Expenses. All adjustments approved by Town.

*** Formula revenue received.

*b Revolving. Fund Current Balance as a percent of beginning balance: 150.45%

- *c COA Donation. Fund Current Balance as a percent of beginning balance: 117.06%
- *d COVID-19 expenses due for reimbursement from FEMA.
- *e COVID-19 expenses due for reimbursement from CAREs Program.

\$71,019.79 Total non-Salary Expenses as recorded by Town as of month end.

\$7,368.97 Total Non-Salary Current Month Expense's paid by Town in next month.

\$1,455.66 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through June: 100.00%

David Cosgrove, Treasurer

COA Board Meeting July 8, 2021

Director's Report for June 2021

Event Statistics from 06/01/2021 to 06/30/2021

Category	Duplicated	Unduplicated	60 and Over Guests	Under 60 Guests
Community				
Education	4	4	1	0
Congregate Meals	720	135	2	0
Cultural Event	13	10	0	0
Fitness/Exercise	77	36	5	0
Food	51	34	68	10
Health Screening	10	10	1	0
Information Sharing	70	38	9	1
Recreation	32	16	0	0
Social Event	166	94	5	1
Total Event Signins	1143	280	91	12

VAN REPORT June 2021

Van 1 27 Riders 151 trips Van 2 14 Riders 80 trips

UPDATES

Volunteer Appreciation Event: July 16th WooSox game

Transportation:

Zoom meeting with Bruno Fisher, Administrator of MART, re ongoing concerns with the QRYde technology used for regionalization program. Mart's decision is to table the pilot program for the month of July to give QRYde opportunity to modify program to meet needs of Senior Centers and give Mart the opportunity to work on technology issues re connectivity and tablets.

Use of van by residents of Sterling Village: We are providing transportation to one private pay Sterling Village resident who has to arrange for own medical transportation. Meeting for beginning of August with Ronald Cheli, new executive director of Sterling Village, to discuss policies re transport of Sterling Village residents.

Lou Massa will be moving / resignation effective August 20th. We are able to maintain the benefited position with our van drivers.

Scaling up Info:

Congregate lunch program the most labor / volunteer intense program, begins July

12th. Meal site manager and food delivery service updates.

The following programs will be added/advertised in August: Veteran's Services, Pancake Breakfast, Mahjong and Open Coloring.

To resume in Fall: singing group, history club, art program with receptions, evening dinners, volunteers lunch and learns, ADF initiative

Outreach:

SNAP benefits accepted through Growing Places weekly at Sholan and 2nd Friday of the month at the Farmer's Market.

Requests for usage of Senior Center by outside entities:

Use of SSC by outside entities; TA plans to meet with Rec and SSC to discuss finalization of usage agreement for SSC and 1835. Timetable for completion of policy - mid July.

OUTREACH STATISTICS JUNE 2021

Services provided between 06/01/2021 and 06/30/2021

Category	Duplicated	Unduplicated
Application Assistance	12	12
Assessment/Well check	14	13
Case Management/Advocacy	58	38
Client finding/Outreach	1	1
DME Medical equipment/loan	7	7
Family Support	5	5
Friendly visiting	2	2
General Information/Referral	4	4
Health Benefit Counseling	2	2
Isolation Intervention	3	1
Nutritional support	16	16
Totals	124	67

Services provided between 06/01/2021 and 06/30/2021

Interaction	Duplicated	Unduplicated
email	4	4
Home Consultation	23	21
Office Consultation	19	16
Phone Consultation	78	52
Totals	124	67

Volunteer Report for June 2021

Volunteers between 06/01/2021 and 06/30/2021			
Volunteer Service Type	Hours	Duplicated	Unique
admin - computer	32	7	2
Board work	22	11	9
Bread Run	10.5	5	2
Cards	3	1	1
Library	1	1	1
Meal Site	207	66	17
Meal Site Delivery	83.5	47	17
Miscellaneous	0.5	1	1
MOW	35	22	5
Office coverage	142	34	11
Special Dinners	14	7	7
Totals	550.5	202	56