

Voted on April 11, 2019

**COUNCIL ON AGING
P.O. BOX 243, 36 Muddy Pond Road
Sterling, MA 01564**

The Council on Aging Board meeting was called to order at the Senior Center on Thursday, March 14, 2019 at 5:34 p.m. and Sue Protano 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

Sheila Battles, (2021) Member
Kevin Beaupre, (2019), Vice Chair
Bob Bloom (2020), Treasurer
Nancy Castagna (2020)
Joe LaGrassa (2021) Member
Liz Pape (2020), Chair
Sue Protano, Secretary (2019)

ABSENT

Deb MacLennan (2021)
Charles Madden (2019)

Veronica Buckley, Director
Dick Maki, Building Committee
David Cosgrove

3. Review/Approve Minutes and All Monthly Reports

Motion by Bloom, LaGrassa seconded, to approve previous meeting's minutes

- Minutes from the January 10, 2019 Council on Aging
- Passed by majority, Joe LaGrassa and Kevin Beaupre abstained.

Motion by Beaupre, LaGrassa seconded, to approve

- Minutes from February 14, 2019 Council on Aging
- Passed by Majority, Nancy Castagna & Sue Protano abstained

Motion by Bloom, seconded Beaupre to approve Treasurer's Report.

- Passed unanimously.

Motion by Protano, seconded Bloom to approve Volunteer Coordinator's Report.

- Passed unanimously.

Motion by Protano, Bloom seconded, to approve Director's Report & Outreach Report

- Passed unanimously.

4. Building Committee Update

Dick Maki reported that the regulator for the generator is on back-order due to the issues in Methuen and Lawrence. When received it will be installed. There are 4 different electrical outlets needed, two of which are needed for the kitchen. Dick checking with Melissa and Jim for location placement.

Dick reported some progress being made on a 2 car garage and storage to be built, but possibly too close to wetlands. Matt Morrow, Agent of the Conservation Commission to get back to Dick on the situation.

Bob Bloom, reported on the HVAC system. Automatically controlled averaging thermostat sensors (3) in the main part of the building, to be installed. Will close vents on both ends of building. This to be done in the next few weeks. hopefully to have better control of the heating/air conditioning system.

5. Public Session

A letter was passed out for the Board's knowledge from Atty. James Gettens, Retired, in reference to Maryanne MacLeod's driveway easement located between Swett Hill Road and Hall Avenue.

Pam Dell from the Court Restoration Committee spoke before the Board for support of restoration of courts for Pickle ball at the West Sterling Courts. This is for all seniors and residents of Sterling. To be presented at the May 2019 Town Meeting. A letter from the Council on Aging for support of this article was given to the Court Restoration Committee.

- Motion by Beaupre, Bloom seconded to support the Court Restoration Committee
- Passed unanimously

6. Committee Reports

- **Arts Committee** – Dick Maki stated that the photography display will be up until May. In May, 2019 students from the Houghton & Chocksett schools to display their art work. There are many upcoming events in the planning stages. More information to follow.
- **Evening Dinner Committee** – Deb MacLennan was absent. Veronica announced that the Walk to End Alzheimer's Dinner that was postponed February 27, 2019 due to weather was changed to March 27, 2019. The dinner will be prepared by the chef of Sterling Village and the evening dinner committee will serve. There will be a Hello Spring Picnic Dinner on April 27th. In May there will be a Chicken BBQ and in August we will have our annual car show.
- **Marketing Committee** – Liz Pape reported on the series of events that were published recently in the Sterling Meetinghouse News. Good exposure of the Senior Center.
- **Program Committee** – Nancy Castagna reported that they are working on several types of programs i.e.; different type of music programs including jazz, classical, and others, convening a History Club similar to a Book Club in June. Founders of History Club are, Pat Fox, Max Powers and Denis Coughlin. This will be held on Friday afternoons. Books will be given out in advance. Also planning on a Music Trivia Nite & Bingo. "Name that Tune Bingo" German Literature has been a great success. Our Arm Chair Travel series has also been successful and interesting to many seniors. Program Committee will meet again March 27, 2019.

7. Director's Update

Veronica distributed the CoA Annual Report which is part of the Annual Town Meeting report. Veronica spoke about upcoming events. March 21st Going Steady/Fall Prevention Class with Marty (Free). March 27th Evening Dinner with Sterling Village supports the Walk to End Alzheimer's and Alzheimer and related dementia education. April 4th the SSC will host the Master Plan Open House. April 23rd, Sundae School-pairing a sundae bar with Alzheimer's education.

8. Unfinished Business

Further discussion on the FOSS Needs List for next month discussion. Members to make a list of items they feel are needed. New programs to provide financial support to the Senior Center. Also more discussion needed on Senior Center building needs. Short-term and long-term.

9. New Business

Charles Madden has resigned due to personal reasons.

Motion by Bloom, seconded by Beaupre to accept David Cosgrove as a replacement for Charles Madden

Motion by Pape, Bloom seconded to nominate & vote Nancy Castagna to take on the position of FOSS Liaison

Passed unanimously.

Sheila Battles, Kevin Beaupre and Bob Bloom to be on Screening Committee for hiring of an Operations Coordinator.

(Alternate Sue Protano)

Upcoming Mother's Day Tea scheduled for Friday, May 10th, has been changed to Wednesday, May 8th 1-3 pm.

10. **Future Topics** – Building needs

11. **Next Meeting** – The next monthly Board Meeting will be held on **Thursday, April 11, 2019 at 5:30 p.m.**

12. **Adjournment**

Motion by Bloom, Battles seconded, to adjourn at 7:33 pm.

- Passed unanimously

Respectfully submitted,

Sue Protano
Secretary

Attachments –

For more details and review, copies of the Arts, Marketing/Communications and Program Committee minutes are available at the reception desk along with the Director's and Outreach Reports.

MEETING DATE: March 14, 2019

TIME: 5:30 -7:30pm

If applicable, please fill in Executive Session START TIME: _____ END TIME: _____ Re-open to Public? If
yes ☐ state approximate time: _____

Subject of Executive Session: _____

Sterling Council on Aging

NAME of BOARD/COMMITTEE

**TOWN CLERK OFFICE USE
ONLY**

Sterling Senior Center Meeting Rm. 36 Muddy Pond Rd, Sterling, MA

LOCATION

ROOM

Name: Liz Pape, Chair, Council on Aging

DESIGNATED AUTHORITY OF BOARD/COMMITTEE CALLING THE MEETING

AGENDA

1. Open Meeting
2. Roll Call
3. Review/Approve Meeting Minutes of January 10, 2019 and February 14, 2019; Treasurer's, Volunteer Coordinator's & Director's Reports
4. Building Committee Update
5. Public Session
 - a. Letter from Mr Gettens
 - b. Presentation by West Sterling Court Renovation Committee
6. Committee Reports
 - a. Arts Committee
 - b. Evening Dinner Committee
 - c. Marketing/Communications Committee
 - d. Program Committee
7. Director's Update
 - a. Gift account expenditure request and vote
8. Unfinished Business
9. New Business
 - a. Letter of support for West Sterling Court Renovations and vote
 - b. Board resignation and nomination vote
 - c. FOSS liaison nomination and vote
 - d. Building Committee needs list and vote
 - e. FOSS needs list and vote
 - f. Operations Coordinator interview committee
10. Future Topics
11. Next Meeting: Thursday April 11, 2019, 5:30-7:30 pm
12. Adjournment

All meetings are open to the public

Council on Aging Treasurer's Report FY19

CoA Board Meeting , March 14, 2019

FY19 July 1, 2018 – March 7, 2019

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages	\$ 153,330.95	\$ 97,483.04	\$ 55,847.91	63.6%
01541-53000	CoA Home Care	\$ 400.00	\$ 0.0	\$ 400	0%
01541-53001	CoA Title VII Nutrition & WHEAT	\$ 4,300.00	\$ 3,150.53	\$1,149.47	73.2%
01541-57000	CoA Expense	\$16,050.00	\$8,110.27	\$ 7,939.73	50.5%
01540-57000	Sr Center Operations	\$15,935.00	\$ 13,342.21	\$ 2,592.79	83.7%
01540-51300	Sr. Cntr Ops Co-ordinator	\$16,665.00	\$8,556.00	\$8,109.00	51.3%

Other Accounts

Account #	Description	FY19 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$18,699.08	\$23,225.56 *	\$24,740.69	\$17,183.95**
25003-	CoA Donation/	\$13,822.82	\$1,900.00*	\$357.62	\$15,365.20
26011-	Formula Grant	\$0.0	\$19,332.00	\$10,945.80	\$8,386.20

Account #	Description	FY19 starting balance	Revenues *****-48000	Expenses *****-57001	Current Balance
24000-	Sr. Center Usage	\$ 4,495.28	\$2,500.00 *	\$235.28	\$ 6,670.00

* Does not reflect to date value.

** 8.1% below starting balance

Bob Bloom, COA Treasurer

COA Board Meeting March 14, 2019

Director's Report for Feb 2019

Event Statistics from 2/1/19 – 2/28/19

Total event sign ins	Unduplicated	394
	Guests	66
	Duplicated	1912

Event Statistics from 2/1/18 – 2/28/18

Total event sign ins	Unduplicated	312
	Guests	114
	Duplicated	1495

Stats of note

2016 73% Female, 27% Male
2017 68% Female, 32% Male
2018 67% Female, 33% Male

MSC state of the network report of October 2018 73% Female, 27% Male

VAN REPORT Jan 2019

Van 1	51 Riders	246 trips	1209 miles
Van 2	19 Riders	89 trips	686 miles

KITCHEN REPORT Jan 2019

congregate lunch 589 or 31per day
Pancake Breakfast 81

Additional topics for discussion

Evening transportation to programs / substitute van driver

Upcoming events:

- March 21st Going Steady / Fall Prevention Class with Marty (Free)
- March 27th Evening Dinner with Sterling Village supports the Walk to End Alzheimer's and Alzheimer and related dementia education.
- April 4th SSC Hosts the Master Plan Open House
- April 23rd Sundae School – Pairing Sundae Bar with Alz Education

OUTREACH STATS FEBRUARY 2019

Services provided between 02/01/2019 and 02/28/2019

Application Assistance	8	5
Assessment/Well check	21	19
Case Management/Advocacy	15	13
Client finding/Outreach	4	4
DME Medical equipment/loan	6	5
Family Support	1	1
Friendly visiting	5	4
General Information/Referral	13	13
Health Benefit Counseling	1	1
Inter-generational program	8	7
Isolation Intervention	2	1
Nutritional support	12	9
Totals	96	65

OUTREACH STATS FEBRUARY 2019

Services provided between 02/01/2019 and 02/28/2019

Interaction	Duplicated	Unduplicated
email	2	2
Home Consultation	17	16
Office Consultation	28	20
Phone Consultation	49	41
Totals	96	65

This month 13 seniors NEW to the Senior Center
(in the past 6 months) were contacted.

2 were over 80.

This month was a short month and I was on vacation for a week.

Report to the Sterling Council on Aging
Senior Center Volunteer Coordinator
For the period February 1-28, 2019
March 14, 2019 COA Board Meeting

- Volunteer Hours: 859.61
 - Admin/computer: 31.80
 - Board work: 24
 - Committee Work: 22.5
 - Meal Site: 279.88
 - Meals on Wheels: 97.58
 - Office Coverage: 275.93
 - Pancake breakfast: 34
 - Special Dinners: 2.5

Respectfully submitted,

Liz R. Pape

Sterling Senior Center Building Needs

- HVAC system enhancements including air conditioning in kitchen
- Building for vans, with space for storage of durable medical equipment and storage containers
- Shade for patio area
- Landscaping
- Security cameras inside and outside building

NOTE: This list addresses shorter-term needs. This summer, the board and Veronica should work on developing a longer-range set of goals (3-5 year plan) for the senior center, including the expansion of the FOSS and building needs list.

Friends of Sterling Seniors (FOSS) Needs List

- Evening events – support existing evening events and create new evening events
 - FOSS-sponsored COA evening dinners
 - Additional dinners/events created and sponsored by FOSS during months in which there are no COA evening dinners, or in coordination with COA evening dinners
- New programs – provide financial support of new programs introduced in the Sterling Senior Center
 - Continue financial support of Senior Strong program
 - Continue financial support of themed lunches

NOTE: This list addresses shorter-term needs. This summer, the board and Veronica should work on developing a longer-range set of goals (3-5 year plan) for the senior center, including the expansion of the FOSS and building needs list.

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