

APPROVED JULY 9, 2020

**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 electronically by Zoom meeting on Thursday, June 11, 2020 at 5:45 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

Sheila Battles (2021) Member
Kevin Beaupre, (2022) Chair
Nancy Castagna (2020) Member
David Cosgrove, (2022) Treasurer, present at 6:30 pm
Deb MacLennan (2021) Member
Liz Pape (2020) Secretary
Sue Protano, (2020) Member

ABSENT

Joe LaGrassa, (2021) Member

Veronica Buckley, Director

3. Review/Approve Minutes and Treasurer's Report

Motion by Protano, seconded by Battles to approve May 14, 2020 meeting's minutes.

- Passed unanimously.

Motion by Pape, Protano seconded, to approve Treasurer's Report.

- Passed unanimously.

4. Building Committee Update

Maureen Cranson provided the Building Committee update regarding the construction of the van shed.

5. Public Session – none

6. Unfinished Business

Motion by Battles, MacLennan seconded to accept Outreach Aide position description and direct Director to forward to Town Administrator for approval.

- Passed unanimously.

7. New Business

COA board reorganization tabled until July meeting.

8. Director's Report

Veronica Buckley gave the Director's Report which includes the Outreach and Volunteer Coordinator's Reports and all committee reports.

Motion by Protano, Battles seconded, to approve Director's Report.

- Passed unanimously.

9. New Business- none

10. Next Meeting – The next monthly COA Board meeting will be Thursday, July 9, 2020 at 5:30 pm at

the Sterling Senior Center or electronically through Zoom.

11. Adjournment

Motion by Cosgrove, Castagna seconded, to adjourn at 7:55 pm

- Passed unanimously

Respectfully submitted,

Liz Pape

Secretary

Attachments –

Treasurer's Report

Director's Report

Council on Aging Treasurer's Report FY2020

CoA Board Meeting, June 11, 2020

Reporting for Month ended May 31, 2020

FY19 July 1, 2019-June 30, 2020

Account #	Description	Appropriated	Expended *	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$187,464.12	\$169,517.88	\$17,946.24	90.43%
01541-53000	CoA Home Care	\$400.00	\$0.00	\$400.00	0.00%
01541-53001	CoA Title VII Nutrition & WHEAT	\$4,300.00	\$3,000.00	\$1,300.00	69.77%
01541-57000	CoA Expense	\$16,050.00	\$10,153.01	\$5,896.99	63.26%
01540-57000	Sr Center Operations	\$21,755.00	\$19,604.17 *a	\$2,150.83	90.11%

Other Accounts

Account #	Description	FY20 starting balance	Revenues ***** 48400	Expenses ***** 57000	Current Balance
24000-	Revolving funds	\$16,320.18	\$34,122.15	\$34,270.07	\$16,172.26 *b
25003-	CoA Donation/	\$15,363.88	\$4,169.00	\$243.71	\$19,289.17 *c
26011-	Formula Grant	\$0.00	\$19,332.00	\$19,332.00	\$0.00 ***

Account #	Description	FY20 starting balance	Revenues ***** 48000	Expenses ***** 57001	Current Balance
24000-	Sr. Center Usage	\$5,288.97	\$3,515.00	\$91.78	\$8,712.19

* Expended Non-Salary figures current through 6/4/20 Warrant and 6/1/20 Turnover Report.

Salary figures current through Payroll for period ended May 24, 2020.

** Appropriated amount for COA Wages represents base requested amount. To be adjusted by Merit and Longevity program when finalized.

*** Formula revenue received in January 2020.

*a Net of Town Account 01540-57003 Contra-Expense \$1,250.00.

*b Revolving. Fund Current Balance as a percent of beginning balance: 99.09%

*c COA Donation/ Current Balance as a percent of beginning balance: 125.55%

\$72,655.48 Total non-Salary Expenses as recorded by Town as of month end.

\$11,039.26 Total Non-Salary Current Month Expense's paid by Town in next month.

\$5,047.60 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through May: 91.67%

David Cosgrove, Treasurer





