

**COUNCIL ON AGING
P.O. BOX 243
Sterling, MA 01564**

The Council on Aging Board meeting was called to order at the Senior Center on Thursday, June 4, 2015 at 4:30 p.m.

1. Open Meeting

2. Roll Call

PRESENT

Anita Benware, Member
Bob Bloom, Associate
Sharon Bloom, Vice Chair
Irene Camerano, Member
Constance Cleary, Treasurer
Ken Day, Associate
Sue Doucette, Secretary
Mary Higgins, Member
Debra MacLennan, Member
Karen Phillips, Director
Ellen Sesia, Associate
Peter Watson, Member

ABSENT

Barbara Foster, Chairman

3. Approve Minutes - Mary made a motion to accept the May 7, 2015 minutes; Irene seconded; all in favor.

4. Nominations/Elections - It was unanimously voted by the Board that the following people have accepted their nominations: Sharon Bloom as Chair; Barbara Foster as Vice Chair; Connie Cleary as Treasurer; and Sue Doucette, Secretary.

5. Board of Selectmen Update - Maureen Cranson, Chairman of the SCBC, informed the Board that in the future, when your current appointment is due to expire, and you are reappointed, you may also have to write a letter to the BOS stating why you would like to continue to be on the CoA Board and/or any Board.

6. Senior Center Building Committee Update - The following update was given by Bob Bloom and also Maureen Cranson, individually:

- Builders System, Inc., of Auburn, was the lowest bidder of six, with a total average score of 95%. BSI was awarded the contract to construct the senior center, for a total bid price of \$1,793,695. The remainder of the monies approved at the 2014 Annual Town Meeting (\$2.71M) will continue to be used to pay for project managers and architects, etc.

- BSI is committed to getting the shell of the building done within 2 months, and the full build by June 2016 (if possible, February or March 2016) all within budget;

- pre-construction meeting will be held in June;

- BSI to have a trailer on site;

- letters will be sent to abutters advising them of status;

- there will be a ground-breaking ceremony, no date set; and

- OPM requested that if anyone has any questions, they should contact the SCBC.

* Maureen informed the Board that we may want to be placed on the October Special Town Meeting asking for additional monies.

- **FOSS** - FOSS is trying to raise funds from the State, Open Door Real Estate, Miles Funeral Home, etc. They are also submitting charitable donation applications to banks. Money may be used for the new senior center to buy the appliances for the kitchen and to get it stocked. Any monies we have remaining will be

put back into programming like "The Taste of Sterling". Clinton Hospital will provide a few things that a hospital/nurse would need. Fire Department will provide the US flag.

7. Update Volunteer Appreciation - Karen stated that 28 people came to this event and it was a fabulous time. No one was in a rush to leave.

8. Progress on Last Year's Goals (2014) -

a) MCOA Certification - Karen stated that because of personal issues she could not complete her staff certification and requirements which is set by the Massachusetts Association of Councils on Aging (MCOA). She would like to continue with this goal and asked what the Board thought. It was unanimously voted that Karen should continue with this goal, as it will not only benefit the Town of Sterling, the new senior center, and Karen as well. We will revisit this and all goals in August.

b) Volunteer Coordination - Lyn Garafalo has worked on the manual/handbook and has made progress. There has been no additional volunteers to help her with updating manuals, the library, and organizing volunteers, etc.

9. Goal Setting in August - We will set goals for next year.

a) Track unmet needs in the community which should be documented and the results shared and shown. Dick Maki attended this meeting and he supports Karen in this venture. He believes goals are very important to the community. He suggested that to get positive energy and turn around the Town, we could ask for suggestions to improve. Goals should be doable and measurable.

10. Yard Sale - To be held sometime in September. Collections/donations can be dropped off at the senior center by end of July.

11. Fall Conference in Sturbridge - The Fall MCOA conference will be held October 7th, 8th and 9th in Sturbridge, MA. Karen and Nickole will attend. Anyone else who wishes to attend should speak with Karen about details. Office coverage will be needed. Please speak to Karen.

12. Discussion and Possible Vote on Policies -

a) Usage Policy - The possible usage of the new Senior Center was discussed. We will revisit this subject in August. Mary made a motion to place this topic on the agenda for August; Peter seconded; all in favor.

13. MySeniorCenter Update - Since January 2015, 212 different seniors participated in 3,400 events. If you count those over 40, the numbers increase to 235 different people and 3,520 events.

14. Topics for Future Meetings - Senior Center Building Committee update; BOS update; new Senior Center usage policy; Fall Chinese luncheon, goal setting, Mother's Day Tea; Volunteer Appreciation; and MySeniorCenter Update.

15. Director's Report -

a) Van Report #1 - 951 total miles, transported 19 different people, for a total of 392 trips.
Van Report #2 - 346 total miles, transported 14 different people, for a total of 82 trips. Newest van driver is feeling more comfortable. The Board is very happy with her performance.

b) Upcoming Events

June 4th - Movie Trivia by Tara Riviera from Navicare at 12:30 p.m.

June 8th - Banjo Program by Dick Chase at 1:00 p.m. Refreshments will be served.

June 12th - Electrical Safety talk by Ray Gouley at 11:00 a.m. SMLT will host this talk. Come for the talk and stay for pizza. Sign up is required by calling the Senior Center at 978-422-3032 by Wednesday, June 10th at 1:00 p.m.

June 15th - Bladder Control talk by Riverside Terrace at 12:30 p.m. Come and learn how to control it.

June 18th - SHINE counselor will be available to answer health insurance questions.

Appointments are required by calling the Senior Center at 978-422-3032.

June 18th - Elder Keep Well Clinic at 12 Noon.

June 25th - Book Club at 12:30 p.m. This month's selection is "if I stay" by Gayle Forman.

Books are available at the Senior Center.

June 26th - FOSS pancake breakfast from 7:30 - 9:30 a.m. Fee is \$2.00 per person.

June 29th - Father's Day Ice Cream Social at 12:30 p.m. Come and celebrate Father's Day by making your own ice cream sundae. \$1 per person. Sign up is required by calling the

Senior Center at 978-422-3032 by Wednesday, June 24th at 1:00 p.m.

July 3rd - **CLOSED** for Independence Day.

c) Office Coverage - Karen needs to take off vacation days and needs coverage. Vacation dates that the office needs coverage are Thursday, June 11th; June 18th, May 21st, dates are June 23rd; June 26th; June 30th, July 1 and 2; and July 27th-31st. Also, clean-up help is needed on the 12th.

d) Feedback from trainings/conferences - Karen attended a conference regarding CoA Board Matrix - Responsibilities and Practices which she handed out. During the conference it was stated that Americans do not eat enough Omega 3's and we should try and incorporate walnuts, leafy greens, wild fresh fish into our diet.

16. Chair's Update - None.

17. Signing of the Warrant - The Warrant was passed around for everyone in attendance to sign.

18. Next Meeting - The next Board Meeting will be held on Thursday, August 6, 2015 at 4:30 p.m.

19. Adjournment - The meeting was adjourned at 5:50 p.m. Connie made a motion to adjourn; Peter seconded; all in favor.

Respectfully submitted,

Sue Doucette
Secretary