

**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, August 6, 2015 at 4:30 p.m.

1. Open Meeting

2. Roll Call

PRESENT

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

ABSENT

Ellen Sesia, Associate

3. Approve Minutes - Mary made a motion to accept the June 4, 2015 minutes; Barbara seconded; all in favor.

4. Senior Center Building Committee Update - Bob Bloom indicated that at the Construction meeting it was indicated that the concrete is ready to be pored on Monday, around 7:30 a.m.; late Monday or possibly Tuesday, they will cut the lines through the concrete; and then they will order the lumber. Must wait 3 days before any heavy work can be done, and the building of the new Senior Center should start middle of next week.

Several abutters asked about the special permit/or lack thereof. The BOS voted on July 29th to request the Zoning Board of Appeals to meet in a special hearing on August 18th to discuss the needed special permit. Public notices will be sent out. Based on financial implications, it is believed that there will not be a "stop order" issued.

5. Discussion and Vote on Goal Setting -

a) Unmet Needs - Van rides, meals, senior self defense class, director's certification, more volunteers - We need to be able to clearly identify and track our needs in order to meet the Town's requests. Karen would like this to be one of our goals moving forward.

b) MCOA Certification - Karen will work on the Massachusetts Association of Councils on Aging (MCOA) staff certification and requirements for directors again this year. Barbara made a motion to set these 2 goals; Connie seconded; all in favor.

6. Discussion and Possible Vote on Formula Grant - Karen is sending in the Formula Grant to the state. The money received will be used for printing/mailling the newsletter; subsidizing the yoga class (\$70 an hour); and paying for part of the Outreach Aide's salary. We'll receive a total of \$14,499 (\$9 a senior). \$4,273 is used for the Outreach Aide; \$2,500 for yoga; \$4,800 for the newsletter; and \$2,926 for postage.

a) Yoga - Karen is asking for \$50 a week for both yoga classes.

b) Newsletter printing and mailing - Members are looking into options for total costs related to printing, mailing/postage, advertising in the newsletter (to bring down costs). Peter made a motion to approve grant; Mary seconded; all in favor.

- c) **Outreach** - Five hours a week.

7. **Yard Sale on Saturday, September 19th** - All board members must help with the yard sale. A sign-up sheet will be distributed at the next meeting on September 3rd, so that coverage can be scheduled. Set-up will start on Friday, September 18th at 6:30 p.m. The yard sale will run from Saturday, September 19th - 8:00 a.m. to 2:00 p.m.

Barbara thanked and discussed Eugenie SanMartino's donated items to the senior center for the annual yard sale. Connie made a motion to have a "Thank You" note sent to Genie from the Council on Aging BOD; Mary seconded; all in favor.

8. **Fall Conference in Sturbridge October 7th, 8th and 9th - (a) Who Is Going?** The Fall MCOA conference will be held in Sturbridge, MA this year. Attendance is as follows: Wednesday, October 7th - Karen, Nickole and Sharon; Thursday, October 8th - Barbara, Sue, Karen, Nickole and Sharon; Friday, October 9th - Karen. If anyone needs further information, they should speak with Karen about details. Irene will cover the office on Wednesday, Connie on Thursday, and Sharon on Friday.

9. **Discussion and Possible Vote on Policies -**

a) **Usage Policies** - In order to be proactive, Karen drafted a usage policy which could possibly be used as a starting point and sent to the BOS for review/consideration. It was stated that it was up to the BOS to decide whether they were going to review and even consider our suggestions for the facility's use/rental (not the COA). There was much discussion regarding the new senior center's use and rental. Such as the possibility of alcohol being served on the property and the Town's liability, etc. And, the use of the kitchen and the renter having to be "ServSafe" certified and allergen certified. As compiled by Karen Phillips, Sue made a motion to accept the revised Senior Center Facility Use/Rental policy and have Karen send it to the BOS; Debbie seconded; all in favor.

10. **Issues with New Senior Center -**

a) **Coverage of Reception Area** - We will need more volunteers. Suggestions for a 2-hour increment for each volunteer was made. The volunteer would cover the front desk, greet people, and be the central phone call coverage.

b) **Hours Open** - Add to September's agenda topics so that we can have further discussion.

11. **MySeniorCenter Update** - Since January 2015, 246 different seniors participated in 5,106 events. If you count those over 40, the numbers increase to 258 different people and 5,279 events.

12. **Topics for Future Meetings** - Senior Center Building Committee update; any new issues; yard sale; sign up for yard sale; volunteer coordinator; new senior center hours of operation; conference; newsletter; and MySeniorCenter Update.

13. **Director's Report -**

a) **Van Report #1** - 1,058 total miles, transported 25 different people, for a total of 435 trips.
Van Report #2 - 435 total miles, transported 12 different people, for a total of 59 trips.

b) **Upcoming Events**

NONE for this month.

c) Office Coverage - The office will need to be covered as Karen is on vacation the last full week of August. Volunteers and dates for coverage are as follows: Monday, August 24th - Sharon Bloom; Tuesday, August 25th - Nickole; Wednesday, August 26th - Mary Higgins and Sharon Bloom will share; Thursday, August 27th - Sue Doucette will cover after Yoga; and Friday, August 28th - Bob Bloom will cover for a portion of the morning.

14. Chair's Update - Sharon asked the volunteer coordinator, Lynn Garafalo, to provide the Board with an update on volunteers, etc. at the September 3rd meeting.

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

16. Next Meeting - The next Board Meeting will be held on Thursday, September 3, 2015 at 4:30 p.m.

17. Adjournment - The meeting was adjourned at 6:04 p.m. Barbara made a motion to adjourn; Connie seconded; all in favor.

Respectfully submitted,

Sue Doucette
Secretary