

**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, January 7, 2016 at 4:32 p.m.

1. Open Meeting

2. Roll Call

PRESENT

Sharon Bloom, Chairman
Irene Camerano, Member
Constance Cleary, Treasurer
Sue Doucette, Secretary
Barbara Foster, Vice Chair
Mary Higgins, Member
Debra MacLennan, Member
Karen Phillips, Director

ABSENT

Anita Benware, Member
Bob Bloom, Associate
Ken Day, Associate
Ellen Sesia, Associate
Peter Watson, Member

- 3. Review/Approve Minutes** - Mary made a motion to accept the December 3, 2015 minutes; Barbara seconded; all in favor.
- 4. Report on Christmas Party** – The program went very well. No one complained. Everyone said the music and the variety of food was good. Roger Tincknell entertained us again this year. As always, he provided an interactive Christmas program and got everyone involved. **First Motion:** Barbara made a motion to have the 2016 Christmas Party be held on the second Sunday in December which is December 11th; Mary seconded; all in favor. **Second Motion:** Barbara made a motion to ask Karen to call Roger to check his availability for the 2016 Christmas Party; Mary seconded; all in favor.
- 5. Discussion and Vote on Budget** – Karen and Sharon worked on the budget and submitted it in December. As per BOS vote, we requested a 2% increase in wages. We level funded the following items: Montachusett Home Care - \$400, Nutrition- \$4,500 (WHEAT - \$3,000 and MOC - \$1,500). Sharon suggested asking for a 7% increase in the Senior Center Expenses. We also added Senior Center Operations at \$38,000 to cover heat, electricity, gas, water, etc. The Senior Tax Workoff is now in the Town Administrator's Budget. Barbara made a motion to accept the budget as presented; Irene seconded; all in favor.
- 6. Senior Center Building Committee Update** – Karen gave a brief update as follows: the building is mostly completed; Board members will get a walk through this month; the front door is not the correct color and does not match the trim on the building; cable is installed; looking into three companies regarding telephone service bundling; and the purchasing of furniture with WB Mason is also being looked into by the SCBC.
- 7. Discussion and Possible Vote on New Senior Center** - Sharon started to talk about the following three items but decided that we will discuss it next month when we have more information on the subjects.
- a. Hours of Operation – Tabled until next month.
 - b. Receptionists – Tabled until next month.
 - c. Locking of the building - Tabled until next month.
- 8. Discussion and Possible Vote on Newsletter** – Discussion ensued around people complaining about the poor picture quality in the newsletter. Karen talked to the printer about better quality of the pictures in the newsletter. The price we now pay is \$605 a month; with color pictures the price would jump to \$755 a month. Mary made a motion to stay with the \$605 a month, and to revisit this issue after April; Barbara seconded; all in favor.

9. **Luncheon at Monty Tech** – Sharon will look into setting up a possible Tuesday/Wednesday date sometime late March early April. Sharon provide us with the date at the February meeting.
10. **MySeniorCenter Update** – Since the beginning of January 2015, 319 different seniors participated in 8,877 events. If you count those over 40, the numbers increase to 335 different people and 9,109 events.
11. **Topics for Future Meetings** - Senior Center Building Committee update; Outreach Aide Update (Nickole); Monty Tech luncheon; Director's Report; Chair's update; and MySeniorCenter Update. Discussion and Possible Vote on New Senior (hours of operation, receptionists and locking of the building).
12. **Director's Report -**

- a) **Van Report #1** (December) – 1,134 total miles, transported 28 different people, for a total of 468 trips.
Van Report #2 (December) - 438 total miles, transported 15 different people, for a total of 100 trips.

The van drivers are doing well. Joan is still filling in. Five people responded to the AD for the Thursday's open van driver position. Three applicants sent in Applications for Employment. Sharon will call them and set up times.

b) **Upcoming Events -**

- January 1st – CLOSED for New Year's Day.
- January 14th – MCPHS Nursing Students will be here at 9:00 a.m. to learn how to do health histories. Looking for 6 volunteers. Call the Senior Center at 508/210-5570 if interested.
- January 18th – CLOSED for Martin Luther King Day.
- December 17th - SHINE counselor will be available to answer insurance questions. Appointments are required by calling the Senior Center at 978/422-3032.
- January 21st – Elder Keep Well clinic at 12 Noon. Meet with a nurse for blood pressures, medication management, and disease management.
- January 28th - Book Club at 12:30 p.m. This month's selection is "Miles to Go" by Richard Paul Evans. This is the second book in the series. All are welcome.
- January 29th - Pancake breakfast from 7:30 – 9:30 a.m. \$2.00 a plate for pancakes, sausage, fruit cup, tea bread, coffee and juice. All are welcome.

Karen sent out an email regarding office coverage. Please let her know when you can cover. Sharon will cover on the 13th from 10:30 – 1:30.

The Houghton Elementary School is still looking for volunteers to become pen pals for the fourth-grade class. Please talk with Karen if you are interested.

13. **Chair's Report** – None.
14. **Signing of the Warrant** – The Warrant was due on Wednesday and it was signed then.
15. **Next Meeting** - The next Board Meeting will be held on Thursday, February 4, 2016 at 4:30 p.m.
16. **Adjournment** - The meeting was adjourned at 5:45 p.m. Mary made a motion to adjourn; Barb seconded; all in favor.

Respectfully submitted,

Sue Doucette
Secretary