

Voted as amended by majority vote on June 2, 2016

**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, May 5, 2016 at 4:31 p.m.

1. Open Meeting

2. Roll Call

PRESENT

ABSENT

Sharon Bloom, Chairman
Bob Bloom, Associate
Nickole Boardman, Interim Director
Irene Camerano, Member
Constance Cleary, Treasurer
Sue Doucette, Secretary
Barbara Foster, Vice Chair
Mary Higgins, Member
Liz Pape, Member
Debra MacLennan, Member
Ellen Sesia, Associate
Peter Watson, Member

3. **Review/Approve Minutes** – The April 7, 2016 minutes were approved as written following a motion by Barbara and seconded by Mary. VOTE: YEA = 8; NAY = 0; ABS = 1. The April 12, 2016 minutes were approved as written following a motion by Barbara and seconded by Mary. VOTE: YEA = 8; NAY = 0; ABS = 1. The March 17, 2016 Executive Session minutes were approved as written following a motion by Peter and seconded by Debbie; all in favor and 1 abstain.
4. **Welcome Interim Director** – The BOS appointed Nickole Boardman as the Interim Director as of May 2, 2016.
5. **Welcome New Member** – Liz Pape was appointed as Member of the CoA Board to fill in for Anita Benware's remaining term.
6. **Review Minutes of Special Meeting on April 14th** –
 - 1) **Sterling Senior Center Facility Use Policy** – After discussion the Use Policy was approved with one exception regarding the "occupancy maximum" for the building which was followed by a motion by Barbara and seconded by Mary; passed by majority vote (attach 1).
 - 2) **Sterling Senior Center Meetings User's Agreement** was approved following a motion by Mary and seconded by Irene; passed by majority vote (attach 2).
 - 3) **Sterling Senior Center Events User's Agreement** was approved following a motion by Mary and seconded by Connie; passed by majority vote (attach 3).
7. **Office Desk Purchase** - Mary asked that the CoA allow the purchase of 2 new desks (Director & Outreach), the monies for the office furniture to be taken out of the CoA Gift Account. Barbara made a motion that more research be done on purchasing the desks; Peter seconded; passed by majority vote.

After discussion of the CoA's gift account, Liz made a motion to draft a "Gift Account Policy" detailing how the monies in the gift account can be used; Barbara seconded; passed by majority vote.
8. **Open House** – After discussion, Liz made a motion for the CoA Board to coordinate the Grand Opening with FOSS, to be held tentatively held in September; Sue seconded; passed by majority vote.
9. **Elections Next Month** - The Nominating Committee reported their recommendations to the Board. Namely: Sharon Bloom as Chair; Barbara Foster as Vice Chair; Connie Cleary as Treasurer; and Sue Doucette as Secretary. We will hold elections at the CoA Board meeting on June 2, 2016. Other

nominations can be taken from the floor.

- 10. Memorial Gift Monies for Anita Benware** – A motion was made by Mary to have the private monies collected be distributed ½ to the CoA Gift Fund, and ½ to Ken Day; Barbara seconded; passed by majority vote.

11. Chair's Update –

- a. **Issues** – Members of the general public attended the meeting and asked questions about our former Director's departure. Answers were addressed by Sharon Bloom, Chair. **Interim Director** – As of May 2, 2016 the BOS appointed Nickole Boardman as Interim Director. The CoA's recommendations letter was hand delivered to the Personnel Board by Karen Gaylord. This letter was signed and passed by majority vote (attach 4).
- b. **Volunteer Applications** – After careful review and study of the applications, a paper ballot took place - 6 votes for Ann Kokernak; 3 votes for Kevin Beaupre; Ann Kokernak – passed by majority vote.

- 12. Next Meeting** - The next Board Meeting will be held on Thursday, June 2, 2016 at 4:30 p.m.

- 13. Adjournment** – Barbara made a motion adjourn the meeting at 6:18 p.m.; Mary seconded; all in favor.

Respectfully submitted,

Sue Doucette
Secretary

Attachments - 4

Sterling Senior Center Facility Use Policy (attach 1)

The Council on Aging (COA Board) runs the Sterling Senior Center during regular business hours. Any programs and/or activities for the Senior Center will have priority, based on the monthly schedule and space availability established by the Senior Center office.

Rooms

The only rooms available for use are the main room with or without the kitchen and the computer/arts classroom with or without the kitchen. The bathrooms will be accessible to all parties. No one will have access to the offices or the pool room. There is no access to the Senior Center telephones. Use of Senior Center office equipment will not be allowed.

Hours

The hours available for Senior Center rooms are:

Events (4 hr max) or Evening Meetings
Monday-Thursday: 4-10 PM
Friday: 1-10 PM
Saturday, Sunday: 8 AM-10 PM

Daytime meetings
Monday-Thursday: 8 AM – 4 PM
Friday: 8AM – 12:30 PM

Booking of Space

An application must be filled out and returned to the Sterling Senior Center office at least 30 days prior to the event.

Right to Cancel

The Town of Sterling reserves the right to cancel an event in the event of an emergency situation as declared by the Sterling Board of Selectmen (such as a weather-related event).

Occupancy

The occupancy of the Senior Center is 125 people. Maximum occupancy of the main room is ____ people and maximum occupancy of the computer/arts classroom is ____ people.

Alcohol

Service of alcoholic beverages may be allowed in certain circumstances in accordance with the Board of Selectmen's One-Day Liquor License Regulations. A police detail may be required.

Usage of Kitchen

In order to use the kitchen for food preparation, the user must be ServSafe certified and allergen certified.

Smoke Free Facility

The Sterling Senior Center is a smoke free facility.

Clean-Up and Rubbish

The user of the building shall be responsible for all clean-up and rubbish removal. The building should be left in the same condition it was prior to their use.

Spillage, Damage, or Potential Hazard

Any spillage, damage or potential hazard should be reported immediately to the Senior Center office or its designee. It is expected that persons will clean up after themselves. Any areas that have had bodily fluids on them, even if cleaned up, need to be reported to the Senior Center office or its designee for special disinfecting. Any damage to the property resulting from use by the user shall be reported and

the user will be assessed repair costs.

No Animals

No animals are allowed in the Senior Center except for assistance animals for the disabled. If pets are left in cars while patrons are using the Senior Center for extended periods of time, the Sterling Animal Control Officer will be contacted.

Storage Space

There is absolutely no storage space available for any group (other than the Friends of Sterling Seniors) with the Senior Center.

Equipment in activity areas, such as the room divider, sound system, and kitchen appliances, may only be used by those who have been given prior permission by the Senior Center office and/or COA Board and understand any special operating instructions that may apply.

Requests for temporary use of the refrigerator and/or freezer by groups will be directed to the Senior Center office. All articles will be labeled with the group's name. Items can be dropped off after 1 PM on the day of the program or event (or the day before for a morning meeting). All items must be removed after the program. The Senior Center will not be responsible for anything left after this.

Hold Harmless

Users shall agree to hold harmless the Town of Sterling against any loss from all claims for personal injury or property damage arising from the applicant's use of the space and/or equipment.

Right of Refusal

The Town of Sterling has the right to refuse use of the Senior Center to any person and/or entity. If any of the rules and regulations are not adhered to, the Town of Sterling has the right to deny future use of the building.

Sterling Senior Center
MEETINGS USER'S AGREEMENT (attach 2)

Daytime Meetings Usage

The Senior Center classroom may be used during regular business hours (Monday – Thursday 8 AM – 4 PM and Friday 8 AM – 12:30 PM) dependent upon room availability. Using the room during regular business hours negates the need for a security deposit.

Room used	Town Department/Town Board/FOSS	Non-profit organization	For-profit organization
Classroom	No charge	\$20 an hour	\$40 an hour

Evenings Meetings Usage

The Senior Center classroom may be used during evening and weekend hours (Monday – Thursday 4 – 10 PM, Friday 1-10 PM, Saturday and Sunday 8AM-10PM) dependent upon room availability, at the same rate as daytime meetings usage. A security deposit of \$100 will be due upon submission of the application to the Senior Center.

Room used	Town Department/Town Board/FOSS	Non-profit organization	For-profit organization
Classroom	No charge	\$20 an hour	\$40 an hour
Security Deposit		\$100	\$100

Sterling Senior Center
MEETING USER'S AGREEMENT

USER:

Name: _____ Phone: _____
 (Organization name)

Address: _____ E-Mail: _____

Type of Event: _____

Day(s): _____ Date(s): _____

Time Event Starts: _____ Time Event Ends: _____

User's Contact Person: _____

Phone: _____ Cell phone: _____

Address: _____ E-mail: _____

Agreement: User shall indemnify, defend, and hold harmless the Town of Sterling, COA Board, Senior Center, and the Town of Sterling from any and all losses, costs and claims of any kind whatsoever arising from or incidental to user's use of the Senior Center. Attached is the Town of Sterling's Indemnification and Hold Harmless Agreement. Please review and sign.

I agree to all Users Guidelines and payment agreements.

Signature: _____

Date: _____

Make checks payable to: Town of Sterling/Sterling Senior Center

Mail to: Sterling Senior Center, PO Box 243, Sterling, MA 01564

Payments:

- A. Security Deposit for all evening meeting use is \$100.00, due and payable with application, which is due at least 30 days prior to the event, outside of exceptional circumstances.
- B. Reservations cannot be held until the Security Deposit of \$100.00 is provided to the Town of Sterling. Checks shall be made payable to the Town of Sterling/Sterling Senior Center. The check will be applied toward the repair and/or replacement of any property damaged, lost, or destroyed during the event. If there is no damage, loss or destruction, and the check list has been satisfactorily completed, the security deposit check will be returned in full 30 days after the event.
- C. Payment in full of all use fees (including deposit) is due 30 days prior to the commencement of the event, outside of exceptional circumstances. Access to the facility will not be granted unless such payment in full is received.

Cancellation:

Cancellations by the user at least two weeks prior to the date of use will result in a refund of the security deposit and usage fee 30 days after the event. The Town of Sterling reserves the right to cancel an event in the event of an emergency situation as declared by the Board of Selectmen (such as a weather-related event).

Users Guidelines:

- 1. Decorations:
 - a. Do not use scotch tape, nail, staples, glue gun, or duct tape on any wall surface. Please use ONLY masking tape or decorating putty for decorations.
 - b. No Candles allowed in the facility, except cake candles.
- 2. Absolutely NO smoking allowed inside the facility.
- 3. NO alcohol will be allowed in the facility – subject to one day liquor license issued by the Board of Selectmen.
- 4. No confetti, rice, or glitter is allowed.
- 5. Do not drag, scoot, push, slide or pull anything not on wheels across any floor surface.
- 6. All user's property must be removed from the facility immediately following the close of the meeting; failure to do so will result in additional charge.
- 7. Take all trash from your meeting with you.
- 8. Pool tables are not to be used. Any damage to the tables will be the responsibility of the user. This is above and beyond the security deposit.
- 9. Make sure the facility is in the condition it was at the start of your event.
- 10. Outside area guidelines:

- a. no activities on outside areas, unless approved in advance.
- b. Parking is only allowed in designated areas.
- c. No signage, balloons, or decorations are allowed outside of the building, unless approved in advance by the Sterling Senior Center Director.

Senior Center CHECK LIST

User's name: _____

Date of the Event: _____

- | | |
|--|---------------------------------------|
| 1. facility from your meeting and take it with you | Remove all trash from the _____ |
| 2. returned to original location | Tables wiped down and _____ |
| 3. including tape | Decorations removed- _____ |
| 4. mopped if needed | All spills cleaned up and floor _____ |
| 5. turned off | Kitchen clean and appliances _____ |

NOTE: Lights and HVAC are automatic. Please do not adjust. Please do not open windows.

Office Use Only:			
	<u>AMOUNT</u>	<u>DATE</u>	<u>CHECK #</u>
<u>CASH</u>			
Reservation Deposit:	_____	_____	_____
User Fee:	_____	_____	_____
Less retained funds: _____ REASON: _____			
REFUND To USER: _____ DATE: _____			

Sterling Senior Center
EVENT USER'S AGREEMENT (attach 3)
1 DAY EVENT

Hourly rate for minimum 3 hour use:

Room used: **Main Room** **Classroom**

Hours _____ x Rate _____ = Fee \$ _____

USER:

Name: _____ **Phone:** _____
(Organization name)

Address: _____ **E-Mail:** _____

Type of Event: _____

Day(s): _____ **Date(s):** _____

Time Event Starts: _____ **Time Event Ends:** _____

User's Contact Person: _____

Phone: _____ **Cell phone:** _____

Address: _____ **E-mail:** _____

Agreement: User shall indemnify, defend, and hold harmless the Town of Sterling, COA Board, Senior Center, and the Town of Sterling from any and all losses, costs and claims of any kind whatsoever arising from or incidental to user's use of the Senior Center. Attached is the Town of Sterling's Indemnification and Hold Harmless Agreement. Please review and sign.

I agree to all Users Guidelines and payment agreements.

Signature: _____ **Date:** _____

Make checks payable to: Town of Sterling/Sterling Senior Center
Mail to: Sterling Senior Center, PO Box 243, Sterling, MA 01564

Payments:

- D. Security Deposit for all event use is \$250.00, due and payable with application, which is due at least 30 days prior to the event, outside of exceptional circumstances (such as funeral reception).
- E. Reservations cannot be held until the Security Deposit of \$250.00 is provided to the Town of Sterling. Checks shall be made payable to the Town of Sterling/Sterling Senior Center. The check will be applied toward the repair and/or replacement of any property damaged, lost, or destroyed during the event. If there is no damage, loss or destruction, and the check list has been satisfactorily completed, the security deposit check will be returned in full 30 days after

the event.

- F. Payment in full of all use fees (including deposit) is due 30 days prior to the commencement of the event, outside of exceptional circumstances. Access to the facility will not be granted unless such payment in full is received.

Cancellation:

Cancellations by the user at least two weeks prior to the date of use will result in a refund of the security deposit and usage fee 30 days after the event. The Town of Sterling reserves the right to cancel an event in the event of an emergency situation as declared by the Board of Selectmen (such as a weather-related event).

Users Guidelines:

11. Decorations:
- a. Do not use scotch tape, nail, staples, glue gun, or duct tape on any wall surface. Please use ONLY masking tape or decorating putty for decorations.
 - b. No Candles allowed in the facility, except cake candles.
12. Absolutely NO smoking allowed inside the facility.
13. NO alcohol will be allowed in the facility – subject to one day liquor license issued by the Board of Selectmen.
14. No confetti, rice, or glitter is allowed.
15. Do not drag, scoot, push, slide or pull anything not on wheels across any floor surface.
16. All user's property must be removed from the facility immediately following the close of the event; failure to do so will result in additional charge.
17. Take all trash from your event with you.
18. Pool tables are not to be used. Any damage to the tables will be the responsibility of the user. This is above and beyond the security deposit.
19. If kitchen use is part of the user agreement, make sure the kitchen is clean, the appliances are turned off, and the gas is off.
20. Make sure the facility is in the condition it was at the start of your event.
21. Outside area guidelines:
- a. no activities on outside areas, unless approved in advance.
 - b. Parking is only allowed in designated areas.
 - c. No signage, balloons, or decorations are allowed outside of the building, unless approved in advance by the Sterling Senior Center Director.

Will you be using:

	Yes	No
Stove/oven		
Refrigerator		
Freezer		

If yes, you will have to schedule time to come in for training. Call the Senior Center, 978.422.3032, to schedule a training time.

Senior Center CHECK LIST

User's name: _____

Date of the Event: _____

- | | |
|--|--|
| 6. facility from your event and take it with you | Remove all trash from the
_____ |
| 7. returned to original location | Tables wiped down and
_____ |
| 8. including tape | Decorations removed-
_____ |
| 9. mopped if needed | All spills cleaned up and floor
_____ |
| 10. turned off | Kitchen clean and appliances
_____ |

NOTE: Lights and HVAC are automatic. Please do not adjust. Please do not open windows.

Office Use Only:

	<u>AMOUNT</u>	<u>DATE</u>	<u>CHECK #</u>
<u>CASH</u>			
Reservation Deposit:	_____	_____	_____
User Fee:	_____	_____	_____
Less retained funds:	_____	REASON: _____	
REFUND To USER:	_____	DATE: _____	

Sterling Senior Center
36 Muddy Pond Road
Sterling, MA 01564

Usage Fee Schedule

Room Used	Town Dept/Town Boards/FOSS	Sterling Resident/Non-profit Organization (4 hour max)	For-profit Organization/non-residents
Main room	No charge	\$150 with kitchen	\$50 an hour (min 3 hours)
Kitchen	No charge		\$80 for full kitchen; \$40 for coffee area
Classroom	No charge	\$50; add'l \$40 for full kitchen	\$25 an hour (min 3 hours)

Hours of availability:

Monday – Thursday: 4 – 10 PM

Friday: 1 – 10 PM

Saturday: 8 AM – 10 PM

Sunday: 8 AM – 10 PM

Kitchen	No charge		\$80 for full kitchen; \$40 for coffee area
Classroom	No charge	\$50; add'l \$40 for full kitchen	\$25 an hour (min 3 hours)

Hours of availability:

Monday – Thursday: 4 – 10 PM

Friday: 1 – 10 PM

Saturday: 8 AM – 10 PM

Sunday: 8 AM – 10 PM

Town of Sterling
Personnel Board
May 5, 2016

To whom it may concern:

Since the recent departure of the Director of the Sterling Senior Center, the Council on Aging Board has requested the Board of Selectmen appoint Nickole Boardman as Interim Director. As of May 2nd the BOS has granted that request.

The Board would respectfully recommend that Nickole be approved to work 35 hours per week, in order to fill the position as it was filled in the past. We also request that her starting salary be a minimum amount of \$23.76 per hour starting on May 1st. Due to the fact that she has worked many hours overtime, during our recent move into the new center, we request she be paid for the hours she has submitted.

Respectfully submitted,

Sharon Bloom - Chair
Barbara G Foster vice chair

Council on Aging Board

Mary L Higgins
James E. Cameron

Elizabeth R Pope
Talia MacLennan

Michael J. Henry
John D. Smith
For a WOK

Delivered on hand to Karen Gaylord - May 5, 2016

BSJ