

**COUNCIL ON AGING**  
**P.O. Box 243, 36 Muddy Pond Road**  
**Sterling, MA 01564**

The Council on Aging Board meeting Thursday, August 11, 2016 was called to order at 4:32 P.M.

**1. Open Meeting:**

**2. Roll Call:**

**PRESENT:**

Sharon Bloom, Chairman  
Barbara Foster, Vice Chairman  
Liz Pape, Treasurer  
Connie Cleary  
Irene Camerano  
Mary Higgins  
Debbie MacLennan  
Charlie Madden  
Bob Bloom, Associate  
Kevin Beaupre, Associate  
Nickole Boardman, Interim Director  
Hollie Lucht, Interim Outreach Coordinator

**ABSENT:**

Sue Doucette, Secretary  
Ellen Sesia, Associate

**GUESTS:**

Maureen Cranson, Selectman  
Donna Clark

- 3. REVIEW/APPROVE MINUTES:** Charlie made a motion to accept the minutes of the June 9<sup>th</sup> meeting, Mary seconded. Unanimously approved.  
Mary made a motion to accept the minutes of the July 15<sup>th</sup> meeting, Irene seconded. Unanimously approved.
- 4. HOMECOMING DANCE:** Donna Clark spoke about the possibility of holding a dinner dance for seniors 50 years old + as a fund raiser. She is still working out the details, when, food, cost. She would also like to include the Boy and Girl Scouts. Hollie has agreed to help her to formulate the details. After a discussion it was suggested it be held in the spring. She has found a band. Questions regarding 501C3 non-profit status, as the Board cannot raise funds, the FOSS is approved as a fund raising organization. The Board is interested and gave her the go ahead to continue looking into the

possibility and report back at our October meeting. No vote was taken, as this was an informal information gathering presentation.

5. **ASSOCIATE APPLICATION:** Angie Richard has reapplied to become an Associate. She was not appointed in June. Sharon reported Ellen Sesia has resigned. Ellen will send a letter to the BOS informing them of her decision. Barbara made a motion to approve Angie's application, Charlie, seconded. Approved unanimously. Her application will be forwarded to the BOS for final approval.
6. **BUILDING COMMITTEE REPORT:** Maureen reported the HVAC system is still not at 100% and is a work in progress. They are still looking for someone to apply a tint to all the windows. The patio is coming along and is beautiful, a graded walkway to the lower field will be done. Donations have been received for more plantings. Open Door Realty has donated 4 rockers to be placed on the patio. A shed to hold the outdoor equipment is still to come. The metal cabinets in the classroom are going to be replaced with floor to ceiling wooden cabinets by September. Dick Maki is working to install an art rail in conjunction with the Fitchburg Art Museum, it will feature works from the museum as well as local artists. The DPW will replace the fence near the kitchen area and also cut a walkway between the schools and the center, enabling safe passage between the sites. There are still squeaky doors, the electric door needs adjusting. An application for a grant to purchase a generator will be submitted. During the recent visit of Senator McGovern, when asked what we need, the generator and new lap tops were suggested. He suggested contacting EMC regarding the lap tops. The idea of having food trucks for our grand opening has been rejected as the Chocksett School is having a fund raiser using food trucks.
7. **DAWN MICHANOWICZ: POSSIBILITY OF USING THE CENTER FOR EARLY VOTING:** Dawn informed us of the new state law regarding early voting prior to the national election. She is exploring the possibility of using the center as the town's polling place. Voting will be held from 10/24 thru 11/4. The polls would be open during our hours of operation. Dawn did not realize we closed at 11:30 on Fridays'. Space for a table to be used for checking in and one for checking out and voting booths will be needed. We had many questions: How many voters do you anticipate will take advantage of early voting? Voting will create a constant flow of people in

and out of the building all day for two weeks. This constant flow may be disruptive to our daily activities and comfort of our seniors. What about parking? Location of supporters and their signs? It was suggested that the basement of the Butterick Building would be a more suitable space. After the discussion a motion was made by Liz requesting the BOS use our facility only as a last resort. Debbie seconded. Approved unanimously.

8. **EVENT HOSTS:** Liz will formulate a sign up sheet for board members to sign up for various upcoming events. As event host in addition to welcoming everyone as they enter and introducing the entertainer hosts' will make sure everything is set up for our guest speaker, entertainer, etc. with whatever is needed. Refreshment table is ready with plates, napkins, etc. and all the food is out prior to the end of each program. Make sure the dining area and kitchen are cleaned up before leaving.
9. **NEWSLETTER UPDATE:** Volunteers will be needed to label and tab the September issue as Liturgical will not take over until our October issue. Nickole, Hollie, Bob Bloom and Dick Maki attended initial training by Liturgical Press. Sales personnel have been in the building seeking ads for the newsletter. To date several businesses and individuals have purchased ads. Mass Communication will fold, address, tab and mail the newsletter.
10. **VOLUNTEER COORDINATOR REPORT:** Board members were given a copy of her report. (see attached.) The most urgent need is for help in the kitchen, with packing Meals on Wheels and serving during the lunch hour. See Liz if you or anyone you know would be willing to help. It was decided that the Steering Committee will be put on hold until a future date.
11. **TREASURERS REPORT:** Liz gave everyone a copy of her report. (see attached.). She stressed the need to make better decisions regarding our various account. Liz questioned the status of the formula grant. Nickole stated that she has been granted an extension by the Office of Elder Affairs until the directors' position has been finalized. She only needed to report the amount of the grant.
12. **DIRECTOR'S REPORT:** Nickole distributed copies of her report to the Board. (see attached). In addition: Dick Maki has purchased a Label Machine for

\$87.92 and has requested to be reimbursed in that amount. Charlie made a motion to reimburse Dick, Mary seconded. Unanimous approval. Nickole contacted Belmont Springs regarding a water cooler, as seniors have requested getting it back. They are very willing to resume service. The cost is \$2.89 per 5 gallon bottle and the cooler if free. Motion to resume was made by Barbara, Charlie seconded. Unanimous vote of approval.

The date of the CPR class as listed on the upcoming events is incorrect the correct date is 9/27. This is a free class but Nickole is going to look into the possibility of asking participants to make a donation of \$25.00 as this is a more intense class and everyone will receive a certificate at its completion. Debbie made the motion to do this, Barbara seconded it. A Unanimous vote of approval was taken.

Nickole also reported that due to structural problems at the 1835 building the Rec. Department may be homeless until corrected. The Kristen would like to hold a cooking class here at th Center, she was told she may have to pay rent. As a town department we do not think she should be charged.

This will be clarified before a decision is made. If she is granted permission she may charge each person \$10.00 and we would receive \$2.00, this would offset the water and electric use.

Roger Williams has given Nickole the deposit for the monthly Whist Party. He will be given a key the day of the party, to be returned the next day, to open and close the building.

The kitchen staff will receive fire extinguisher training courtesy of the fire department.

Desk for the outreach office: Waiting for an installation date.

Desk for Director's Office : A different design has been ordered in order to accommodate the electric outlet. As soon as it is in it will be installed.

Yogalates class has been cancelled for the rest of August, to resume in September.

Bridge Together: Is an intergenerational program involving seniors with children. Nickole will be applying for a grant to cover the cost which is \$5000.00. Training will be necessary for all those attending.

A Foot Care Clinic is being investigated. It would be held monthly.

The pool players are working on joining a league.

MCOA Conference in October: Those attending must let Nickole ASAP!

A once a month Senior Women Night was suggested for the third Thursday from 6 – 8P.M. of each month. Maybe a potluck, maybe bring a friend, more details will be brought to the September meeting.

13. CHAIRMAN'S REPORT: Sharon presented the new Guide to Board Members booklet. Sharon also has the updated Policies and Procedures to reflect our recent changes. Corrections need to be made to Term of Office section: #1: Second sentence will read: It will be necessary to be nominated every JUNE and elected every AUGUST etc. Sentence #2 of the Term of Office section will read: elected by the board every AUGUST. Election of Officers section: Sentence #2 will read: A nominating committee consists of three (3) members will be appointed at the MAY meeting. At the JUNE meeting etc. When completed Sharon will make copies of the handbook for anyone who does not have one. She also handed out a new application form, to be filled out by anyone wanting to become a board member. (see attached) It is much more professional and asks more appropriate questions. The Board liked it, Mary made a motion to accept, Charlie seconded. Approval was unanimous. It will now go to the BOS for final approval, once approved copies will be left in the Administrative Assistant's Office and the Center for immediate use. Charlie suggested the possibility of using the Center Patio during the Town Fair's fireworks display as a fund raising event. In the past the area around the school has been heavily used for viewing and it is thought that people will just come and use the patio as a viewing area. After a discussion it was decided to wait and see what happens this year and look into it for next year.

14. ADJOURNMENT: Liz made a motion to adjourn, Mary seconded. So voted. The meeting adjourned at 6:50 P.M.

15. NEXT MEETING: September 1<sup>st</sup>. 4:30 P.M.

Respectfully Submitted:

Barbara G. Foster, Secretary, Pro Tem

# 1

Report to the Sterling Council on Aging  
Senior Center Volunteer Coordinator  
For the period July 1 – 31, 2016  
August 11, 2016

- Volunteer Hours: 491.53 total, including:

- Bakers: 6.25
- Meal Site: 144
- Meals on Wheels: 41.5
- Office Coverage: 78.92

- Program/Activity Average Monthly Attendance

|                             |             |
|-----------------------------|-------------|
| Monday Exercise (voluntary) | 18.3 (32.3) |
| Monday Zumba                | 8.7 (10.5)  |
| Tuesday Line Dancing        | 13 (15.3)   |
| Tuesday Chair Pilates       | 6 (6.25)    |
| Wed Chair Yoga              | 9 (5)       |
| Thurs Active Yoga           | 12.3 (16)   |
| Thursday Yogalates          | 1.8 (4)     |
| Friday Pilates              | 6.2 (10.5)  |
| Friday Journaling           | 1 (3)       |

- Future Items

- Continue to recruit lunch shift kitchen workers
- Constitute the Senior Center Steering Committee
- Schedule evening Meet-and-Greet for more volunteers, updates on programs to increase participation

- My volunteer hours:

- July: 21.5 hours

#2

Council on Aging Treasurer's Report  
As of July 31, 2016  
CoA Board Meeting August 11, 2016

**FY16 Review:**

| Account #   | Description                           | Appropriated           | Expended     | To Free Cash    |
|-------------|---------------------------------------|------------------------|--------------|-----------------|
| 01541-51200 | CoA Wages                             | \$122, 120.00          | \$121,944.05 | \$175.95        |
| 01541-53000 | CoA Home Care                         | \$ 400.00              | \$ 400.00    |                 |
| 01541-53001 | CoA Title VII<br>Nutrition &<br>WHEAT | \$ 4,500.00            | \$ 4,300.00  | \$200.00        |
| 01541-57000 | CoA Expense                           | \$ 15,000.00           | \$ 14,992.41 | \$ 7.59         |
| 01541-57001 | CoA Sr.Tax Work<br>off Program        | \$ 15,217.00           | \$ 9,832.68  | \$5,384.32      |
| 01541-57003 | Sr Ctr<br>Operations                  | \$ 16,500.00           | \$ 4,748.38  | \$11,751.62     |
| 26011-      | Formula One<br>Grant                  | \$14,499<br>(1600@\$9) | \$14,498.46  | \$0.54 off FY17 |

**FY17 through July 31, 2016**

**General Funds Account**

| Account #   | Description                           | Appropriated  | Expended   | Balance      |
|-------------|---------------------------------------|---------------|------------|--------------|
| 01541-51200 | CoA Wages                             | \$123, 933.00 | \$6,747.98 | \$117,185.02 |
| 01541-53000 | CoA Home Care                         | \$ 400.00     | \$ -0-     | \$ 400.00    |
| 01541-53001 | CoA Title VII<br>Nutrition &<br>WHEAT | \$ 4,500.00   | \$ -0-     | \$ 4,500.00  |
| 01541-57000 | CoA Expense                           | \$ 16,050.00  | \$ -0-     | \$ 16,050.00 |
| 01541-57001 | CoA Sr.Tax Work<br>off Program        | \$ 15,217.00  | \$ -0-     | \$ 15,217.00 |
| 01541-57003 | Sr Ctr<br>Operations                  | \$ 31,000.00  | \$ 537.89  | \$ 30,462.11 |

**Other Accounts**

| Account # | Description                   | Balance as of<br>June 30. 2016 | Revenues<br>*****-48400          | Expenses<br>*****-57000 | Current<br>Balance |
|-----------|-------------------------------|--------------------------------|----------------------------------|-------------------------|--------------------|
| 24000-    | Revolving funds               | \$ 10,169.04                   | \$970.00                         | \$1299.44               | \$9839.60          |
| 25003-    | CoA Donation/<br>Gift Account | \$ 13,654.57                   | \$ -0-                           | \$ -0-                  | \$13,654.57        |
| 26011-    | Formula One<br>Grant          | \$ 0.54                        | \$ \$16,000<br>(assumes \$10 pp) | \$                      | TBD                |

*Respectfully submitted,  
his R. Depe*

### Interim Directors Report – July 2016

Van #1- 1350 miles, transported 17 different people for a total of 453 trips

Van # 2- 694 miles, transported 14 different people for a total of 102 trips.

### Upcoming Events

8/19 – Lunch – sponsored by Open Door Real Estate.

8/27- CPR class- Sterling Fire Dept fundraiser 6-9pm

8/30- Dawn Michanowicz reserved big room for voting training

Tai Chi class starting 8/15 – 8:30am

September calendar is filling up. So far we have

Fall wreath making class

Fire Dept luncheon/safety talk

Gourmet magic cooking class

Sheriffs office Luncheon

Talk on change and loss

Ice Cream social with AAA

Many things books in October, November and December already too

### Van trips

- Ice cream monthly has been well received. Vans are close to full.
- Working with Historical Society to bring the senior van to the Historical Society for a tour. Also trying to book a talk/slide show for the fall with David Gibbs about historical locations.
- Vietnam Memorial moving Wall coming to Leominster in November. Booking van to take seniors for tour.

Label maker- Dick Maki - \$87.98

Belmont Springs water cooler - \$2.89 per 5 gallon – free rental – no other fees

Recreation Dept wants to use kitchen for cooking class in Fall

- Fire extinguisher safety course- looking to book for kitchen staff with Fire Dept
- Spoke to police chief about doing a safety course for seniors
- CPR- looking for dates for second CPR class for volunteers: Board members welcome
- Desks- Outreach coming soon- waiting for installation date. Directors on order will be few weeks
- Cancelling Yogalattes – Thursdays at 6 – discuss change in close time until Fall
- Bridges Together- Looking into program. Gets seniors and kids together through an intergenerational curriculum that is given to us. Cost is \$5000. However, there is a grant available which I can submit for FULL cost. Bridges together does outreach to school to get them involved. The teacher from Pen Pal program is interested and wants to work with us on this program.
- FootCare clinic by Nurses- looking into getting a clinic in our SHINE room once a month. Still working on details.
- Pool League- Pool players here daily. Provided information to them about local senior center teams.
- MCOA – conference – who is going/staying. Need to register ASAP

### **FUNDRAISERS**

- Sterling Light Department- We can put a flyer or collection envelope in bills. They send bills out 2x a month for a total of 3300 copies. Submit information we want on envelope and SMLD takes care of it. Lions club inserted flyer and envelope and the cost was \$440. They just recently did it and I do not have a return of what they made but I am waiting to hear.
- CPR Certification- The Sterling Fire Department has agreed to come and teach a CPR class here. They will do it for free and we can charge for certification. Average certification is between \$40-\$70 through outside agency. Open to all ages. Will advertise in papers. Already have at least 2 signed up and no advertising has been done.

**Event Statistics from 07/01/2016 to 07/31/2016**  
**Filters:**

| <b>Category</b>            | <b>Duplicated</b> | <b>Unduplicated</b> | <b>60 and Over Guests</b> | <b>Under 60 Guests</b> |
|----------------------------|-------------------|---------------------|---------------------------|------------------------|
| Community Education        | 9                 | 8                   | 0                         | 0                      |
| Congregate Meals           | 194               | 33                  | 0                         | 0                      |
| Fitness/Exercise           | 207               | 73                  | 0                         | 0                      |
| Food                       | 60                | 37                  | 0                         | 0                      |
| Health Screening           | 2                 | 2                   | 0                         | 0                      |
| Information Sharing        | 109               | 30                  | 0                         | 0                      |
| Recreation                 | 18                | 17                  | 0                         | 0                      |
| Social Event               | 470               | 116                 | 0                         | 0                      |
| <b>Total Event Signins</b> | <b>1069</b>       | <b>197</b>          | <b>0</b>                  | <b>0</b>               |

**Event Statistics from 07/01/2015 to 07/31/2015**

| <b>Category</b>            | <b>Duplicated</b> | <b>Unduplicated</b> | <b>60 and Over Guests</b> | <b>Under 60 Guests</b> |
|----------------------------|-------------------|---------------------|---------------------------|------------------------|
| Community Education        | 7                 | 7                   | 0                         | 0                      |
| Congregate Meals           | 214               | 31                  | 0                         | 0                      |
| Fitness/Exercise           | 172               | 56                  | 0                         | 0                      |
| Food                       | 130               | 74                  | 6                         | 20                     |
| Health Screening           | 2                 | 2                   | 0                         | 0                      |
| Information Sharing        | 71                | 15                  | 0                         | 0                      |
| Recreation                 | 1                 | 1                   | 0                         | 0                      |
| Social Event               | 208               | 36                  | 0                         | 0                      |
| <b>Total Event Signins</b> | <b>805</b>        | <b>156</b>          | <b>6</b>                  | <b>20</b>              |

## *Exercise Classes- JULY 2016*

### Paying for itself/ making profit

NONE

### Free classes/making profit

### Average attendance

|                          |    |
|--------------------------|----|
| Monday Exercise (+ \$25) | 18 |
| Line dancing (+ \$104)   | 13 |
| Journaling (+ \$20)      | 1  |

### Not paying for itself

|                               |           |
|-------------------------------|-----------|
| Tuesday pilates (- \$140)     | 6         |
| Wednesday chair yoga (- \$75) | 9         |
| Thursday yogalattes (- \$230) | 2         |
| Friday pilates (- \$95)       | 7         |
| Zumba (- \$20)                | 9         |
| Thursday Yoga (-24)           | <u>12</u> |

77 people per month

Total paid out to instructors \$ 1350

Total collected from classes \$1071

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\$ 279

Formula Grant provides \$ 200 per month

\$ 79 out of budget

#4

**CANDIDATE FOR COUNCIL ON AGING (Nominating/Board Development Committee)**

Name: \_\_\_\_\_ (Email) \_\_\_\_\_

Address: \_\_\_\_\_ (Cell#) \_\_\_\_\_

(Work) \_\_\_\_\_ (Tel.) \_\_\_\_\_

(Home) \_\_\_\_\_ (Tel.) \_\_\_\_\_

How did/do you hear about the COA? \_\_\_\_\_

Have you given your time previously as a volunteer? Y N

If Y, in what capacity/ies? \_\_\_\_\_

Why do you want to become a board member/volunteer? What would you like to get out of this experience?

\_\_\_\_\_  
\_\_\_\_\_

What interests, activities or hobbies do you enjoy? \_\_\_\_\_

Previous/current Occupation/s, Position: \_\_\_\_\_

Education/Training, Hobbies or Other Skills: \_\_\_\_\_

Other organizations to which s/he belongs: \_\_\_\_\_

How long do you think you'd like to be involved with the COA? \_\_\_\_\_

Are you prepared to attend a training/information session/board meeting? \_\_\_\_\_

Are you willing to undergo a CORI background check? Y N

What are his/her current interests (in the COA)? \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Sponsor: \_\_\_\_\_ Date : \_\_\_\_\_ CORI: \_\_\_\_\_