

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

The Council on Aging Board meeting was called to order at the Senior Center on Thursday, October 6, 2016 at 4:30 p.m.

**1. Open Meeting**

**2. Roll Call**

**PRESENT**

Sharon Bloom, Chairman  
Kevin Beaupre, Associate  
Bob Bloom, Associate  
Sue Doucette, Secretary  
Barbara Foster, Vice Chair  
Mary Higgins, Member  
Debbie MacLennan, Member  
Liz Pape, Treasurer  
Angie Richard, Associate

Nickole Boardman, Outreach Coordinator  
Veronica Buckley, Director

**ABSENT**

Constance Cleary  
Charlie Madden, Member

**3. Review/Approve Minutes** – Mary made a motion to approve the September 1, 2016 Minutes; a discussion ensued to (replace Community with Senior Center in Section 4, fourth paragraph); Liz seconded with changes; unanimous vote.

**4. Welcome New Director** – Veronica Buckley was welcomed as “Director” of the Senior Center.

**5. Building Committee Update** – Maureen Cranson attended the meeting and gave updates as follows:

- 1) Grand Opening** – The Grand Opening was held on Sunday, October 2<sup>nd</sup> from 1-4 p.m. There was positive feedback and there were approximately 250 people in attendance throughout the afternoon.
- 2) Issues** - HVAC is an on-going issue - Bob Bloom and Dick Maki are looking elsewhere for resolution; SMLD will put in light switches on doors; building wise – Guardian Information Technologies, located in Leominster, will be the Town’s IT service, requests for computer and/or network issues are to be requested through a ticket system sent to Ann Cervantes, Town Treasurer; and the current Town Administrator is leaving.
- 3) Digital Signage** - Bob Bloom spoke about digital signage after he has written a “tutorial” and has given it to Dick Maki for feedback. He is looking for help with this. Individuals will need accounts and training.
- 4) October 12, 2016** - SMLD needs kitchen help for the meeting held at the Senior Center. The 11:30 a.m. Seniors luncheon usually held in the Dining Room will be moved to the Craft Room and pizza will be provided. Melanie will be notified. Wii bowling will also be held in the Craft Room. Liz, Mary and Sue will help in the kitchen. Liz will seek additional volunteers.

**6. User Policy and Candidate/Volunteer Application Approval** –

**1) User Policy** –

- i. Sue Staudaher, of the “Sterling Meetinghouse News”, asked if she could use the Senior Center for

a memorial on October, 29<sup>th</sup> from 2-4 p.m.; there will be no kitchen usage. Barbara made a motion to waive the fee for the Senior Center usage on October 29, 2016, in acknowledgment of past support for the Senior Center; Mary seconded; unanimous vote.

- ii. Dick Maki was approached by a representative of Sterling Airport to use the Senior Center for "flight instruction". The instruction would be for approximately 17 weeks from 6 – 9 p.m. (3 hours). He is not sure when the training will begin. Discussion ensued regarding rental fee. Mary made a motion to offer a rental fee of \$1,530 for the 17 weeks; Liz seconded; unanimous vote.

Kevin suggested that if applicable there should be a "paper trail" explaining why rental rates are discounted on the Agreement.

- 2) **Candidate/Volunteer Application** – The application that Sharon previously distributed was sent to the BOS. The BOS decided to vote "no" on the application because they felt there should be a candidate/volunteer application form that works for all departments. Liz suggested that for Voting and Associate Member positions – there should be a location on the form for skills, knowledge, qualifications.

7. **Flu Clinic Results** – Approximately fifty (50) people showed up for the flu clinic. Thank you to Mary, Sue and Barbara for their help.
8. **Pot Luck Dinner** – There were approximately 39 people who attended the pot luck dinner in September. Individuals mentioned that there was plenty of food and there was food left over which were frozen for another time. Liz is the Volunteer Coordinator and is also responsible for seeking hosts for the pot luck dinners.
9. **Future Events** – The next pot luck dinner will be held on October 20, 2016. Deb spoke about future dates for the pot luck and that we should probably skip the months of November and December because of the holiday season. A cookie contest also discussed. Barbara volunteered to be the host for the Pottery Demonstration on October 13<sup>th</sup> at 1 p.m. Kevin volunteered help for clean up at different events. The Senior Center's Christmas party will be held on December 11<sup>th</sup>. The Holiday fair will be held at the Chocksett School on December 10<sup>th</sup>. They are looking for crocheters/knitters to donate time – supplies are included. Mary made a motion to sell hand-made crafts at the same time as the bake sale that the Friends are participating in at the Holiday Fair at the Chocksett School 9 a.m. – 2 p.m.; crafts to be brought to Senior Center; Barbara seconded; unanimous vote.
10. **Treasurer and Volunteer Coordinator Reports** – Members present were given copies of Liz's reports (see attached #1 & #2).

Liz made a motion to take the \$2,120.00 out of the CoA Gift Account funds for the catering; Mary seconded; unanimous vote.

Liz made a motion to have all the funds derived from the User Agreement be allocated to #01547, Senior Center Operations Account; Liz to obtain approval; Mary seconded; unanimous vote.

Liz will discuss the above with Fred Aponte, Town Accountant and Ann Cervantes, Town Treasurer.

11. **Director and Outreach Coordinator Report** – Nickole presented both reports to the Board (see attached #3 & #4). Liz made a motion to have the Director combine the monthly Outreach statistics report as provided in September 1, 2016 meeting, with the Director's monthly report; Mary seconded; unanimous vote.
12. **Chair's Update – Fall Conference** – Liz will attend the whole length of the meeting; Veronica will attend 1 or 2 days. **Bus Drivers** – There is a rumor that MART will no longer pay for bus drivers. John Kilcoyne has been attending the MART meetings. He will let us know when he hears more.

**FYI** - Sharon called Kama Jayne at the Town Hall to find out what the procedure was if she decided to resign her appointment. Sharon Bloom, CoA Chair, resigned her position as CoA Chair and Voting Member, effective Friday, October 7, 2016. Sharon gave her resignation letter to Veronica (as a courtesy) this afternoon, and will bring one to John Kilcoyne as well.

**Vote on Associate Member becoming Voting Member** –This issue was postponed from earlier in the meeting. There are two (2) associate members who would like to be considered as voting members, which term will end on June 30, 2017 (to replace Irene Camerano) – Kevin Beaupre and Bob Bloom. Barbara made a motion to consider Bob Bloom as voting member; Mary seconded; unanimous vote.

**13. Signing of the Warrant** – Barbara reviewed and signed the Warrant in the a.m.

**14. Next Meeting** - The next Board Meeting will be held on Thursday, November 3, 2016 at 4:30 p.m.

**15. Adjournment** – The meeting adjourned at 6:45 p.m.

Respectfully submitted,

Sue Doucette  
Secretary

Attachments – 4

Council on Aging Treasurer's Report  
CoA Board Meeting October 6, 2016

**FY17 July 1, 2016- September 21, 2016**

**( based upon Town Accountant's Revenue and Expense Account):**

Account #	Description	Appropriated	Expended	Balance	<i>Budgeted Monthly Expense</i>
01541-51200	CoA Wages	\$123, 933.00	\$23,682.50	\$100,250.50	<i>\$30,983.25</i>
01541-53000	CoA Home Care	\$ 400.00	\$ -0-	\$ 400.00	
01541-53001	CoA Title VII Nutrition & WHEAT	\$ 4,500.00	\$ -0-	\$ 450.00	
01541-57000	CoA Expense	\$ 16,050.00	\$ 1460.21	\$ 14,589.79	<i>\$4,012.50</i>
01541-57001	CoA Sr.Tax Work off Program	\$ 15,217.00	\$ -0--	\$ 15,217.00	
01541-57003	Sr Ctr Operations	\$ 31,000.00	\$ 3,687.83	\$ 27,312.17	<i>\$7,750.00</i>

**Other Accounts**

Account #	Description	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$2103.00	\$2294.44	\$9,257.85
25003-	CoA Donation/ Gift Account	\$ 20.00	\$ -0-	\$15,449.57
26011-	Formula One Grant	\$ \$0.54 (FY17 not submitted)	\$2, 906.16	\$ (2,905.62)

Report to the Sterling Council on Aging  
Senior Center Volunteer Coordinator  
For the period September 1 - 30, 2016  
October 6, 2016

- VOLUNTEER HOURS: 562.9 total, including:

- Bakers: 4
- Meal Site: 173.25
- Meals on Wheels: 45.8
- Office Coverage: 123.17

- Program/Activity Average Attendance

	September (June average)	
Monday Tai Chi	9	
Monday Exercise	22.3	(32.3)
Monday Zumba	8.3	(10.5)
Tuesday Line Dancing	18.3	(15.3)
Tuesday Chair Pilates	6.5	(6.25)
Wed Chair Yoga	13.3	(5)
Thurs Active Yoga	15.2	(16)
Thursday Yogalates	4.5	(4)
Friday Pilates	11.8	(10.5)
Friday Journaling	2	(3) NOTE: Cancelled

- SEPTEMBER MEALS SUMMARY

- Total meals served: 275 (JUNE:249)
- Average daily meals served: 14.5 (JUNE:12.45)
- Total donations collected: \$744 (JUNE:\$594.00)

- UPCOMING EVENTS: Host/Bake

- Oct 7 Sheriff's Luncheon – need drinks/punch
- Oct 13 Pottery Demo, 1 pm (I'll be calling for bakers)
  - Hosts:
- Oct 20 Potluck Dinner, 6-8 pm
  - Set up tables, buffet tables:
  - Kitchen clean up:
  - Host: Deb MacLennan
- Nov 29 Trinity Big Band (I'll be calling for bakers)
  - Hosts:
- Dec 11, CoA Christmas Party 1 pm (I'll be calling for bakers)
  - Hosts:

My volunteer hours: September: 17 hours

Interim Directors Report – September 2016  
CoA Meeting – October 6, 2016

Van #1- 1613 miles, transported 28 different people for a total of 493 trips

Van # 2- 637 miles, transported 27 different people for a total of 150 trips.

**Upcoming Events**

Oct 3- Senior Financial Safety talk- well received. About 10-12 people came

Oct 7- Sheriffs Luncheon – About 25-30 people. Confirmed with him- will bring few people to serve.

We have drinks and a few kitchen volunteers as well.

Oct 13- Richard Hamelin Pied Potter- Fast pace potter 1pm – Funded by Cultural grant

Oct 14- MOC Nutrition talk 11am

Oct 17- Hand Massage and Aroma Therapy with River Terrace- 1pm

Oct 20 –Potluck

Oct 21- Sterling Wii bowl tournament here- 3 towns- last time about 40 people

Oct 25- Apple Pie/Cider Social meet and Greet with Ace medical- 12:15

Oct 26- JINGO – run by Barbara- 12:15

Oct 28 –Pancake Breakfast

**Van trips**

- FALL trips- Clearview/Meadowbrook trips for cider and donuts in Fall – working with van drivers on this

**UPDATES**

CPR- Class had 9 people – We made \$225 Self Defense Class made us \$90

Thanksgiving Dinner- The Lowe Family will cook a FULL turkey dinner FREE of charge on

Thanksgiving for seniors who are alone on Thanksgiving. People have already signed up

Newsletter: Septembers came out GREAT! We did have some printing issues with Ad placement and Liturgical sold more ads than they can fit in 2 pages and banner. This is good news because we will likely get some money back. Hollie and I have both done work on upcoming November issue. Needs to be in by next Thursday. Veronica is taking it over.

Bean Bags- Houghton School asked if we had any seniors interested in making bean bags. We have had a number of seniors respond and so far have about 115 bean bags. Still have some out there being made but the school is THRILLED that the seniors are helping.

Pen Pal program – Working on getting it off the ground with a new group of seniors and a new group of kids. Posted it in October news letter- hoping to start getting letters from kids soon

A woman from Bridge Club came in and wanted to know about renting Senior Center for Bridge games EVERY Saturday from 12:30-5pm. This is a league that they pay to play in and gain rank. It would be open to the public. They are currently in West Boylston Senior Center. They give the West Boylston Senior Center a donation of \$250.00 A MONTH and want to do the same for us. Are we interested??

Project Linus- Make blankets for kids in need. Blankets come all cut just need to be woven together. Between \$7-11 a blanket. Would like to get some for Seniors. Looking to fund through friends. Perhaps early December event- can be night event.

## Event Statistics from 09/01/2016 to 09/30/2016

	Duplicated	Unduplicated	60 and Over Guests	Under 60 Guests
<b>Community Education</b>	50	38	0	0
<b>Congregate Meals</b>	181	29	71	0
<b>Fitness/Exercise</b>	337	104	0	0
<b>Food</b>	98	68	0	0
<b>Health Screening</b>	43	41	5	5
<b>Information Sharing</b>	125	36	0	0
<b>Recreation</b>	16	12	0	0
<b>Social Event</b>	488	122	0	0
<b>Total Event Signins</b>	1338	256	76	5

Van #1- 1613 miles, transported  
28 different people for a total of  
493 trips

Van # 2- 637 miles, transported  
27 different people for a total of  
150 trips.