

Voted on as amended June 12, 2018

**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, May 10, 2018 at 5:34 p.m.

1. Open Meeting

2. Roll Call

PRESENT

Kevin Beaupre, Vice Chair
Nancy Castagna, Member
Sue Doucette, Secretary
Barbara Foster, Member
Charlie Madden, Member
Liz Pape, Chair
Sue Protano, Member
Angie Richard, Associate

Veronica Buckley, Director
Dick Maki, Building Committee

ABSENT

Bob Bloom, Treasurer
Debbie MacLennan, Member

- 3. Review/Approve Minutes and All Monthly Reports** – Kevin Beaupre made a motion to approve the April 12, 2018 Minutes; Sue Protano seconded; all in favor. Kevin Beaupre made a motion to approve the April 23, 2018 Minutes; Charlie Madden seconded; all in favor. **MONTH END APRIL REPORTS - Treasurer's Report:** Charlie Madden made a motion to approve the Treasurer's Report, Kevin Beaupre seconded; all in favor. **Volunteer Coordinator's Report** – Charlie Madden made a motion to approve the Volunteer Coordinator's Report; Sue Doucette seconded; all in favor. **Director's Report** – Charlie Madden made a motion to accept the Director's Report; Sue Doucette seconded; all in favor.
- 4. Building Committee Update** – Dick Maki stated that there will be a Building Committee meeting to address the HVAC issues. He doesn't know the date yet. The generator should be installed shortly. Liz Pape read Maureen Cranson's e-mail relating to FOSS provided funding for the following: breakfast program and refrigerator; and additional freezer in kitchen. The COA Board is enthusiastic about receiving funds. Thank you FOSS for your generosity and support of the SSC and its programs.
- 5. Public Session** – Weymouth Whitney and David Favreau (Sterling Board of Health & taxpayer) showed up for Public Session to express their concerns regarding exactly what our policies & procedures are regarding whether seniors can or cannot take their unfinished lunches/meals home to eat later. David stated that he researched this and there is no existing BOH regulation prohibiting this. He also contacted Northborough, Westminster, Holden and they may take unfinished meals home. David and Weymouth suggested we revisit this policy. Veronica Buckley indicated that SSC follows the MOC policy for the congregate lunch program. COA Board agreed that this issue will continue to be discussed as they work with Veronica to develop the Sterling Senior Center policies and guidelines.
- 6. Committee Reports - Arts Committee** – Veronica Buckley gave a review of Artist's Reception featuring the artwork of Houghton Elementary and Chocksett Middle school artists which was held on May 3rd and went very well. There were approximately 70-80 people in attendance to view the young artist's work, enjoy the string orchestra and partake of the homemade goods. July/August artist will display his works using duct tape. September/October artist will be Denis Coughlin and November/December artist will be Dennis Rainville. **Evening Dinner Committee** – Kevin Beaupre said that he thought the Spring Fling dinner on May 5th turned out great; and that lessons have been learned regarding serving, cleaning and re-arrangement of clean-up. A total of 62 people were in attendance and seemed to have fun. Everyone seemed to enjoy the music which was provided by Clyde Wheatley. **Marketing Committee** – Liz Pape informed us that there was a Marketing Committee Meeting on April 23rd. Liz Pape, Nickole Boardman (Outreach) and Don Capman will write articles to be published in the Sterling Meetinghouse News, on different topics, within the next couple of months. Veronica Buckley will work on a SSC promotional video which will be placed on the

SSC website. **Program Committee** – Nancy Castagna reported that Bob Lobelense decided that he will not do a presentation on climate change. There will be a Father's Day bar-b-que on June 14th from 6-8 p.m. rain or shine. Cost is \$5 per ticket.

For more detail and review, copies of the Arts, Marketing/Communications and Program Committee minutes will be placed at the reception desk.

7. **Director's Update** – Veronica Buckley stated that Dick Maki wrote a grant for "Age & Dementia Friendly" and we were approved. We need to fill out the survey which needs to be returned by June 8th. Dick Maki will write a letter to the editor urging people to return their survey. Pickleball has moved to the Route 62 outdoor tennis courts in West Sterling. **Upcoming Events** – Veronica Buckley spoke about a few of the May programs such as the Mother's Day tea; and the volunteer appreciation dinner. Upcoming June calendar of events, such as the Father's Day bar-b-que on June 14th from 6-8 p.m. rain or shine. Fathers are free. There will be a cost of \$5 per ticket for other people attending the bar-b-que. A band will be there, games will be played, and sign-ups are required. This event is limited to 80 people. Other events include the June 7th Volunteer Open House; June 15th Pen Pals Meet Seniors; and the Worcester Art Museum event scheduled for June 29th is free to attendees.
8. **New Business** – (a) **Discussion of revised COA Board P&P and Senior Center P&P** - After discussion, revisions to the COA policies will be made by Liz Pape and presented at the next meeting. Liz will also draft the Senior Center kitchen policies and guidelines so that the board can continue to discuss and come to consensus on these policies, particularly the leftover food policy which was discussed at the Public Session (b) **Upcoming Board Vacancies** – Sue Doucette is not renewing. COA needs a Secretary. (c) **Selection Process for New Operations Coordinator** – We have approval to hire an Operations Coordinator and we have a job description. This position may begin in July. The COA will advertise the position, advertising within Sterling first. Resumes will be collected and a determination will be made as to which candidates to bring in for interviews, giving priority to Sterling residents.. Board members Liz Pape, Charlie Madden, Kevin Beaupre and Sue Protano agreed to be on the committee to interview the candidates. Veronica Buckley, Director, will participate in the interview as well. Sue Protano was asked to prepare a list of questions that may be asked of the candidates.
9. **Future Topics** – Planning for town-wide yard sale; mid-year accomplishments to goals; determination of what data/reports by Director and Outreach Coordinator best inform the Board's deliberations.
10. **Next Meeting** – The next monthly Board Meeting will be held on Tuesday, **June 12, 2018 at 5:30 p.m.**
11. **Adjournment** – A motion to adjourn the meeting was made by Sue Protano, at 7:50 p.m.; seconded by Nancy Castagna; all in favor.

Respectfully submitted,

Sue Doucette
Secretary

Attachments – 4

Council on Aging Treasurer's Report
CoA Board Meeting, **June 12, 2018**

FY18 July 1, 2017- June 04, 2018

Account #	Description	Appropriated	Expended	Balance	<i>Budgeted Monthly Expense</i>
01541-51200	CoA Wages	\$ 133,800	\$113,889.02	\$19,910.98	<i>Not calculated (NC)</i>
01541-53000	CoA Home Care	\$ 400.00	\$ 400.00	\$ 0	
01541-53001	CoA Title VII Nutrition & WHEAT	\$ 4,300.00	\$3,338.33	\$961.67	
01541-57000	CoA Expense	\$16,050.00	\$ 10,896.37	\$ 5,153.63	<i>NC</i>
01540-57000	Sr Ctr Operations	\$15,935.00	\$ 15,305.06	\$ 629.94	<i>NC</i>
01540-51200	Facilities Maintenance Technician	\$15,065.00	\$13,135.59	\$1,929.41	

Other Accounts

Account #	Description	FY18 starting balance	Revenues *****48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$17,968.54	\$ 23,808.53	\$ 25,265.23	\$ 16,511.84
25003-	CoA Donation/ Gift Account	\$ 11,937.57	\$ 2012.00	\$ 571.11	\$ 13,378.46
26011-	Formula Grant	\$ 0.00	\$15,627.00	\$ 14,652.18	\$974.82

Account #	Description	FY18 starting balance	Revenues *****48000	Expenses *****-57001	Current Balance
24000-	Sr. Center Usage	\$ 1,599.19	\$ 3,442.00	\$ 250.00	\$ 4,791.19

Bob Bloom, COA Treasurer

Report to the Sterling Council on Aging
Senior Center Volunteer Coordinator
For the period May 1 - 31, 2018
June 12, 2018 COA Board Meeting

- Volunteer Hours: 820.63
 - Admin/computer: 20.50
 - Committee Work: 10.50
 - Meal Site: 379.83
 - Meals on Wheels: 69.55
 - Office Coverage: 165
 - Pancake breakfast: 24.5
 - Special luncheons: 4

Respectfully submitted,
Liz R. Pape

COA Board Meeting June 12, 2018

Director's Report for May 2018

Event Statistics from 05/01/2018 to 05/31/2018

Category	Duplicated	Unduplicated	60 and Over Guests
Community			
Education	92	71	2
Congregate Meals	395	68	49
Fitness/Exercise	533	149	8
Food	149	82	15
Health Screening	21	21	0
Information Sharing	49	22	0
Recreation	88	36	1
Social Event	658	189	23
Total Event Signins	1985	390	98

Event Statistics from 05/01/2017 to 05/31/2017

Category	Duplicated	Unduplicated	60 and Over Guests
Community			
Education	31	18	0
Congregate Meals	356	56	0
Fitness/Exercise	501	133	54
Food	82	50	65
Health Screening	18	18	0
Information Sharing	32	12	0
Recreation	171	110	80
Social Event	593	115	3
Total Event Signins	1784	299	202

VAN REPORT May 2018

Van 1 34 Riders	254 trips	1984 miles
Van 2 20 Riders	93 trips	759 miles

KITCHEN REPORT May 2018

congregat lunch 433 or 21 per day
Pancake Breakfast 74

Additional topics for discussion

Healthy Aging Grant Update
Sound system for multipurpose room
Note outreach stats
ServSafe Certificates

OUTREACH STATS- MAY 2018

Services provided between 05/01/2018 and 05/31/2018

Interaction	Duplicated	Unduplicate d
email	7	7
Home Consultation	37	26
Office Consultation	31	25
Phone Consultation	88	67
Totals	163	103

This month 9 seniors NEW to the senior center (in the past 6 months) over the age of 80 were contacted and of those seniors, 7 will continue services. The rested will be contacted for check in every 6 months

Also- 15 NEW seniors under the age of 80 have been contacted.

Almost ¼ of my contacts this month were NEW to the senior center.

OUTREACH STATS- MAY 2018

Application Assistance	11	7
Assessment/Well check	39	30
Case Management/Advocacy	22	19
DME Medical equipment/loan	5	5
Family Support	13	11
Friendly visiting	7	4
General Information/Referral	14	14
Health Benefit Counseling	2	2
Healthcare service	1	1
Inter-generational program	25	22
Isolation Intervention	3	2
Nutritional support	21	14
Totals	163	103

Massachusetts General Laws

Chapter 40, section 8B

A city by ordinance or a town bylaw may establish a council on aging for the purpose of coordinating or carrying out programs designed to meet the problems of the aging in coordination with the programs of the department of elder affairs. The Council shall submit an annual report to the city or town and shall send a copy thereof to the department of elder affairs. Said department shall from time to time review and evaluate such reports and make recommendations as to any required or needed changes in said local programs. The Council may appoint such clerks and other employees as it may require.

Town of Sterling

1 Park St., Sterling, MA 01564

Ph: (978) 422-8111

Fx: (978) 422-0289

Council On Aging – MA G.L. c.40 §8B

General Bylaws

COUNCIL ON AGING

Section 1. There is hereby established a Council on Aging consisting of nine registered voters who are residents of the Town of Sterling, six at least of whom shall be sixty-two years of age or older.

Section 2. The initial membership of the council shall be appointed by the Board of Selectmen during the month of June after the Annual Town Meeting and shall be appointed in groups of three: one group to serve for one year, one group to serve for two years and one group to serve for three years. Each group shall have at least two members sixty-two years of age or older. The new members shall take office when this By-Law becomes effective.

Sec. 2. Amended September 13, 1982 Approved January 3, 1983 Published January 17/24, 1983

Section 3. Succeeding groups of three, of like structure, shall be appointed by the Board of Selectmen for three year periods as the terms of prior appointments expire. In the event a vacancy occurs on the council, the Selectmen shall appoint a new member of like qualification to serve out the vacated term.

Section 4. After the initial Council has been appointed it shall meet to organize and formulate its procedures, elect a chairman and such other officers as it deems advisable. Organizational meetings shall be held annually thereafter.

Section 5. It shall be the duty of the council to initiate and carry out programs, solve problems, promote projects, make purchases and in general meet the problems of the aging, keeping in mind at all times, the needs, wants and wishes of the elderly; all actions of the council to be in accordance with the provisions of the General Laws.

Section 6. The spending of such money as is appropriated by the Town of Sterling, or such monies as are received from the State of Massachusetts, and all other monies received as gifts or from any other source shall be administered by the Council in carrying out its work in accordance with the provisions of the Massachusetts General Laws

Section 7. The council may employ additional personnel if needed, but only on a per diem basis and only after an affirmative vote of at least six Council members.

Section 8. Upon the effective date of the By-Law the expanded Council for the Aging shall have all of the powers and duties formerly vested in the former Council.

Adopted March 4, 1961

Approved March 30, 1961

Published April 3/10/17, 1961

Revised May 4, 1974

Approved June 3, 1974

Published June 14/17/18, 1974

Policies and Procedures

Our mission is to maintain the health and well-being of the Sterling seniors and to assist them with preserving their independence. The council is a policy setting and advisory board. They assist the director in meeting COA goals and objectives. The director is responsible for the daily running of the office and carrying out the policies of the board.

Basic functions of the Board:

1. To identify the total needs of Sterling elders.
2. To educate citizens and enlist the support and participation of all to meet the needs of elders.
3. To design, advocate for and/or implement services to fill the needs, or to coordinate existing services.
4. To cooperate with the Massachusetts Executive Office of Elder Affairs.
5. To develop annual goals for the Sterling Senior Center (SSC) in consultation with the SSC Director.
6. To ensure that appropriate policies and procedures for the Sterling Senior Center are developed, adhered to and reviewed and revised as needed.
7. To ensure that the SSC Director maintains personnel files for all SSC staff which include performance goals for each staff member which have been agreed upon by staff and Director, and that the Director perform annual performance reviews of all SSC staff.
8. To ensure that CORI checks for all board members, volunteers in contact with seniors, and staff are performed prior to beginning of service and renewed every two years.

Specific functions and duties of the board members:

1. All board members will promote and support, in a positive way, all programs that will enhance the life of the elderly population.
2. All board members must be willing to support the various activities with voluntary assistance whenever and wherever possible.
3. All board members shall educate and enlist community support and participation of all citizens concerning the needs of the elderly.
4. No member of the board shall make written or oral representation of the Council, unless authorized by a Council vote.
5. Each board member shall serve on a committee every year.
6. All board members are requested to attend a Board Orientation Training Program provided by the Executive Office of Elder Affairs at least once during their term.
7. It is expected that board members contribute to a sense of camaraderie, inquiry, teamwork and continuity.
8. All board members shall support the director in all decisions and actions consistent with the policies of the board.

Specific functions and duties of the officers:**1) Chairperson:**

- a) The chairperson is the spokesperson for the board and presides at monthly meetings.
- b) The chairperson assists the director with the agenda for the monthly meetings and represents the Council at all town board and committee meetings.
- c) The chairperson works with the director to coordinate activities, budgets, grants and newsletters.
- d) It is the responsibility of the chairperson to make sure the bylaws and policies and procedures are followed.
- e) The chairperson assists the director in addressing any problems or inquiries that may arise at the center.
- f) The chairperson works with the director to prepare the budget for the coming fiscal year.
- g) It shall be the duty of the chairperson to appoint members to various committees whenever required.
- ~~h) The chairperson may not be a member of the nominating committee.~~

2) Vice Chairperson

- a) The vice chairperson assists the chairperson and presides at meetings in the absence of the chairperson.
- b) The vice chairperson assists in activities.
- c) The vice chairperson works with the council and director when requested to do so.

3) Secretary

- a) Mails agenda to members
- b) Makes sure the tape recorder is ready for meeting and sets it up on time
- c) Records all proceedings using notes and tape to formulate minutes

- d) Types and prints minutes
- e) Mails minutes

4) Treasurer

- a) Coordinates with Director regarding fiscal business
- b) Presents summary of expenditures and balances of each account at monthly meetings
- c) Director receives account figures from town accountant and passes on to treasurer
- d) The treasurer is responsible for printing and distribution of the report at each monthly meeting.

Meetings

1. Regular meetings of the council shall be held in the Senior Center at 4:30 pm on the second Thursday of every month. Any request for a change of date, time, location or suspension of meetings must be approved by a 2/3 vote of the board. Special meetings may be called by the chairperson or as requested by a member of the council.
2. Members will receive notification in writing of the next scheduled meeting. Notification will include day, date, time, location, agenda and minutes of the previous month's meeting. This same information also pertains to any specials meetings that may be called.
3. A quorum consists of 5 or more members for regular meetings. The annual meeting requires a quorum of 6 or more members.
4. Regular attendance is expected of all members. In the event of any member being absent for three (3) consecutive meetings without just cause, the council may request the resignation of that member through the selectmen. Four (4) absences during any calendar year may constitute an automatic dismissal from the council. In the event that a member wishes to resign from the council, he/she shall notify the selectmen and Council on Aging in writing.
5. Order of business:
 - a. Roll call
 - b. Minutes of previous meeting
 - c. Treasurer's report
 - d. Unfinished business
 - e. New business
 - f. Adjournment
6. ~~The selection of a nomination committee shall be made at a June meeting after the Board of Selectmen have made their yearly appointments. A nominating committee consists of 3 members. Associates are not eligible to vote.~~ (Proposed May 2017 Approved June 2017)
7. All meetings shall be conducted in accordance with Robert's Rules of Order. A copy of which shall be present at all meetings.
8. The Policies and Procedures may be amended by a 2/3 vote of the council. Each member must receive a written notice of any and all proposed changes.
9. In accordance with the Massachusetts Open Meeting Law, all meeting agendas will be posted with the Town Clerk 48 hours prior to the meeting date.
10. ~~There will be no meeting in the month of July, except in the case of an emergency.~~ (Proposed May 11, 2017 Approved June 8, 2017)

Term of office

1. ~~All board members may only serve two (2) consecutive three-year(3) terms. After two consecutive terms, there must be a one-year hiatus prior to being nominated and approved to serve as a board member on the Council on Aging. Those board members wishing to serve additional terms may do so if the council waives this restriction.~~
2. The chairperson may only hold office for three consecutive years; however, that member must be nominated ~~and elected in July and elected every August~~ for those three years. After three consecutive years as chairperson, there must be a one-year hiatus prior to being nominated and elected again to the office of chairperson.
3. All other officers may hold positions as nominated and elected by the board every ~~August~~ July.
4. All board member positions and officer positions are subject to Selectmen approval.

Election of Officers

1. The officers of the council shall consist of a chairperson, vice chairperson, secretary and treasurer.

- 2- Nominations for officers shall be made at the regular July board meeting. ~~A nominating committee consists of three (3) members appointed at the May meeting. At the June meeting, the nominating committee will present the slate of officers.~~
3. Election will take place at the ~~August~~ July meeting. All members are eligible to hold an office.

Gift Account

The Sterling Council on Aging Gift Account provides funds for the enhancement of the Sterling Senior Center and is funded through generous donations of family and friends in memory of loved ones. The account may be used at the discretion of the Council on Aging Board, after an affirmative vote of the Board. ~~The Gift Account is to be used primarily for the purchase of non-consumable goods, special event food costs and special program costs. The Director of the Sterling Senior Center may spend up to \$500 for a single purchase two times within a fiscal year without the Approval of the Council on Aging. For any expenditure over \$500 or for any expenditures under \$500 beyond the initial not requiring COA approval, the Director shall go to the COA for approval prior to the expenditure.~~

Sterling Senior Center Facility Use Policy

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 of 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.