

APPROVED April 13, 2023

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

The Sterling Council on Aging board meeting was called to order on Thursday, March 9, 2023 at 5:32pm and Sue Protano recorded the minutes. A quorum of members was present, and the meeting, having been duly convened, was ready to proceed with business.

Open Meeting

Roll Call

PRESENT

Kevin Beaupre (2025) Vice Chair
Nancy Castagna (2023) Member
Meg Chase (2025) Member
David Cosgrove (2025) Treasurer
Joe LaGrassa (2024) Member
Deb MacLennan (2024) Member
Sue Protano (2023) Member

ABSENT

Gail Bergeron Chair (2024)
Liz Pape Secretary (2023)

Veronica Buckley, Director

Review/Approve Meeting Minutes

February 9, 2023 meeting minutes filed as presented.

Review/Approve Treasurer's Report

February 2023 FY 23 Treasurer's Report filed as presented

Public Session

Dick Maki suggested that Veronica should consider hiring someone from our town to take the place of Jim Ash for Maintenance. This has already been done with the hiring of Ry-Clean Services, located in Sterling and owner lives in Sterling

Director's Report

Gift Account: No request.

Building Maintenance and Incident Reports:

- Maintenance tech employee resigned effective February 28th. Cleaning responsibilities are under agreement with Ry-Clean Services effective February 28, 2023.
- St. Patty's Day Lunch and Dinner set for March.
- Van report – Van 2 windshield struck on Rte.12 causing extensive damage to van windshield with shards of glass inside van. Van driver did not sustain any injuries. SPD was called and police report was filed
- Need volunteers for driving the electric car, kitchen help and also Friendly visits
- A suggestion was made for volunteers to wear name tags when driving the electric car (drivers taking passengers to doctors' appointments, etc)
- Veronica read Formula Grant Policy. Kevin suggested putting this on a separate sheet to keep in our COA book.

Motion by Cosgrove, Chase seconded, to accept Director's Report.

- Passed all

Old Business

a) Update on Senior Tax Work-Off Program Request:

Kevin Beaupre and Joe LaGrassa will make calls to two (2) towns each to get information on how these Senior Centers run their Work-Off Program. Will come back with their results at our next meeting

b) Nicole Boardman, Groton Senior Center has offered to take some residents of Sterling for Income Tax preparation through their AARP Program.

New Business

a) There will be two vacancies on the board- Nancy Castagna will stay on the board for another term. Deidre Shapiro visited our board meeting with interest of joining the board.

- **Future Topics** – Tax Work-Off Program survey questions were not discussed. There will be follow up next month with the additional information collected from the towns that are being contacted for their procedures., Susan Karp from the State of Massachusetts advised Veronica that Tax Work-Off Program has been approved by the State. State does run program, Towns can adopt them
- **Next Meeting** – The next monthly COA Board meeting is scheduled for **Thursday, April 13, 2023** at 5:30 pm at the Senior Center.
- **Adjournment**
Motion Beaupre, Cosgrove seconded, to adjourn at 7:37pm
 - Passed all.

Respectfully submitted,

Susan Protano
Member
Attachments

Council on Aging Treasurer's Report FY2023

CoA Board Meeting, March 9, 2023

Reporting for Month ended February 28, 2023

FY21 July 1, 2022-June 30, 2023

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$253,383.00	\$163,828.36	\$89,554.64	64.66%
01541-53000	CoA Home Care	\$400.00	\$0.00	\$400.00	0.00%
01541-53001	CoA Title VII Nutrition & WHEAT	\$4,300.00	\$0.00	\$4,300.00	0.00%
01541-57000	CoA Expense	\$16,370.00	\$11,465.33	\$4,904.67	70.04%
01540-57000	Sr Center Operations	\$40,275.00	\$25,888.57	\$14,386.43	64.28%
27003-57002	ARPA Funds COVID Expenditures	\$0.00	\$0.00 *e	\$0.00	

Other Accounts

Account #	Description	FY23 starting balance	Revenues ***** 48400	Expenses ***** 57000	Current Balance
24000-	Revolving funds	\$20,504.74	\$23,638.46	\$26,564.35	\$17,578.85 *b
25003-	CoA Donation/	\$21,214.84	\$4,850.00	\$4,145.74	\$21,919.10 *c
26011-	Formula Grant	\$21,889.23	\$31,464.00	\$4,405.46	\$48,947.77 **

Account #	Description	FY23 starting balance	Revenues ***** 48000	Expenses ***** 57001	Current Balance
24000-	Sr. Center Usage	\$7,283.71	\$1,350.00	\$150.00	\$8,483.71

** Appropriated amount for COA Wages represents base requested amount per 2023 Town Warrant.
Expended Wages as of 02/28/2023 Report Distribution.

*** Formula revenue received by Town 10/25/2022.

*b Revolving Fund. Current Balance as a percent of beginning balance: 85.73%

*c COA Donation. Fund Current Balance as a percent of beginning balance: 103.32%

*e COVID-19 expenses due for reimbursement from ARPA Program.

SPECIAL NOTE

Sr. Center Comcast expenses paid from Police Communications Grant

\$1,271.24

\$68,980.92 Total non-Salary Expenses as recorded by Town as of month end.
\$3,638.53 Total Non-Salary Current Month Expense's paid by Town in next month.
\$2,423.00 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through February: 66.67%

David Cosgrove, Treasurer

COA Board Meeting March 9, 2022 Director's Report for Feb 2023

Gift Account

No requests.

Building Maintenance and Incident Reports

Maintenance tech employee resigned effective Feb 28th. Cleaning and other responsibilities, snow removal, patio furniture placement, grease traps, etc, are under agreement with Ry-Clean Services effective Feb 28, 2023.

2-16 Van 2 windshield struck on Rt 12 by what appeared to be peach cobbler causing extensive damage to windshield with shards of glass inside van. Van had no passengers at time, driver did not sustain any injury. SPD called and police report filed. Van camera video given to SPD.

Event Statistics from 02/01/2023 to 02/28/2023

Category	Duplicated	Unduplicated	60+ Guests	U60 Guests
Community				
Education	30	27	1	2
Congregate Meals	392	109	38	0
Cultural Event	16	9	0	0
Fitness/Exercise	296	139	16	1
Food	264	179	51	0
Health Screening	12	12	1	0
Information Sharing	13	13	0	0
Recreation	118	48	4	0
Social Event	318	118	14	0
Total Event Signins	1459	419	125	3

Comment on Stats: No programming on Thursday Feb 23, Tuesday Feb 28. Pancake breakfast and balance class canceled on Friday Feb 24.

VAN REPORT

Feb 42 riders; 317 trips (vans ran 18 days in Feb)

Pilot update – Mart started verification of trips for those with text capabilities.

PAST EVENTS

3 Alzheimer's trainings of "Dementia and Your Community" were conducted in February for field workers, for town hall staff, and for Sr Ctr / library employees and volunteers. The programs were conducted as part of the ADF initiative and facilitated by Peter McDonald.

The sharing of Valentine's meal between congregated lunch and evening dinner enabled us to seat 100 for the holiday. In addition, we had a separate music presentation. We will follow a similar pattern for St Patty's Day.

UPDATES / FUTURE EVENTS

New phone system at the SSC was installed Feb 24th. Guardian IT managed the installation. This change required training of all on front desk.

Intergenerational book club with Chocksett 6th graders will conclude March 10th. School Adjustment Counselor is pleased with the pilot and considering plans for next year.

St Patty's Day – lunch, dinner, music program and art exhibit are all themed this month.

Increased outreach for younger volunteers – phone calls to prior volunteers, St Richard's bulletin, Girl Scout troops.

Major increase in financial eligibility guidelines for Mass Health Buy In and LIS (aka extra help from SS for drug costs). Starting outreach for these programs through April Newsletter.

Volunteer Report for February 2023

Volunteers between 02/01/2023 and 02/28/2023			
Volunteer Service Type	Hours	Duplicated	Unique
Admin	24.5	10	3
Board work	16.5	10	8
Bread Run	10	3	1
Cards	3	1	1
Committee work	3	1	1
Computers	7	3	1
Food Pantry	1.5	1	1
Friendly Visitor	1.25	1	1
Instructor	29.5	12	5
Library	2	2	1
Maintenance	2	4	1
Meal Site	247.6	93	21
Meetings	11	9	8
Miscellaneous	12	9	6
MOW	55.08	31	10
Newsletter	4	1	1
Office coverage	123.33	29	12
Special Dinners	15.5	6	4
Special luncheons	1	1	1
Totals	569.76	227	68

February 2023 Outreach Statistics for COA Board Meeting March 9th, 2023

Services provided between 02/01/2023 and 02/28/2023

Interaction	Duplicated	Unduplicated
Fax	1	1
Home Consultation	31	25
mail/letter/card	4	4
Office Consultation	31	19
Phone Consultation	111	57
Totals	186	81

Services provided between 02/01/2023 and 02/28/2023

Category	Duplicated	Unduplicated
Application Assistance	15	7
Assessment/Well check	42	25
Case Management/Advocacy	53	32
Crisis Intervention/Support	5	3
DME Medical equipment/loan	8	7
Donations	1	1
Family Support	4	4
Friendly visiting	1	1
General Information/Referral	4	4
Health Benefit Counseling	6	3
Healthcare service	1	1
Inter-generational program	2	2
Isolation Intervention	1	1
Nutritional support	30	20
Over 80	12	11
Referral from Community	1	1
Totals	186	81

Services provided between 01/01/2023 and 02/28/2023

Age: >=80

Interaction	Duplicated	Unduplicated
email	11	8
Fax	1	1
Home Consultation	37	24
mail/letter/card	3	3
Office Consultation	32	17
Phone Consultation	149	52
Totals	233	63

Formula Grant Policy

The COA Formula Grant, as funded in Massachusetts Budget line 9110-9002, provides a per capita allocation to augment local budgets that focus on services and programs for older adults. It is the intention of the Sterling Senior Center and the Sterling Council on Aging to utilize the formula grant funds in a manner that supports this original intent of the Executive Office of Elder Affairs. The Sterling Council on Aging will exercise its fiduciary responsibility in its oversight of the use of these funds. The Sterling Senior Center will utilize the Formula Grant funds for items, programs and services designed to meet the mission to maintain the health and wellbeing of our Sterling seniors and to assist them in maintaining their independence.