

**APPROVED May 11, 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, April 13, 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  
Gail Bergeron Chair (2024)  
Nancy Castagna (2023) Member  
Meg Chase (2025) Member  
Joe LaGrassa (2024) Member  
Deb MacLennan (2024) Member  
Sue Protano (2023) Member

**ABSENT**

David Cosgrove, Treasurer (2025)  
Liz Pape Secretary (2023)

Veronica Buckley, Director

**Review/Approve Meeting Minutes**

March 9, 2023 meeting minutes filed as presented.

**Review/Approve Treasurer's Report**

March 2023 FY 23 Treasurer's Report filed as presented

**Public Session**

No Public Session

**Director's Report**

**Gift Account:** No request.

**Building Maintenance and Incident Reports:**

- Large freezer did not hold temperatures over March 18/19 Weekend. repaired hose and installed refrigerant \$869. Food loss of approx \$400
- Peer Leaders Dance was awesome enjoyed by all. Seniors were up enjoying doing the twist and jitterbug.
- Greendale YMCA partnership opportunity. Discounts will be available, effective date has not been finalized, possible trial visit going forward.
- Need of volunteers for driving the electric car, kitchen help and Friendly Visitors
- Our dispatcher & van driver Pam Dell will be retiring in June but will stay on for 8 hours per week.
- Outreach Coordinators for over 80 on target with plan.
- Mother's Day Tea, May 12<sup>th</sup> 1-3pm.
- Landscape Plan moving along. Town Administrator has agreed that Phase 1 invoices can be paid from building fund. Phase 2 shading is now being discussed. Board members coming forth with their thoughts.

Motion by Bergeron, 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 made calls to two (2) towns each to get information on their work-off programs, This was discussed at some length. More discussion is needed which will be done and voted on at our next meeting to pursue further.

## New Business

### a) There are two vacancies on the board- Nancy Castagna will stay on the board for another term.

Motion by Beaupre, seconded by MacLennan to waive one-year hiatus requirement and to forward Nancy Castagna to Selectboard for a three-year term renewal.

Passed all

Deidre Shapiro visited our board meeting for a second time, Julie Hehir visited our meeting Both spoke on their interest in being a board member.

Motion by Beaupre, seconded by LaGrassa to nominate Hehir and Shapiro for 3-year terms on the Council on Aging and forward names to Selectboard.

Passed all

- **Future Topics** – Tax Work-Off Program survey questions were discussed and will be followed 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 advise 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, May 11, 2023** at 5:30 pm at the Senior Center.
- **Adjournment**  
Motion Beaupre, LaGrassa seconded, to adjourn at 7:30pm
  - Passed all.

Respectfully submitted,

Susan Protano  
Member  
Attachments

## Council on Aging Treasurer's Report FY2023

CoA Board Meeting, April 13, 2023

Reporting for Month ended March 31, 2023

**FY23 July 1, 2022-June 30, 2023**

| Account #   | Description                     | Appropriated | Expended     | Balance     | Percent of Appropriated |
|-------------|---------------------------------|--------------|--------------|-------------|-------------------------|
| 01541-51200 | CoA Wages **                    | \$253,383.00 | \$181,597.31 | \$71,785.69 | 71.67%                  |
| 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  | \$12,513.85  | \$3,856.15  | 76.44%                  |
| 01540-57000 | Sr Center Operations            | \$40,275.00  | \$29,406.42  | \$10,868.58 | 73.01%                  |
| 27003-57002 | ARPA Funds COVID Expenditures   | \$0.00       | \$0.00 *e    | \$0.00      |                         |

### Other Accounts

| Account # | Description     | FY23 starting balance | Revenues *****<br>48400 | Expenses *****-57000 | Current Balance |
|-----------|-----------------|-----------------------|-------------------------|----------------------|-----------------|
| 24000-    | Revolving funds | \$20,504.74           | \$26,116.46             | \$30,463.42          | \$16,157.78 *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             | \$4,745.44           | \$48,607.79 *** |

| Account # | Description      | FY23 starting balance | Revenues *****<br>48000 | Expenses *****-57001 | Current Balance |
|-----------|------------------|-----------------------|-------------------------|----------------------|-----------------|
| 24000-    | Sr. Center Usage | \$7,283.71            | \$1,600.00              | \$150.00             | \$8,733.71      |

\*\* Appropriated amount for COA Wages represents base requested amount per 2023 Town Warrant.

Expended Wages as of 03/31/2023 Report Distribution.

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

\*b Revolving Fund. Current Balance as a percent of beginning balance: 78.80%

\*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 |
|---|

|            |
|------------|
| \$1,452.49 |
|------------|

\$80,242.47 Total non-Salary Expenses as recorded by Town as of month end.  
\$1,182.40 Total Non-Salary Current Month Expense's paid by Town in next month.  
\$1,988.00 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through March: 75.00%

David Cosgrove, Treasurer

## **COA Board Meeting April 13, 2022**

### **Director's Report for March 2023**

#### **Gift Account**

No requests.

#### **Building Maintenance and Incident Reports**

Large freezer did not hold freezer temps over March 18/19 weekend. Repaired hose and installed refrigerant \$869. Food loss of approx. \$400.

#### **Event Statistics from 03/01/2023 to 03/31/2023**

| <b>Category</b>            | <b>Duplicated</b> | <b>Unduplicated</b> | <b>60+ Guests</b> | <b>U 60 Guests</b> |
|----------------------------|-------------------|---------------------|-------------------|--------------------|
| Community                  |                   |                     |                   |                    |
| Education                  | 24                | 18                  | 11                | 3                  |
| Congregate Meals           | 549               | 115                 | 66                | 0                  |
| Cultural Event             | 30                | 20                  | 16                | 0                  |
| Fitness/Exercise           | 459               | 144                 | 10                | 2                  |
| Food                       | 225               | 116                 | 48                | 1                  |
| Health Screening           | 25                | 25                  | 1                 | 0                  |
| Information Sharing        | 61                | 34                  | 0                 | 0                  |
| Recreation                 | 167               | 73                  | 15                | 5                  |
| Social Event               | 379               | 125                 | 9                 | 1                  |
| <b>Total Event Signins</b> | <b>1919</b>       | <b>416</b>          | <b>176</b>        | <b>12</b>          |

#### **VAN REPORT**

March 46 riders; 393 trips

Will be advertising for part time van driver / dispatch due to personnel change

#### **PAST EVENTS**

Peer Leaders dance challenge

APS provided in-service education program during monthly staff meeting 4-6

#### **UPDATES / FUTURE EVENTS**

Meeting with Greendale YMCA for partnership opportunity – outreach for discounted rate for seniors (Reg rate \$69/mo discounted 40% to \$37.20/mo for senior with annual of 54.6K or less), screening for silver sneakers and other insurance benefits, and reduction in drop in fees for aquatic classes.

Landscape plans: Invoices for phase 1 to be submitted to TA / building committee funds. TA asked us to move ahead with plans for shading for patio and submit.

Mother's Day Tea – returning to original format! Thanks to Sue Protano for chairing.

5/4 Uke concert; 5/10 Youth Art Reception; 5/11 Dull Men's Scam Awareness with DA outreach, SPD Liaison, Det John Chase, LCU branch manager and fraud analyst.

## **March 2023 Outreach Statistics for COA Board Meeting, 4/13/2023**

### **Services provided between 03/01/2023 and 3/31/2023**

| <b><u>Interaction</u></b> | <b><u>Duplicated</u></b> | <b><u>Unduplicated</u></b> |
|---------------------------|--------------------------|----------------------------|
| Community Setting         | 1                        | 1                          |
| email                     | 17                       | 7                          |
| Home Consultation         | 35                       | 27                         |
| mail/letter/card          | 1                        | 1                          |
| Office Consultation       | 43                       | 32                         |
| Phone Consultation        | 108                      | 67                         |
| <b>Totals</b>             | <b>205</b>               | <b>102</b>                 |

### **Services provided between 03/01/2023 and 03/31/2023**

| <b><u>Category</u></b>       | <b><u>Duplicated</u></b> | <b><u>Unduplicated</u></b> |
|------------------------------|--------------------------|----------------------------|
| Application Assistance       | 3                        | 2                          |
| Assessment/Well check        | 25                       | 16                         |
| Case Management/Advocacy     | 78                       | 45                         |
| Client finding/Outreach      | 2                        | 2                          |
| Crisis Intervention/Support  | 7                        | 5                          |
| DME Medical equipment/loan   | 9                        | 8                          |
| Family Support               | 3                        | 3                          |
| Friendly visiting            | 2                        | 2                          |
| General Information/Referral | 2                        | 2                          |
| Health Benefit Counseling    | 4                        | 4                          |
| Inter-generational program   | 14                       | 13                         |
| Nutritional support          | 39                       | 25                         |
| Over 80                      | 15                       | 11                         |
| Referral from Community      | 2                        | 2                          |
| <b>Totals</b>                | <b>205</b>               | <b>102</b>                 |

### **Services provided between 01/01/2023 and 03/31/2023**

#### **Age: >=80**

| <b><u>Interaction</u></b> | <b><u>Duplicated</u></b> | <b><u>Unduplicated</u></b> |
|---------------------------|--------------------------|----------------------------|
| Community Setting         | 1                        | 1                          |
| email                     | 23                       | 11                         |
| Fax                       | 1                        | 1                          |
| Home Consultation         | 57                       | 34                         |
| mail/letter/card          | 3                        | 3                          |
| Office Consultation       | 54                       | 28                         |
| Phone Consultation        | 204                      | 68                         |
| <b>Totals</b>             | <b>343</b>               | <b>82</b>                  |

## Volunteer Report for March 2023

| <b>Volunteers between 03/01/2023 and 03/31/2023</b> |               |                   |               |
|---|---------------|-------------------|---------------|
| <b>Volunteer Service Type</b>                       | <b>Hours</b>  | <b>Duplicated</b> | <b>Unique</b> |
| Admin   | 20.5          | 7                 | 2             |
| Board work  | 17.58         | 11                | 8             |
| Bread Run   | 16            | 6                 | 3             |
| Cards   | 3             | 1                 | 1             |
| Committee work                                      | 5             | 4                 | 3             |
| Computers   | 9             | 3                 | 1             |
| Driver - Senior Transport                           | 14            | 1                 | 1             |
| Food Pantry   | 1.5           | 1                 | 1             |
| Friendly Visitor                                    | 2             | 1                 | 1             |
| Instructor  | 56.5          | 24                | 6             |
| Library   | 1             | 1                 | 1             |
| Maintenance   | 2.08          | 4                 | 1             |
| Meal Site   | 315.65        | 112               | 28            |
| Meal Site Delivery                                  | 1.5           | 1                 | 1             |
| Meetings  | 8             | 6                 | 4             |
| Miscellaneous                                       | 11.25         | 7                 | 4             |
| MOW   | 65.83         | 43                | 11            |
| Office coverage                                     | 156.5         | 36                | 12            |
| Pancake Breakfast                                   | 39.5          | 13                | 10            |
| Special Dinners                                     | 23.5          | 6                 | 6             |
| <b>Totals</b>                                       | <b>766.89</b> | <b>287</b>        | <b>71</b>     |