

APPROVED: October 14, 2021

**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, September 9, 2021 at 5:38 pm and Liz Pape recorded the minutes. A quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business.

1. Open Meeting

2. Roll Call

PRESENT

ABSENT

Kevin Beaupre, (2022) Chair
Gail Bergeron, (2024) Member
Nancy Castagna (2023) Member
Meg Chase (2022) Member
David Cosgrove, (2022) Treasurer
Joe LaGrassa, (2024) Member
Deb MacLennan (2024) Member
Liz Pape (2023) Secretary
Sue Protano, (2023) Member

Veronica Buckley, Director

3. Review/Approve Meeting Minutes

August 10, 2021 meeting minutes approved as presented.

4. Review/Approve Treasurer's Report

Motion by Bergeron, Protano seconded to accept August, 2021 Treasurer's Report.

- Passed all.

5. Building Committee Update

Richard Maki reported that the garage is now completely sided, and the back storage room has been sheet rocked. SMLD is seeking a style of light similar to the Senior Center building lights. Blacktopping around the garage is complete and the parking lot spaces will now be reconfigured.

6. Public Session - none

7. New Business

- a) Bollards: Kevin Beaupre spoke with Darren Borge, the SMLD Director, re bollards. The SMLD has determined that bollards are not needed around the generator. One bollard will be sunk in front of the air conditioner unit by DPW, prior to the end of October. The board discussed the need for bollards in front of the building, which has an 8-10" high foundation, which will stop a rolling car. Patrice Fullhart, town facilities supervisor, has determined that bollards are not needed for the front of the building (attached email from Patrice Fullhart). The outside corner of the garage on the paved side may need a bollard.

Motion by Cosgrove, MacLennan seconded, to not install bollards in front of the Sterling Senior Center building.

Aye: Beaupre, Bergeron, Chase, LaGrassa, MacLennan, Pape

Nay: Castagna, Cosgrove, Protano.

Motion passed.

- b) The COA board book was reviewed and documents were updated.
 - c) Landscape Plan: The board discussed the landscaping needs of the Senior Center, including:
 - a. Sand removal from the stone mulch in the perennial beds in the front of the building
 - b. Water runoff from Chocksett, which is washing out the Peg's Pond path from the garage
 - c. Curb appeal on the Muddy Pond Rd side of the building, which is very dry and difficult to grow vegetation, especially grass.
 - d. Lighting on the approach to the building and the need to be "Dark Sky" compliant
 - e. Lack of usage of the patio
- The following tasks are currently being done:
- DPW: plows, mows and sweeps
 - Volunteers: plant vegetables in the raised beds
 - Senior Center staff: fertilize, weed and bug control, grass seeding and overseeding.

8. Director's Report.

- a) No gift account expenditure request.
- b) Building Maintenance and Incident Report:
 - a. One staff member tested positive for COVID and is out for 10 days.
- c) Director's Report
 - a. Flu Clinic is Oct 6, 2-6 pm and there are currently 116 sign ups.
 - b. Sterling Village: Veronica met with Ron Cheli, the new ED at Sterling Village. Veronica explained that Sterling Senior Center's contract with MART does not allow provision of transport services for Sterling Village's activities. Ron will seek transport services elsewhere.
 - c. Grab-n-Go, on October 20, from 4:30-5:30 is being supported by Sterling Village. Menu is beef stew, biscuit and an apple for dessert. Proceeds go to Alzheimer's Walk.
 - d. New staff: a van driver and meal site coordinator have been hired.

Motion by Cosgrove, LaGrassa seconded, to approve Director's Report.

- Passed all.

9. Next Meeting – The next monthly COA Board meeting is scheduled for **Thursday, October 14, 2021** at 5:30 pm at the Senior Center.

10. Adjournment

Motion by Bergeron, Cosgrove, seconded, to adjourn at 7:43 pm

- Passed all.

Respectfully submitted,

Liz Pape
Secretary
Attachment

Patrice Fullhart <pfullhart@sterling-ma.gov>

Sat, Sep 11,
6:47 PM (2
days ago)

to Veronica, me

Yes the facilities Dept does not think bollards are necessary. Thank you

Council on Aging Treasurer's Report FY2022

CoA Board Meeting, September 9, 2021

Reporting for Month ended August 31, 2021

FY21 July 1, 2021-June 30, 2022

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$218,189.00	\$24,475.47	\$193,713.53	11.22%
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**	\$16,050.00	\$2,134.26	\$13,915.74	13.30%
01540-57000	Sr Center Operations **	\$19,112.00	\$2,958.85	\$16,153.15	15.48%
27002-57000	COVID Related Expenditures	\$0.00	\$0.00 *d	\$0.00	#DIV/0!
26031-57000	COVID Related Expenditures	\$0.00	\$0.00 *e	\$0.00	#DIV/0!

Other Accounts

Account #	Description	FY22 starting balance	Revenues ***** 48400	Expenses ***** 57000	Current Balance
24000-	Revolving funds	\$23,762.09	\$3,851.00	\$2,353.73	\$25,259.36 *b
25003-	CoA Donation/	\$21,507.29	\$1,200.00	\$31.00	\$22,676.29 *c
26011-	Formula Grant	\$10,605.48	\$0.00	\$1,031.41	\$9,574.07 ***

Account #	Description	FY22 starting balance	Revenues ***** 48000	Expenses ***** 57001	Current Balance
24000-	Sr. Center Usage	\$8,712.19	\$150.00	\$0.00	\$8,862.19

** Appropriated amount for COA Wages represents base requested amount per 2022 Town Warrant.

*** Formula revenue received.

*b Revolving. Fund Current Balance as a percent of beginning balance: 106.30%

*c COA Donation. Fund Current Balance as a percent of beginning balance: 105.44%

*d COVID-19 expenses due for reimbursement from FEMA.

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

\$8,509.25 Total non-Salary Expenses as recorded by Town as of month end.

\$0.00 Total Non-Salary Current Month Expense's paid by Town in next month.
\$897.00 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through August: 16.67%
David Cosgrove, Treasurer

COA Board Meeting Sept 9, 2021

Director's Report for Aug 2021

Event Statistics from 08/01/2021 to 08/31/2021

Category	Duplicated	Unduplicated	60 and Over Guests
Community Education	10	10	1
Congregate Meals	406	67	25
Cultural Event	24	8	0
Fitness/Exercise	210	75	2
Food	202	104	45
Health Screening	18	17	1
Information Sharing	52	25	4
Recreation	103	28	0
Social Event	324	88	14
Total Event Signins	1349	290	92

61 participants / day average in August

VAN REPORT AUG 2021

Van 1 37 Riders 259 trips Van 2 22 Riders 132 trips

UPDATES

Report on events:

Classic Car Rally Thurs, Aug 12

Upcoming:

MCOA Conference Sept 20 – 23, virtual

Drive through Flu Clinic sponsored by CVS October 6th

Grab n Go with Sterling Village in support of Walk to End Alz October 20

Outreach:

Yahoo signups for Fall 2021

Transportation:

Utilizing QRyde Software for dispatch and reports effective 9/1

Discussions with Sterling Village

Appropriate use of van, partnering with Sterling Village: Grab n go, Caregiver support

Staffing:

Kitchen Manager, Ruby Hall, started Aug 23

PT Van Driver, Rob Seidel, started Aug 30

OUTREACH STATISTICS AUGUST 2021

Services provided between 08/01/2021 and 08/31/2021

Interaction	Duplicated	Unduplicated
email	8	7
Home Consultation	52	40
mail/letter/card	5	5
Office Consultation	34	29
Phone Consultation	121	93
Totals	220	129

Services provided between 08/01/2021 and 08/31/2021

Category	Duplicated	Unduplicated
Application Assistance	10	9
Assessment/Well check	48	44
Case Management/Advocacy	74	59
Crisis Intervention/Support	1	1
DME Medical equipment/loan	18	16
Family Support	8	8
General Information/Referral	9	9
Health Benefit Counseling	2	2
Healthcare service	1	1
Isolation Intervention	7	3
Nutritional support	41	35
Referral from Community	1	1
Totals	220	129

Volunteer Report for Aug 2021

Volunteer Service Type	Hours	Duplicated	Unduplicated
admin - computer	18	5	2
Annual Car Show	2	1	1
Board work	25.25	16	9
Bread Run	5	3	2
Cards	3	1	1
Committee work	0.5	1	1
Computers	2	1	1
Meal Site	349.1	104	23
Meal Site Delivery	4	1	1
Meetings	4.5	3	1
Miscellaneous	2	1	1
MOW	37	26	5
Office coverage	153.5	37	12
Pancake Breakfast	13	4	4
Special Dinners	2	1	1
Totals	620.85	205	53