

**Council on Aging
Minutes of Meeting
Clark Room – Town Hall
September 18, 2012**

Liz Bishop, Chair, called the meeting to order at 7:05 PM. Board Members present: Liz Bishop, Verna Gilbert, Elizabeth Acquaviva, Tom Dunkers, Lillian DeBenedictis, Liz Thibeault, Peggy Hilton. Board Members absent: Abha Singhal, Mary Daigle, Joanne Willens, Jean Sain. Associate Members present: Phyllis Goff, Natalie Ives. Associate Members absent: Sandy McIlhenny, Jim Elgin. Staff Members Present: David Klein. Staff Members not present: Angela Smith, Debbie Farrell, Peter Cullinane, Bonnie Courtemanche. Friends' Rep Present: Santo Pullara.

Liz Bishop introduced Santo Pullara to the Board as a current member of the FOCOA as well as a former COA Board Member for those new to the Board who may not know Santo.

Secretary's Report: The Minutes of the August 28, 2012 meeting submitted by Elizabeth Acquaviva were accepted as amended. Liz Thibeault was inadvertently omitted as a member of the Long Range Planning Committee and will be added.

Outreach Coordinator's Report: The report submitted by Angela Smith was accepted. The topic of how the Board would like to receive information from staff members was discussed since David Klein is new and, in some instances, there may be duplications of information on the various reports.

Treasurer's Report: Verna Gilbert informed the Board that she could not prepare the budget in time for this meeting since the numbers were just received from the Town Accountant the previous evening. At this point, the Town Accountant distributes reports after monthly pay periods and had just sent her reports to the Director and Treasurer. The Director then sends spreadsheets to the Treasurer, who uses all this information to create her report. Since the Board had previously met only three weeks ago, the timeframe was just too restrictive to pull it together for this particular Board Meeting. However, there are no concerns with the budget.

Social Worker: The report submitted by Peter Cullinane was accepted.

Transportation Report: The report submitted by Debbie Farrell was accepted. Bert Williams officially returned as a van driver. The topic of a dead battery in the van in August and then again in September was discussed. LRTA checks the batteries every 4,000 miles and there is a spare battery in the van. The last check was 2,000 miles ago. The LRTA made some suggestions to reduce the risk of draining the battery. It was recommended that the age of the batteries should be determined. In addition, a running board for the new van was suggested to make it easier to get in and out for the drivers and passengers. Although Debbie was thrown off a horse over the weekend and broke her shoulder (scapula), she has been a dedicated staff member and continues to report to work. It appears that surgery is not required, but she will have one arm in a sling for a while.

Friends of the COA: Santo Pullara reported that the Friends reviewed our current grant request and approved it. The Friends will subtract the funds the COA did not spend in FY12 (\$3,616.70) from the amount of the grant. The Friends are starting their annual fundraising and are in the process of developing brochures. The topic of promoting the Friends efforts in the Carlisle Connection newsletter was discussed. Allocating space in the Carlisle Connection newsletter for donations made in memory of a loved one or for recognition of an anniversary or birthday as a way for the Friends to raise funds was discussed. The Friends would be responsible for collecting any donations/gifts and not the COA. Depending on the types of ads in the newsletter, the price of the postage changes. The appropriateness of utilizing the newsletter for promoting the Friends will be thoroughly investigated before proceeding.

Director's Report: The report submitted by David Klein was accepted. The topic of whether or not a copy of the Director's Report should appear in either the Mosquito or on the website was discussed since it gave a clear and thorough overview of the services the COA provides. Some of the information in the report will be similar from month-to-month with updated statistics, so the full report may be too lengthy so other alternatives were discussed such as writing articles from the various staff members or submitting a quarterly COA focus. The change in office hours have started. The new hours will be posted on the COA door and have been changed in the outgoing phone message. The October newsletter announces the change in hours. With Bonnie Courtemanche resigning as of September 28 to pursue more work hours, the responsibility of the newsletter production was discussed as well as the process of filling the part-time Administrative Assistant position. The LRTA informed David that CPR training is mandatory for van drivers. David will speak with the Recreation Committee and the Fire Department regarding possible training sessions for the drivers.

Old/New Business

“My Senior Center” – David gave an overview of this software system that he is familiar with from his previous position. There is a web-based version (lite version) which could be adapted for Carlisle. It would help track programs, activities and transportation as well as other important data specific to each individual senior. It also auto-fills reports that are required to be filed with the State. The benefit is that it will provide a thread of information and historical data that can be accessed by future users. Grant money might be required to help pay for the product. At present, money from the revolving fund might be used.

It was requested that if a Board Member hears of any grant funds available that they bring it to David's attention.

The focus of the budget was discussed.

Next meeting date: **OCTOBER 16, 2012 TOWN HALL – CLARK ROOM at 7 PM.**

Adjournment at 8:23 PM.

Elizabeth Acquaviva
COA Board Secretary