

**Council On Aging
Minutes of Board Meeting
August 28, 2012 – Clark Room Town Hall**

The meeting was called to order by Chair, Liz Bishop, at 5:00 PM. Board Members Present: Liz Bishop, Verna Gilbert, Elizabeth Acquaviva, Abha Singhal, Tom Dunkers, Liz Thibeault, Jean Sain, Joanne Willens, Mary Daigle. Board Members Absent: Peggy Hilton, Lillian DeBenedictis. Associate Members Present: Phyllis Goff. Associate Members Absent: Natalie Ives, Jim Elgin, Sandy McIlhenny. Staff Members Present: David Klein, Angela Smith, Debbie Farrell, Peter Cullinane. Staff Members Not Present: Bonnie Courtemanche. Friends Rep Present: Holly Salemy.

Peter Cullinane began the meeting by introducing himself to new Board Members and gave an overview of the services he provides, as the town's Licensed Social Worker, for those new members who may not be familiar him.

Secretary's Report - The minutes of the June 25, 2012 Board Meeting submitted by Elizabeth Acquaviva were accepted. There was no Board Meeting held in July 2012.

COA Director Report – The July report submitted by David Klein was accepted. The topics of the Formula Grant process; the potential purchase of a lite version of My Senior Center, a web-based software package for tracking programs and activities; an upcoming department audit and the possible change in the department's office hours were discussed.

Treasurer's Report - The July report submitted by Verna Gilbert was accepted. Line 27 (The Friends of COA Grant which will be received at a later date) and Line 11 (Office Operations-There was a large bill paid from Minuteman Senior Services that was paid in July) were discussed. Verna thanked Abha for helping her transition to the position of Treasurer.

Outreach Coordinator Report – The June and July reports submitted by Angela Smith were accepted. Angela just learned that the gym floor at the school was damaged during recent construction work. Therefore, the early morning Inside Walking Group fall program cannot be offered until the floor is repaired. She is still seeking a volunteer to greet and walk with attendees. Angela assisted a family who recently experienced a fire in their home and thanked Liz Bishop for the referral. The Carlisle Mosquito subsequently published a letter of gratitude to the community, submitted by the family, in which they mentioned the support they received from the COA. Liz, in turn, thanked Angela for her forward thinking in changing the location of the summer lunch program to St. Irene which has air-conditioning. Tracking of department statistics going forward as well as upcoming programs were also discussed.

Social Worker's Report – The June and July reports submitted by Peter Cullinane were accepted. The topic of how more and more seniors are finding it difficult to afford to remain in their homes as they age was discussed. The importance of friendly volunteers either visiting seniors or calling to check on seniors living alone and informing Angela if there appears to be any concern in the volunteer's interaction was also discussed.

Transportation Report – The June and July reports submitted by Debbie Farrell were accepted. Debbie received positive feedback from the van's entry in the Old Home Day event. The new van is being utilized as the default van. A double flip seat and an under carriage spare tire have been installed. The new van was used for a recent day trip. Scheduling of the four drivers has been going well, but transportation requests during the summer months tend to be less frequent. A driver resigned for the

summer and may return in the fall. It is still to be determined whether or not an additional driver needs to be hired now that we have a second van.

Friends of COA – Holly Salemy indicated the Friends had not met recently due to summer vacations, but their next meeting would be held on September 12. The Friends of the COA along with The Friends of the Library are sponsoring America Votes; a free, four part cultural series with Professor Gary Hylander. The speaker series is open to the public, but a reservation is required since seating is limited. David thanked Holly for joining him and Angela on CCTV.

COA Trips –Joanne Willens reported that she has noticed more seniors attending day trips. The trips to Newburyport, Portsmouth and the new Merrimack Outlet Stores were well received. Joanne has arranged a trip to the American Textile Museum in addition to several other upcoming trips in the near future. She has also contacted the Fuller Craft Museum to discuss booking a group visit and is waiting to hear back from them.

Minuteman Senior Services – Jean Sain reported that MMSS moved into their new building on Crosby Drive in Bedford and they came in under budget. MMSS is still looking to fill two open Commonwealth Corps positions. The positions are for approximately nine months for which the employee receives a small stipend. MMSS discussed that the State is working on ICO, Integrated Care Organization, managed care for disabled people 21 yrs. of age and up. Jean will be the sole representative this year for MMSS.

OLD/New Business:

Liz Bishop issued a list of future COA Board Meetings.

Angela became ServSafe Certified and issued instructions to each Board Member on what volunteers should know about food serving, especially since Board Members assist with senior coffees or luncheons. A copy of the instruction sheet is in the coffee supply bin along with a thermometer.

Liz Bishop tabled the Staff/Volunteer Reimbursement Policy Discussion for the next meeting until further information is available.

FY12 Transportation Committee Update – The committee meets only when there is a need. The committee tabled this discussion for a future meeting.

The Open Space and Recreation Plans Subcommittee (OSR) requests the COA respond to their four question survey. However, the COA Board needs to fully understand how the OSR subcommittee is considering the adult and senior population utilizing outdoor/recreation space before responding to the survey. David and Liz will pull together a response requesting further clarification.

Committee Formation FY13 – Liz Bishop requested each board member to join a committee or subcommittee.

Nominating Committee – Verna indicated the policy for selecting a Nominating Committee is as follows: One person stays on the Nominating Committee from the previous year. Elizabeth Acquaviva will continue as well as Chair the committee. Next, the Chair of the COA Board selects a Board Member. Liz Bishop selected Peggy Hilton who agreed to serve on this committee. Lastly, members of the COA Board can suggest someone from the Board. Liz Thibeault volunteered and the Board supported her joining.

Compensation Committee – Liz Bishop, Verna Gilbert, Abha Singhal and Joanne Willens will serve on this committee which presents information to town Boards regarding COA staff (hiring, hours, salary range).

COA Trips – Joanne Willens will continue on this committee and Abha Singhal will join. The committee plans trips for seniors by calling venues, selecting dates, arranging transportation, if required, and collecting fees, if any.

Transportation (Policy) Committee – Verna Gilbert will continue along with Liz Bishop, Joanne Willens, Mary Daigle and Lillian DeBenedictis.

By Laws – The By Laws have been updated recently so they should not require updating this year.

Long Range Plan and subcommittees – The framework has been done for LRP, but put on hold since January. To complete the vision, Liz Bishop, Liz Thibeault, Abha Singhal and Tom Dunkers will serve on this committee along with Holly Salemy as the Friends Rep.

The topic of candidates running for office requesting to attend COA events was discussed as well as requests from sitting State Representatives. David's experience is that seniors benefit from having State Representatives (not candidates) meet with seniors. However, several Board Members have received negative feedback from seniors when COA events include a State Rep. State Representatives may have office hours at the Town Hall.

Meeting Adjourned at 6:30 PM **Next Meeting: September 18, 2012 at 7:00 PM at Clark Room - Town Hall.**

Respectfully submitted,

Elizabeth Acquaviva