

**Council On Aging
Minutes of Board Meeting
February 19, 2013 - Town Hall Clark Room**

The meeting was called to order by Chair, Liz Bishop, at 10:38 AM. Board Members Present: Liz Bishop, Verna Gilbert, Elizabeth Acquaviva, Abha Singhal, Liz Thibeault, Peggy Hilton, Jean Sain, Joanne Willens, Lillian DeBenedictis, Board Members Absent: Mary Daigle, Tom Dunkers. Associate Members Present: Sandy McIlhenny, Natalie Ives. Associate Members Absent: Natalie Ives, Jim Elgin, Phyllis Goff. Staff Members Present: David Klein, Angela Smith, Debbie Farrell. Staff Members Not Present: Peter Cullinane, Marna Sorenson. Guests: Ned Berube, Dr. Linc Pinsky.

Transportation Report – The January Transportation Report submitted by Debbie Farrell was accepted. Referencing vans by a bus number was deemed very helpful in distinguishing the usage of the two vans. Debbie indicated she would continue to identify them by bus number in future reports.

Social Worker's Report – A report for January was not submitted for this meeting.

Secretary's Report - The Minutes of the January 15, 2013 Board Meeting as submitted by Elizabeth Acquaviva were accepted.

Treasurer's Report - The January Financial Report submitted by Verna Gilbert was accepted. The topic of rotating quarters for allocating social worker expenses was discussed. One quarter the funds are taken from the Community Chest grant and the next quarter, funds are taken from the Special Articles fund. The Special Articles fund can carry over moneys from one year to the next. Van drivers' wages always come out of the LRTA fund prior to using the general fund.

Outreach Coordinator Report – The January Report submitted by Angela Smith was accepted. March through May programs are under-enrolled and Angela is concerned they will be eliminated. She requested the Board Members urge seniors they may know to sign up for the various offerings. Angela spoke about the Boston Post Cane that is now displayed on a plaque in the COA office. Donna Cantrill would like a replica to be passed on to the next oldest Carlisle citizen. She is requesting that, in lieu of flowers, donations be made to cover the cost of the replica cane as well as an honored citizen plaque. A plaque was donated so Angela is researching the plate and engraving costs.

COA Trips – Joanne Willens gave an update on day trips. The Owl Diner was a success with 12 attendees. March 11 is Mangia Mangia. On March 13, Sandy McIlhenny is leading a large group (18 paid to date) to the Boston Flower Show. The topic of transportation for this event was discussed. April will most likely be Bamboo. On May 17, Joanne has a trip planned to Isabella Stewart Gardner Museum and 17 people have paid so far.

Minuteman Senior Services – Jean Sain reported that the March for Meal Campaign is coming up in March where a town official is invited from each town to ride along to see how Meals for Wheels operates. Jean thinks this is more for larger towns with more Meals on Wheels clients. She reported that the Commonwealth Corps has been discontinued since it was too much administrative work. Jean has forwarded emails to Board Members regarding MMSS events and topics which are helpful in keeping the Board current on issues that may affect Carlisle seniors.

Friends of COA – A Friends Rep was not in attendance to give an update. However, Angela and David attended the Friends Board Meeting and gave an update. Angela reported that they discussed the Boston Post Cane and how the donations would go to the Friends. David discussed how they expended

20% of the fuel line item in one month. Fuel assistance went from 47% to 67% expended. The Friends approved the purchase of Zinio, an online magazine subscription that the Friends of Gleason Library would like to purchase along with the Friends of COA.

Director's Report – The January Report submitted by David Klein was accepted. David spent time working on the Annual Report to the town. He talked about the CHNA 15 meetings he attended. At the first CHNA meeting, David met Doug Halley from Acton who spoke of a Transportation Management Association (TMA) they had formed with many of the surrounding towns which could include Carlisle and Westford next year. They have a centralized dispatch whereby each town takes on 2 hours of transportation coordination. They won a \$60,000 innovation grant. David and Tim Goddard will meet with Doug in Acton to explore the benefits of joining the TMA and discuss the membership fee. David discussed the two grants that are covered in his Director's Report. Village Court went smoke free January 1 so the grant money for a program to help seniors quit smoking is welcomed news. The MARTAP mini-grant was awarded and the Ipad purchase will benefit not only transportation but all members of the COA department. The Concord Carlisle Community Chest Allocations Committee is having a site visit on Monday, February 25. David attended a meeting with the Finance Committee and explained that there are some incorrect calculations in the guideline budget which they understood once David pointed them out.

Old/New Business:

-Highland Building – Liz Thibeault attended on behalf of the Cultural Council and gave an extensive update on recent developments.

-A motion was made by Liz Bishop to extend the meeting to 12:35 pm. The motion was seconded and the motion passed.

- Transportation – There were two driver resignations. One driver has a family situation that makes it hard for him to commit to being available to drive. The other driver has typically taken April through August off, but this year he has decided to resign. David discussed the various ways to approach the hiring of new drivers and scheduling all of the paid drivers. Having Debbie schedule drivers takes a lot of her time and having a set schedule may reduce her involvement. Drivers want assurances of how they would be paid. There are also about 25 unpaid friendly drivers who are contacted when a van is not available. It was determined that David and Debbie would continue to develop a plan that they would present to the Transportation Committee to evaluate. Liz T. requested a presentation be made utilizing visual aids to help Board Members understand the various proposals. In addition, David was thanked for his dedication in trying to resolve the scheduling of van drivers and for his many ideas on the possible ways to approach the matter.

Meeting Adjourned: 12:37 PM.

Next Meeting: March 19, 2013 at 10:35 AM at Town Hall-Clark Room.

Respectfully submitted,

Elizabeth Acquaviva
COA Board Secretary