

**Council on Aging  
Minutes of Meeting  
July 26, 2011**

Liz Bishop, Chair, called the meeting to order at 5:31 PM. Board members present: Liz Bishop, Verna Gilbert, Abha Singhal, Elizabeth Acquaviva, Helen Taylor, Jean Sain, Tom Dunkers, Lillian DeBenedictis, Jim Elgin, and Joanne Willens. Board Members absent: Phyllis Goff. Associate Members present: Ted Read, Sandy McIlhenny, Mary Daigle, Natalie Ives. Associate Members absent: Nadine Bishop. Also attending were staff members Debi Siriani and Angela Smith. Carol Killpartrick and Peter Cullinane were not present. Friends' Rep present: Ray Taylor

Liz Bishop distributed copies of the COA policies/procedures, the Massachusetts COA Executive Summary and the COA Annual Report ending December 2010 and asked members to review them at home. She also handed out a signup sheet of various COA committees/groups and requested members add their name to committees since we are a working board. Angela Smith handed out signup sheets asking members to assist with the monthly luncheons offered from September thru June at Minuteman Tech HS School and Nashoba Valley Tech (as well as a quarterly breakfast at Nashoba). She explained that the coordinator reminds attendees of the date/time to avoid the risk of having to pay for a meal when someone is not able to attend. She also handed out an updated monthly coffee host/hostess list reflecting open months as well as volunteer time sheets for anyone who needed one.

**Secretary's Report:** The minutes of the June 28, 2011 meeting prepared by outgoing Secretary, Helen Taylor, were submitted and approved.

**Social Worker:** A June report prepared by Peter Cullinane was submitted and accepted.

**Transportation Report:** Carol Killpartrick's report was submitted and accepted with discussion. Verna asked if last month's discussion of Carol reducing her hours temporarily and Debi and Angela picking up the extra hours was happening and how the two were compensated for the additional work and how it was recorded. Debi stated the payroll change form will be submitted the following day (July 27) showing her and Angela's additional hours on Transportation related duties at Carol's salary level. Angela already took Meals on Wheels as of July 1. These additional hours come from the LRTA budget and are reported separately to Priscilla Dumka.

**Treasurer's Report:** Abha Singhal reported that we are close to the final budget numbers. The formula grant and the mini grant (Concord Carlisle Community) were both completely used. Debi noted that the expenses went over in the general fund (Transportation, Line 14, 138%) because \$2,200 was an estimate and it is acceptable to move funds from one line to another if needed. In addition, the funds not used from the LRTA reimbursement (\$19,000) were returned to the town. The report was accepted as submitted.

**Director's Report:** Debi's report was submitted and accepted with an explanation that the 6 hours of holiday reported in June was actually Memorial Day, which being a Monday, fell into

the first week of June time report. Debi participated in a Mass. Region 4A Public Health Coalition tabletop exercise in Weston on risk management and emergency planning and felt that Carlisle should have a system in place for seniors who may have special needs during an emergency. Reviving Carlisle's Neighborhood Network, involving ham radio operators and working with Emerson Hospital to get information out were all discussed. Liz and Verna felt that we do not want to form a committee, but that the Outreach Coordinator should periodically place an article and special needs form in the Senior Connection Newsletter encouraging seniors to update their particular emergency needs.

**Outreach Coordinator's Report:** Angela's report was submitted and accepted. Angela passed around a signup sheet for karate classes that she hopes to offer. So far 5 seniors have signed up, but she needs 10. She requested that all board members complete and return the Volunteer Forms she previously issued if they had not yet done so. Angela put in about 30 hours of volunteer time on top of her business hours in July.

**Travel:** Joanne Willens reported that the Ogunquit trip went well. She discussed the disadvantage of North Shore Music vs. Stoneham being that North Shore requires a deposit well in advance and is expensive. She mentioned the positive restaurant review in the Carlisle Mosquito as well as the upcoming trips. She invited the Board to join the State House Tour on 8/24. Joanne passed around a form developed by the Travel Committee that she and the Director use to help control and organize each trip offered to seniors. Joanne stressed that drivers should have directions before departing on a trip in addition to GPS. Debi will review this again with the drivers.

**Friends of the COA:** Ray Taylor reported that the Friends overspent last year and this past year they took in less money. As of June, they are halfway thru their budget. However, he stated that money is still coming in and the budget is more for tracking purposes. It can be increased if need be. The Friends are considering block grants to pay for certain programs and will fund a multi-session poetry program in the fall. Angela mentioned that the Friends were willing to pay for the material for a railing for a senior.

**Minuteman Senior Services:** Jean Sain reported that the State Conference Committee restored \$1.7 million to the FY 12 Home Care Budget. Protective Services was increased to \$16.5 million and Options Counseling programs will also be funded.

**Old/New Business:**

1)Revolving Fund updates-Debi discussed with Priscilla and Larry the need to increase the revolving fund limit. The COA needs to present a valid number to the Finance Committee and the Selectman. Debi will bring Ray Taylor (Friends Treasurer) and Abha (COA Treasurer) to the August meeting to explain that having a higher limit for the Revolving Fund does not increase the funding of the COA – it is a pass-through for Friends funds which the COA will use for programs. Debi also stated she would prefer August vs. July meeting to have a chance to get year-end reports from Priscilla.

2)Verna reported that after reviewing resumes and interviewing four candidates for the part-time Administrative Assistant position, the Hiring Committee (Verna Gilbert, Liz Bishop, Joanne Willens, Elizabeth Acquaviva, Debi Siriani) along with Angela Smith had selected a candidate

and needs to present her to the Board for approval. This will be done on Monday, August 1, at 11 am.

3)LRTA/Personnel board - Debi distributed an article published in the Carlisle Mosquito that she was disappointed in because she feels like she was asking for her own salary adjustment. Discussion as to whether this was a PR issue and how we should address it was held. Debi was asked by the Board to document what she does each week for the 2 hours she would like to be paid for by the LRTA. Tim also needs this document. This subject should be addressed at a Compensation Committee meeting.

4)Strategic Long Range Plan (SLRP)-Liz explained that last month's survey discussion was not well received and she clarified her intent to include in the fall town-wide newsletter a page with 3-5 questions in addition to inviting residents to join a focus group to devoted to COA long-range planning. The purpose is to show goodwill as well as create publicity for the COA as a community service organization. All agreed long-range planning is key and should be our focus.

Liz reported that Parkman Howe, who attended our last board meeting as a guest, would like to join the Long-Range Planning Committee.

Next meeting date: **SEPTEMBER 27, 7 pm in the Heald Room at TOWN HALL**

Adjournment at 6:59 PM.

Respectfully submitted,  
Elizabeth Acquaviva  
Secretary