

Carlisle Council on Aging Board Meeting
Zoom video conference
June 16, 2020 Minutes

Board Members Present: Verna Gilbert, Ann Quenin, Maxine Crowther, Abha Singhal, Ann James, Walter Hickman, Donna MacMullan, Jerry Lerman

Associate Members Present: Elisabeth Bojarski, John Ballantine, Wendy Barrow

COA Staff Present: Joan Ingersoll, Angela Smith

Friends Representative: Jean Bagnaschi

Board of Selectmen: Alan Lewis

Guests: Lara Lofdahl (Mosquito reporter)

The meeting was called to order at 8:30 a.m. by Chair Abha Singhal.

Secretary Minutes: A **motion** was made by Walter Hickman to accept the May 19, 2020 minutes submitted by Verna Gilbert and was seconded and carried by voice vote.

Director Report:

- A **motion** was made by Verna Gilbert to accept the June 16, 2020 director's report and was seconded and carried by voice vote.
- New outreach/social worker part-time position: If the COA does not get the \$10,000 requested in Warrant Article 12, then the position will have to be scaled down from 19.5 hours to 12 hours/week. On the Town Meeting Forum site, Abha posted information about the three warrant articles associated with the COA. The FRS Social Action Committee is also advocating for the warrant article. Abha will put a Letter to the Editor in this week's Mosquito.
- The 2% COLA and step increases have been added back into the FY21 budget.
- More people are requesting rides now and more drivers are coming back as well. Donna volunteered to help with Meals on Wheels if needed.
- The board voted not to join Cross Town Connect (CTC) this year as it was felt we would not get enough benefit for the \$5,500 it would cost. The main benefits are ride scheduling and the ability to get grants from CTC.
- Joan spoke to Dorothy, the owner of Flow Transportation. She finally signed the contract and it is on the way to Town Hall.
- Joan will talk to the staff about using My Senior Center to keep case notes and management. That way if one staffer is unavailable, another one could reference the information. That information is not available to others with accounts.

Financial Report:

- A **motion** was made by Verna Gilbert to accept the June 16, 2020 financial report and was seconded and carried by voice vote.
- The budget will be underspent in most areas at the end of FY20, partly because of COVID-19 restrictions and also because the director position was vacant for two months.
- The Friends of the Carlisle Council on Aging (FOCCOA) received two large donations in honor of the work that Angela does for the COA.
- The FOCCOA increased their grant to the COA from \$20,000 to \$24,000 for FY21. That gives the staff more flexibility in using the money. Many thanks to the Friends.
- The LRTA has increased our grant from ~\$47,000 by about \$1,000.

Outreach and Program Manager Report:

- A **motion** was made by Verna Gilbert to accept the April and May outreach/program manager report and was seconded and carried by voice vote.
- Angela reported that many seniors are stressed and feeling very isolated.
- Some ongoing programs include Haircuts on the Go at the Fire Station. Thanks to Chief Sorrows for being so helpful. 36 signed up for haircuts last month. ArtMatters will be online for the whole month of July so people can view it at their leisure. For its original date of April, 100 were signed up. They will be contacted with the new information.
- The Board of Health is uncomfortable with the COA having food related events now but we were able to arrange a coffee and pasty drive-by with Ferns providing the prepackaged food.
- The mini memoir project is ongoing. Ten are signed up now, using the CHNA grant funds. The FOCCOA will provide funding to Nancy Shoet West for another ten.

Social Worker Report: Peter is working with several very needy clients, including a homeless man, some seniors with mental health issues and other seniors when their aides do not show up. He is working extra hours, which are paid for by the Formula Grant. Due to some generous donations, the homeless man is able to spend a couple of nights/week in a hotel. He hopes to get into housing in the Fort Devens area later this summer.

Minuteman Senior Services (MMSS): Sally reported on the June meeting, at which there was discussions about what the 16 member towns and their citizens are doing during the COVID-19 pandemic. MMSS is trying to get more involved at the local level.

Friends of Carlisle Council on Aging: Jean reported that the postcard they mailed stating that that there would not be an annual meeting and asking for donations for those in need generated more donations. The Friends are streamlining how the COA can use the Friends' grant money so there is no need to ask about each small expenditure. The Friends gifted the police lunch at Ferns; they also gave the volunteer firemen gift cards for Kimball Ice Cream. Jean said that at the area monthly Friends meeting, Carlisle was commended for the amount we do, considering how small the town is. Joan credited the staff with making that possible.

Old/New Business:

- Next year's Nominating Committee will be composed of Verna Gilbert (staying from last year as chair), Wendy Barrow (selected by incoming chair Ann Quenin) and Jerry Lerman from the board.
- Verna will send email to board/associate board members starting new terms. They need to send letters to Tim Goddard, a copy of such letter to be included in the email.
- Abha will speak about Warrant Article 12 at Town Meeting on Saturday, June 20. Abha thanked the Board of Selectmen for their continuing support.

Next Meeting: The next COA Board meeting will be Tuesday, August 18, 2020, at 8:30 a.m. (or another time if Joan's schedule changes) via zoom.

Documents Provided (via email):

- Meeting agenda
- Minutes of May 19, 2020 meeting
- June 16, 2020 Director and Financial reports
- April and May, 2020 Outreach and Program manager reports

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- Carlisle Social Work report

Submitted by Verna Gilbert, Secretary