

Carlisle Council on Aging Board Meeting
Zoom video conference
August 18, 2020 Minutes

Board Members Present: Verna Gilbert, Ann Quenin, Maxine Crowther, Abha Singhal, Ann James, John Ballantine, Sally Hayen, Elisabeth Bojarski

Associate Members Present: Walter Hickman, Wendy Barrow

COA Staff Present: Joan Ingersoll, Angela Smith, Carol Grueneich

Friends Representative: Jean Bagnaschi

Board of Selectmen: Alan Lewis

The meeting was called to order at 8:30 a.m. by Chair Ann Quenin.

Welcome to new employee: Ann Quenin introduced Carol Grueneich, our new part-time Outreach/Social worker. She started Monday, August 17. She gave us some of her background and was welcomed heartily by all.

Secretary Minutes: A **motion** was made by Maxine Crowther to accept the June 16, 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 August 18, 2020 director's report and was seconded and carried by voice vote.
- Joan pointed out the format changes to her report. As of this month, she will receive information from each staff member and aggregate it in her report.
- The homeless gentleman that the COA has been helping is now in a permanent apartment as of August 11. Thanks to Peter for all his hard work.
- In addition to online exercise classes on YouTube, several small in-person exercise classes have started outside at the Fire Station. Fitness has a waiting list; all the others have at least 4 attendees. The maximum/class is 10 plus instructor.
- The COA staff meetings in the Clark Room every other week are working out well.
- The Highland Building is physically unsound so we need to figure out where to store durable medical equipment. Other groups in town have similar storage problems. Joan will research the costs of renting a ventilated and lit storage pod after Clyde Kessel lets her know how much space is needed. Can we use revolving account funds to rent a storage pod? Where would it be situated? Joan will also look into nearby storage facilities that might be suitable for the medical equipment.
- A fall flu clinic is being discussed. Issues include safety as well as how to get the forms filled out online or mailed in. Then there could possibly be a drive-by clinic.

Financial Report:

- A **motion** was made by Verna Gilbert to accept the August 18, 2020 financial report and was seconded and carried by voice vote.
- The report has a new easy-to-understand format.
- We have a bit more money in the FY21 budget than in the FY20 budget, mostly due to grant funding. We returned more money to the town than normal at the end of the fiscal year, mostly due to many events being cancelled due to COVID restrictions and because the director position was unfilled for two months.

- The revolving and gift accounts are growing and we need to understand what they can be used for.

Outreach and Program Manager Report:

- Angela is still working with several seniors about foreclosure issues.
- Programs take much more time to organize during COVID than ever before due to safety and health issues.
- Events on Zoom are also being recorded for seniors who do not access Zoom.
- A second group of ten seniors is being sought for a mini memoir project. Those who participated in the first group had positive feelings about it.

Minuteman Senior Services (MMSS): Sally reported on the last meeting, which discussed finances, what services they offer now and issues related to COVID-19.

Friends of Carlisle Council on Aging: The Friends will meet again in September after not meeting during the summer. Jean reported that the spring postcard was responsible for many donations. She hopes the annual fundraising letter will also generate a big response.

Board of Selectmen update: Alan Lewis is on the Highland Building Committee and requested a COA representative. Walter and Joan will be on the committee. Alan reported that FY20 revenues are down a bit from expected and Q1 of FY21 is expected to be down about 1.5%. Carlisle unemployment is about 10%. Fewer Carlisle students are at CCHS this year, so our costs will be down about 3%. Chapter 70 funds have not been cut. Financially the town is in good shape thus far; FY22 is more worrisome. Town Meeting will probably be on Saturday, October 17 outdoors. The town flu clinic will probably be run by Emerson Hospital. Alan thanked the COA for all we do.

Old/New Business:

- COA Committees: The Housing Committee, the Transportation Task Force and the Accessory Apartment Committees will not need additional representation this year.
- Accessory Apartment Committee: Since this committee had to cancel its April open meeting to update residents about accessory apartments, Ann James suggested that an article be written for the Mosquito. She will speak to George Mansfield about writing up some history before he retires. Angela has contacted some who have accessory apartments and will give that list to Elisabeth and Ann James, to see who might add information to the Mosquito article.
- Verna will send a thank you note to Martha Svatek for all the floral arrangements she made for seniors this summer. They were much appreciated.
- Goals for next year: Ann Quenin requested that we all think about next year's goals, with COVID in mind. Joan will make the same request to staff and this will be an agenda item for September.

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Next Meeting: The next COA Board meeting will be Tuesday, September 15, 2020, at 8:30 a.m. via Zoom.

Documents Provided (via email):

- Meeting agenda
- Minutes of August 18, 2020 meeting
- August 18, 2020 Director and Financial reports

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Submitted by Verna Gilbert, Secretary