

**Carlisle Council on Aging and Human Services Board Meeting
in the Clark Room at Town Hall
August 29, 2023 Minutes**

Board Members Present: Verna Gilbert, Ann James, Toni McBride, Mary Cheever, Amy Livens, John Ballantine, Jerry Lerman

Associate Members Present: Maxine Crowther, Dan Barlow, Charlie Cox, Ann Quenin, Sally Hayen

COAHS Staff Present: Carol Grueneich, Melissa Roman

Select Board Liaison:

Friends Representative: Jean Bagnaschi

Planning Board Liaison:

Guests: Kate Reid

The meeting was called to order at 5 p.m. by Chair Ann James.

Secretary Minutes: A **motion** was made by Verna Gilbert to accept the June 27, 2023 minutes submitted by Verna Gilbert. It was seconded and carried by voice vote.

Director Report:

- A **motion** was made by Verna Gilbert to accept the August 29, 2023 Director's Report; it was seconded and carried by voice vote.
- Summer events included two ice cream socials (62 and 50 attendees), the second of which invited the police (Chief Amondela and three others attended). Cribbage and bridge groups were started. Intergenerational events included *Fantastic Sharks and Rays* and *Animal Adventures*.
- A Resource Fair for older adults, Living Well, 60 & Beyond, will be held on November 4 in the school gym. Other departments, non-profits, and some home care agencies and long-term care facilities will be invited. Each group must have some interactive activity and must contribute an article for raffling.
- We received a \$10,000 grant from the National Council on Aging. The focus is for vaccinations; some funds will be for the Resource Fair, which will include vaccinations. Carol will attend a webinar in September that will give more guidance on how funds may be used.
- We are reviewing our services and presentations for caregivers to allow seniors to better understand what we offer and how it complements Minuteman Senior Services. A presentation from the Alzheimer's Association and a caregiver class on self-care through Minuteman will be held in November or December.
- A total of 327 rides were provided from July 1-August 24, 8 of which were long distance rides to Boston. Two new drivers, Steven Haddad and Sharon Brown, have started and are being trained.
- Meals on Wheels volunteers provided 261 meals to 11 recipients July 1-August 24.

Social Worker Report

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- Fifty dollar coupon booklets for eligible seniors were distributed through the Farmer's Market Nutrition Program; 15 received them this year, up from 12 last year.
- Melissa is conducting home visits to build relationships with at-risk seniors who may need help in the future.
- Bereavement and caregiver support groups will restart in September, offering in-person for bereavement, in-person and Zoom for caregivers.
- Thirteen vendors have signed up thus far for the Fall Resource Fair.
- On October 1, Carlisle will have a team of walkers for the Alzheimer's walk event. Anyone interested should contact Melissa.

Financial Report

- A **motion** was made by Verna Gilbert to accept the August 29, 2023 Financial Report. Elisabeth emailed the following: For FY23, unspent funds included \$216 from the State Grant, \$379 from the Community Chest (both to be added to the new fiscal year), as well as \$12,407 given back to the General Fund (mostly due to staff turnover). Unspent Friends funds of \$7,657 will be added to FY24 bringing the total to \$26,000.
- The new budget is roughly 5-6% more than last year. This includes a 33% increase in Direct Assistance. 96% of the ARPA grant for senior home heating was spent last year. The Housing Trust will take over rental assistance after our funds are spent. Much of the ARPA grant for mental health has not been used, so it has been extended to all town employees.

Minuteman Senior Services (MMSS): At their August meeting, MMSS voted on new articles of organization and will vote on new bylaws at the next meeting. This will make the Board of Directors operate more as subcommittees rather than as one group. Operating expenses are at a loss currently, mostly due to delays in receiving state funding.

Friends of Carlisle Council on Aging: Jean informed us that the next FOCCOA meeting is in September. They have started working on their fundraising flyer, which will be mailed end-November. They also support library intergenerational programs and activities.

Old/New Business:

- Anyone who is newly appointed must be sworn in at the Town Clerk's office.
- We voted to keep the day and time of meeting the same as this year-fourth Tuesday at 10:30 a.m. in the Hollis Room.
- The Program Manager job has been offered to Myriam Fleurimond. Now there is an opening for a Transportation Manager.
- Eagle Scout Project: An aspiring Eagle Scout spoke to Carol about a project. Suggestions included a bench near the Benfield trail or something related to the dog park.
- Kate Reid talked to us about her draft proposal "A Vision for a Community Center Using Multiple Venues Instead of a Stand-alone Facility." This is what the COAHS has been doing for years, but does not solve the problem of a drop-in center for seniors. An addition to Town Hall might help. The Community Center Committee will review the proposal and report back at a later date.

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- Staff goals for FY23 (what was proposed and what was completed) and for FY24 were discussed.

Next Meeting: The next meeting will be Tuesday, September 26 at 10:30 a.m. in the Hollis Room at the library. The meeting was adjourned at 6:20 p.m.

Documents Provided:

- Meeting agenda
- Minutes of June 27, 2023 meeting
- August 29, 2023 Director's report
- COAHS FY 23 Staff Goals
- COAHS Staff Goals FY 24
- A Vision for a Community Center Using Multiple Venues Instead of a Stand-alone Facility

Submitted by Verna Gilbert, Secretary and approved on September 26, 2023.