

**TOWN OF ASHBURNHAM
COUNCIL ON AGING
MONDAY – SEPTMBER 12, 2011 – 10:00 a.m.
VETERANS MEMORIAL SCHOOL**

PRESENT: Lorna Fields, Natalie Hallowell, Brian Aho, Ginny Driscoll, Betty Bushee, Carol Hamel, Town Administrator Douglas Briggs, Interim COA Director Maggie Whitney, COA Coordinator Donna Burton, Assistant to the Town Administrator Sylvia Turcotte, Dispatcher John Reilly, Trips Coordinator Mary Lajoie, Lou Carlton, Louise Reid and Outreach Ron Lewis.

ABSENT: Al Hart and Irene Parent.

SALUTE THE FLAG

The Pledge of Allegiance was led by Chairman Brian Aho.
Brian called the meeting to order at 10:00 a.m.

OLD BUSINESS

SOCIAL TRIPS & POLICY

Town Administrator Douglas Briggs explained the updated “Social Trips Van Policy.” The policy will coincide with the Town’s Fiscal Year 2012 budget which is July 1 to June 30 and not the Calendar Year January to December. At the end of the year MART receives \$.34 or 34% per dollar from the Town of Ashburnham. In Fiscal Year 2011 the Town paid MART \$17,000 which included medical trips, social trips and drivers. The Town will receive \$.34 per mile for each trip. There is no \$5 minimum fee for trips. Briggs stated that there will be 28 social trips. The budget is \$60,000 per year or \$5,000 per month. The Fiscal Year 2012 budget is currently \$3,000 over budget. There is a need to advertise for new trips.

A motion was made by Lorna Fields and seconded by Carol Hamel to accept the new trip policy and the vote was unanimous.

MART ADA MEDICAL FORM

The MART ADA Form will be the form used and the Social Trips Form will be defunct in order to comply with the Health Insurance Portability and Accountability Act (HIPPA) of 1996.

A motion was made by Lorna Fields and seconded by Ginny Driscoll to adopt the MART ADA Form and eliminate the current form to ensure confidentiality.

SOCIAL TRIPS COORDINATOR

Trips Coordinator Mary Lajoie will submit trips for the remaining year (January 2012 through June 2012) at the November 14, 2011 COA meeting for the Board’s approval.

THE MOVE FROM VMS TO TOWN HALL

Every available solution was researched for a new home for the seniors including moving to another town. For now, the seniors will move from VMS to the Town Hall auditorium the first part of October 2011. Custodian Ed Schlott is handling the winterizing of VMS (lowering the heat and no running water) until future use of VMS is decided.

The electricity is currently being done, have partitions to separate office areas, the kitchen refrigerator and sink from VMS will be relocated to the Town Hall and a warmer and holder unit will be ordered to replace the stove. That will eliminate the expensive cost of ventilation for the stove. The counters will be relocated as well. Handicap accessibility is available. The move will happen on Thursday, September 29, 2011 and Friday, September 30, 2011 at 7:30 a.m.

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OLD BUSINESS (continued)

Area COA Centers have welcomed the Ashburnham Seniors to join them in their activities, i.e., cards, pool, etc. Regionalization will allow more programming opportunities.

ORGANIZATIONAL CHART AND JOB DESCRIPTIONS

The updated “Organizational Chart” was reviewed and discussed including the minor changes made to job descriptions to coincide with the “Organizational Chart.”

A motion was made by Carol Hamel and seconded by Lorna Fields to accept the “Organizational Chart” and the vote was unanimous.

COA MISSION STATEMENT

The COA Mission Statement was read as follows:

The Ashburnham Council on Aging supports a healthy and enriched lifestyle for our seniors by: identifying their needs and advocating on their behalf; designing and implementing services to fill these needs; assisting seniors to maintain their independence to be active members of our community, and by enlisting the community’s support and participating.

A motion was made by Natalie Hallowell and seconded by Lorna Fields to accept the mission statement and the vote was unanimous.

LOANING OF COA EQUIPMENT

There was a discussion on COA loan equipment such as wheelchairs, etc. An electrical wheelchair was donated to the COA but it was decided that only manual equipment will be loaned.

A motion was made by Carol Hamel and seconded by Lorna Fields to maintain good usable equipment to loan, have participants sign an “Equipment Loan Form” and the vote was unanimous.

A question was asked as to where the equipment will be stored. For the time being, it will be stored at VMS.

NEW BUSINESS

VAN COST TO OTHER SENIOR CENTERS

There was a discussion on having the COA budget pay the \$1 round trip van cost for lunch trips to other COA centers. The funds would come from the program account.

A motion was made by Lorna Fields and seconded by Ginny Driscoll to have the Program Fund pay for the \$1 round trip van fee per person with no more than six trips per year and the vote was unanimous.

COA GIFT FUNDS

There are currently two COA Gift Funds and it was suggested that the two funds be consolidated into one Fund. After much discussion, it was decided to table this to the next meeting until more information was available.

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SENIOR CENTER HOURS

It was noted that the COA will be open Monday through Thursday from 9 a.m. to 2 p.m. because the Town Hall is closed on Friday. Meals-on-Wheel Program will continue on its same schedule Monday through Friday. The Friday meal would either be a frozen meal or arrangements would be made to pick up the hot meals in Gardner and then deliver to the Ashburnham clients.

APPROVAL OF MINUTES

A motion was made by Carol Hamel and seconded by Natalie Hallowell to not read the minutes out loud at the meeting since they were already mailed to each board member and pre-read and the vote was unanimous.

OUT REACH COORDINATOR REPORT

Outreach Coordinator Ron Lewis updated the Board stating that he was following up on issues brought to his attention by the Meals-on-Wheels drivers, COA Coordinator Donna Burton as well as telephone conversations. He also stated that he would like to develop new programs, i.e., “Falls at Home.”

Ron Lewis also stated that the Lions Club helps visually challenged. He noted that the Perkins Institute for the Blind have programs available. Ron also relayed his concern to report things he sees in homes and requires another person when he visits a female. These issues will be addressed further.

TREASURERS REPORT

Total COA Budget	\$22,963
Total COA Budget Spent	\$4,225.14
Total COA Budget Remaining	\$18,737.86

Maggie will check on the budget.

A motion was made by Ginny Driscoll and seconded by Carol Hamel to accept the treasurer’s report and the vote was unanimous.

ANNOUNCEMENTS:

- Louise Reid Book Sale: September 26, 2011 to September 30, 2011 from 9 a.m. to 5 p.m. at VMS.
- Sign-up sheet for lunch with Westminster COA on September 30, 2011.
- The Westminster COA is having a breakfast on October 7, 2011 at 8 a.m. (Scrambled eggs, Sausage, English muffins, juice) Any interest?
- Flu Clinic at Town Hall (Lower Level Conference Room) on October 11, 2011 from 11 a.m. to 1 p.m.

NEXT COA BOARD MEETING

The next COA Board meeting will be on Tuesday, October 11, 2011 and not on Monday due to the Columbus Holiday.

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ADJOURNMENT

A motion was made by Betty Bushee and seconded by Lorna Fields to adjourn the meeting at 12:05 p.m. and the vote was unanimous.

Respectively submitted,

Betty Bushee

Betty Bushee
COA Secretary