

COUNCIL ON AGING

BOARD OF DIRECTORS MEETING MINUTES 09/21/2016

IN ATTENDANCE: COA Director Lynne Stanton, Dot DiChiara, Ron Mertens, Laurel Puchalski, Frank Sadowski
Anita Wright

Three members of public present (John Osborne, Valerie Osborne, Kevin Cuniff)

CALL TO ORDER Meeting called to order at 9:30 a.m.

MINUTES of 6/15/16 unanimously approved as amended on a motion made by D. DiChiara, seconded by A.Wright.

TREASURER'S REPORT (see attached)

- Budget is on target.
- Report was unanimously approved on a motion made by L. Puchalski, seconded by A.Wright

DIRECTOR'S REPORT (see attached)

SENIOR CENTER INITIATIVE

- L. Stanton distributed her summary of the tours of senior centers taken this summer (see attached). Interested in touring a center created by our present plan architect.
- The meeting was opened to public discussion/questions:
 - Question regarding adding a basement for storage? Does it add to physical space requirements?
 - AC/heat options
 - Friends: how they can be of assistance / fundraising
 - COA Building Sub Committee will meet on September 22 and reorganize the structure of the committee
 - L. Stanton will put a request for funding a feasibility study from Capital Improvement Committee by September 30.
 - Discussion of steps for project was held.

OTHER

- L. Puchalski made the motion, seconded by A. Wright and it was unanimously voted to adjourn the meeting at 11:01 a.m.

NEXT MEETING: October 19, 2016, 9:30 a.m., Public Safety Building Conference Room

RESPECTFULLY SUBMITTED BY Laurel Puchalski

TOWN OF GROVELAND
2016 OCT 32 AM 11:00
TOWN CLERK
RECEIVED/POSTED

Groveland Council On Aging

Director's Report

September 21, 2016

Old Business

☞ **Friends of COA Town Wide Yard Sale**—September 18 sale cancelled. Will hold on 3rd Saturday next year.

☞ **Birthday Bash** Now \$8 per person. 10 signed up for September party.

☞ **Van Fare Increase** No complaints so far re. fare increase.

☞ **Summer Parties** were well attended.

☞ **Elder Mental Health Outreach Team (EMHOT)** Groveland (+ Merrimac, Newburyport, Pettengill House, W. Newbury and Salisbury) is now part of a new program (grant recv'd by Amesbury COA) providing mental health counseling to seniors. 6 towns in northern Merrimack Valley. Home visits are available to homebound elders. Focus is on connecting elders w/ primary care (if without), connecting w/ mental health providers, providing crisis intervention and links to services. Meetings / link w/ our police, fire and board of health.

New Business

☞ **Elders** Another protective service report filed this month with Elder Services. Police / ESMV follow up.

☞ **Staff** All is well. Both van drivers will be taking some vacation time. Walt (2 weeks beginning w/of Nov. 13) and Hugh (week of Oct. 9). Nisha has scheduled trips accordingly. Hugh may retire at end of November (to Florida Dec., Jan., Feb.). We've received no response to small "van driver help wanted" blurb included in Sept. newsletter seeking back up. Will run again in October.

☞ **MCOA (Mass Councils on Aging) Conference** I'm registered for workshops on October 27 & 28 (Thurs./Fri.). Overnight stay w/ friend in Mattapoissett (savings for COA)!

☞ **Van** Missing half a rear rubber bumper. Hugh has no idea how it happened (occurred day of Brookline trip to Frederick Law Olmsted home). Front tires may also need replacing in order to pass inspection. Waiting for MVRTA to fit us in.

☞ **MVRTA Bus Service to River Pines** Board of Selectmen asked for a letter of support to have MVRTA provide a bus stop at RP. Attached was my response.

☞ **Work Continues** Effort to offer/increase fitness classes as maintaining muscle mass, strength and balance are a big part of successful aging and aging in place.

☞ **SHINE** Meetings at Elder Services to update on Medicare / insurance coverage and premiums scheduled for September 22 (a.m.) and October 11 (all day).

☞ **FY17 Budget** On track. See Treasurer's Report. Discussion.

☞ **Capital Improvement Committee** Requests/updates due to committee by September 30.

☞ **State Formula Grant** Total is now \$13,560 (increased to \$10 per elder/based on 2010 census). Receipt of funds due start of 2017.

☞ **EOEA (Exec Office of Elder Affairs) Annual Report** submitted. Copies available if anyone's interested (many handouts already for Sept. meeting).

☞ **New Senior Center Initiative** Our tours this summer were productive (visited 6 centers). Tour summary attached. Discussion.

Coming Events

☞ **Halloween** Per BOS meeting on Sept. 19, Town Hall will close at 4:30 on Mon., October 31 to celebrate Halloween.

☞ **October Calendar** Attached. See especially – Rite Aid Flu Clinics, Police Assoc. Harvest Dinner, Ladies Tea, Men's Breakfast

☞ **"Medicare 2017"** Tuesday, November 1 at 9:30am. Handouts w/ updates

Next COA Board Meeting:

Date: October 19 Time: 9:30am

Public Safety Building – Conference Room

Council on Aging Treasurer's Monthly Summary for FY2017
August 2016

ITEM	BUDGET	2015												Year to Date Balances	% Left			
		JULY	AUG	SEPT	OCT	NOV	DEC	IAN	FEB	MAR	APR	MAY	JUNE					
PAYROLL																		
Director	\$2,550.00	\$3,020.10	\$4,076.80														\$45,503.10	86.6%
Office Staff	\$33,400.00	\$1,918.80	\$2,558.40														\$28,922.80	86.6%
Outreach	\$9,270.00	\$475.20	\$633.60														\$7,161.20	86.6%
Van Drivers	\$18,922.00	\$1,087.32	\$1,449.76														\$16,384.92	86.6%
Payroll Subtotal	\$113,142.00	\$6,501.42	\$8,668.56														\$97,972.02	86.6%
EXPENSES																		
Bills Payable	\$6,600.00	\$1,257.02	\$32.43														\$5,310.55	80.5%
Budget Month	\$119,742.00	\$7,758.44	\$8,700.99														\$103,282.57	86.3%
FORMULA GRANT	\$13,560.00																	
Mail Deposit		\$1,905.46															\$1,905.46	
Postage Cost		\$611.82	\$395.05														\$1,006.87	
Mail Balance		\$1,293.64	\$395.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$898.59	\$13,560.00	
Mail Withdrawal		\$1,000.00															\$1,000.00	
Printing		\$321.00	\$375.97														\$696.97	
Outreach		\$190.08	\$491.04														\$681.12	
Other Expenses																	\$0.00	
Grant Month	\$0.00	\$1,511.08	\$867.01														\$2,378.09	82.5%
REVOLVING ACCOUNT																		
Beginning Balance	\$11,211.93	\$11,211.93	\$11,750.20														\$11,211.93	
Taken In		\$886.00	\$200.00														\$1,086.00	
Expended		\$347.73	\$395.06														\$742.79	
Balance	\$11,211.93	\$11,750.20	\$11,555.14														\$11,555.14	



Groveland Council On Aging

Town Hall
183 Main Street
Groveland MA 01834

Phone: (978)-372-1101 Fax: (978)-469-5008

E-Mail: LStanton@GrovelandMA.Com

August 10, 2016

Board of Selectmen
Town Hall
183 Main Street
Groveland, MA 01834

Dear Board Members,

The Council On Aging does not support the recent request submitted by some residents of River Pines at the town's Board of Selectmen meeting on August 9, 2016 for a fixed route bus service/stop at their housing entrance.

We consider the transportation options currently offered to be useful / comprehensive for residents 60+. Current availability is either free (MVRTA) or low cost (through the COA).

Along with the COA's van and volunteer NEET drivers, we offer a transportation program (under-utilized) available through MVRTA (Merrimack Valley Regional Transit Authority) called "Ring & Ride." This ride option, available for *free* to all Groveland residents 18 and older, provides rides 6½ days a week Monday through Friday from 5:00am to 7:00pm, Saturdays from 9:00am to 6:00pm and Sundays (with special appointment). This service is only provided to small towns within the Merrimack Valley *who do not have fixed bus route service*.

While I understand the request for daily scheduled bus service and the ability to access transportation without a prior appointment, what we already offer via Ring & Ride seems to meet the needs of the majority of River Pines residents and provides a no-cost approach. The only limitation is that residents must call in advance to reserve a ride.

Sincerely,

Lynne Stanton
Director

Please **print** or **type**.

Name of COA: GROVELAND COA

Tel. # (978) 372-1101

FAX # (978) 469-5008

MAIL Address: 183 Main Street

(ZIP) 01834

STREET Address: 183 Main Street

(E-MAIL) _____

Current Chair: Ron D. Mertens

Current Director/Coordinator: Lynne Stanton

Days and Hours of Operation: Mon - Thurs 8:00am - 4:30pm Fri 8:00am - Noon

I. Staff/Volunteer Support

A-1 How many **paid staff** 5 ; **volunteers** 68 do you have?

A-2	# Paid Staff	# Volunteers
20 hours/week or more	<u>2</u>	_____
5 hrs./wk. to 19.5 hrs./wk. ---	<u>3</u>	_____
1 hr./wk. to 5 hours/wk. ---	_____	<u>2</u>
10 hrs./year to 50 hours/yr. ---	_____	<u>43</u>
Under ten hours per year xxxxxxxxxxxxxxxxxxxxxxx	_____	<u>23</u>

→ NOTE: Senior Aides are paid staff!

A-3 # 0 Estimated
 Property Tax Work-Off hours at
 COA. **
 Maximum work-off amount **\$500**

** A-3 hours are not included in A-4 unless given beyond property tax requirements.

A-4 Total volunteer hours in FY 2016 >>>>> 1,677

II. Municipal Appropriation to COA in **FY 2017**: \$ 119,742 (salary/operations).

B-1 Municipal gift/donation account: (X) Y; () N. B-2 "Friends of COA": (X) Y; () N.

B-3 In-Kind from Section IX. (Do *not* include volunteers, above). \$ 15,068 → Cf. page 4 of 4.

→ See page 3, section VI A.)

III. Service Counts

A. Unduplicated Elders* Served: # 779 () estimated; (X) actual. [NO penalty for estimates.]

B. Of the Unduplicated Elders in IIIA., note number of WOMEN: 565 ; MEN 214

C. Of the Unduplicated Elders in IIIA., indicate percentage of:

<u>72.5</u> % Women	_____ % Nursing Home
<u>27.5</u> % Men	<u>3.75</u> % Disabled
<u>0.31</u> % Minority	<u>50.94</u> % 75 or over

* created by (computerized) alphabetic roster. Do not submit names!

D. Non-Elder Service Count: 88 (from VII A.) (See page 16 for instructions on above.)

IV. OPTIONAL Please note outreach/support programs, services or activities for persons with Alzheimer's, mental health concerns or other disabilities that may preclude independence in the community

- Groveland is a satellite location of the ACE (Amesbury Caregiver Essentials) support group providing resources, information, respite care for caregivers managing a loved ones care.
- Groveland is also now part of the EMHOT (Elder Mental Health Outreach Team) providing assessment and evaluation re. mental health, helping connect elders w/ a PCP and mental health provider in the area, providing crisis intervention, support, education, and advocacy ... plus other services through the Amesbury COA, Pettengill House and other community agencies.

(you may continue in section VIII).

Name of Council: GROVELAND

<A> Use an "A" to note Actual #'s only.
 NO penalty for "Best Estimates."

N O T E S

V. Programs, Services & Activities

Conducted by COA

Units of Service ("Duplicated")

1 July 15 - 30 June 16

Elders ("UnDuplicated")

1 July 15 - 30 June 16

OUTREACH/ADVOCACY

	<A> Actual	<A> Actual
a. General information services	< >	< X >
b. Case management/advocacy	< >	< >
c. Health benefits counseling (SHINE)	< X >	< >
d. Client finding	< X >	< X >
e. _____	< >	< >
f. _____	< >	< >

PROFESSIONAL SERVICES

	<A> Actual	<A> Actual
g. Group support specify at "ID" →*	< X >	< X >
h. Legal assistance	< X >	< X >
i. Financial Mgmt. specify at ID →*	< X >	< X >
j. Mental Health	< >	< >
k. _____	< >	< >
l. _____	< >	< >

SUPPORT SERVICES

	<A> Actual	<A> Actual
m. Food shopping assistance	< X >	< X >
n. Social (supportive) day care	< >	< >
o. Friendly Visiting	< X >	< X >
p. Telephone Reassurance.....	< X >	< X >
q. Durable medical equipment loan	< X >	< >
r. Employment services	< >	< >
s. Intergenerational	< X >	< X >
t. Transportation (TOTAL)	< X >	< X >
ambulatory	50	2
non-ambulatory	73	40
u. Minor Home Repair	1200	9
v. Newsletter	15	13
w. _____	12	4
x. _____	1152	34
	1115	28
	37	6
	29	17
	13800	xxxxxxx
	< >	< >
	< >	< >

UnDuplicated count will be an estimate.

("new" contacts)

(# of sessions: 16) *ID ACE (Caregiver) Support Group
 Free Legal Monday - Atty. Dalton
 *ID: Reverse Mort. - Prep for Retirement

(# of days/week:)

(include "Are You OK?"/RUOK)
 Elder Affairs notes potential liability issues.

note chore, other: Comm. Service/PRHS students

(X) monthly; () quarterly; () other

Name of Council: GROVELAND

"UnDuplicated"

ELDERS
1 July 15 - 30 June 16

"Duplicated"

Units of Service
1 July 15 - 30 June 16

Conducted
by
COA

Actual

WELLNESS

- y. Health screening
- z. Other health services.....
- aa. Fitness/exercise
- bb. Congregate meals
- cc. Home Delivered Meals
- dd. Health education
- ee. _____
- ff. _____

(# of sessions: 16) Blood Pressure - Hearing
Flu Clinic - Diabetes - Podiatrist
Special luncheons - No congregate site in Groveland
(# of sessions: 6) Healthy Eating

OTHER

- gg. Recreation/Socialization.....
- hh. Cultural events
- ii. Community Education
- jj. _____
- kk. _____
- ll. _____

(# of sessions: 165)
(# of events: 5)
6 events

VI. A. Determine Unduplicated Elders Served: 779

(Also record on page 1
section III. A)

< > (Do NOT sum!) -- see instructions.

B. Latest ESTIMATE of 60(+) Population: # 1988

MY SENIOR CENTER Software
(source of this count)

VII. Service to NON-ELDERS

- NE1 General information.....
- NE2 Transportation (under 60)....
- NE3 Family assistance.....
- _____
- _____
- _____

Units of Service
"duplicated"

Non-Elders
"unduplicated"

(Exclude "a." above).
(Exclude "t" above).

< X >	165	< X >	88
< X >	106	< X >	1
< X >	53	< X >	20
< >	_____	< >	_____
< >	_____	< >	_____
< >	_____	< >	_____

VII. A Determine Non-Elders Served: < > 88

(Also record on page 1
section IIID.)

(Do NOT sum!) -- see instructions.

(-- Page intentionally left blank. --)

VIII. Please highlight or summarize notable COA activities from last year: accomplishments, issues/concerns, initiatives, milestones...(and/or what did *not* happen as expected/hoped). This may be a continuation from page 1 of 4. (You may also attach the annual municipal COA report.) For handwritten submissions, please write/print clearly. *Thank you.*

- * COA's Annual Town Report is attached.
- * Renewed push to build a new Senior Center. Building committee has been formed. We spent the summer touring new Senior Centers in the state (w/ populations similar to Groveland's) for design, functionality, and "wish we had done differently" ideas. Working with Court Street Architects. We've obtained approval by our Board of Selectmen for land near the Town Hall complex where our office is currently located. Big push will be for funding. Education of our residents re the need for separate space will also be crucial.
- * We are a satellite location for a new EMHOT (Elder Mental Health Outreach Team) centered in Amesbury. The 6 COA's, working cooperatively with police, fire, board of health personnel, It's a wonderful concept and could be an excellent model for other cities/towns going forward. Brochure attached.

IX. In-Kind

In-kind represents tangible goods or services generally considered essential for COA operations, but not paid for out of its budget. Such services are *not* supervised by the COA, there is no CORI check or written job description, and the COA typically does not provide orientation, screening, periodic reviews and/or formal recognition of such services.

Typical examples follow. Kindly (X) or indicate estimated value in appropriate categories. In-kind often includes these items and others on the optional Volunteer/In-Kind Resource Sheet/s.

- | | | | |
|----------|-----------------------------------|---------|------------------------|
| () | Rent/Space (gross sq. ft.: _____) | (1021) | Speakers/Presenters |
| (2567) | Transportation | (1200) | Entertainers |
| (3300) | Utilities | () | Furniture/Equipment |
| (3175) | Van, Garaging & Service | () | Supplies |
| (1200) | Custodial/Maintenance | () | Renovations |
| (225) | Plowing/Outside Maintenance | () | Cable TV service |
| (1089) | Durable Medical Equipment | (336) | Luncheons/food |
| () | Recognition Event(s) | () | Books/Videos/Magazines |
| (955) | Donated goods | () | Subscriptions |
| () | Craft workers | () | Intergenerational |

A. \$15,068 Estimated In-Kind **Total**. Please transfer to page 1, item II C. Grant funded positions such as Senior Aides, Green Thumb workers and meal site aide (Elder Nutrition Program only) may be included under in-kind. (This list is not exhaustive.)

VOLUNTEER RESOURCE SHEET

-- OPTIONAL (but see notes, below) --

VRS p.1

NAME OF COUNCIL: _____

FISCAL YEAR ENDING 30 June 2016

Please note the # of positions.	Possible/"typical" volunteer titles. Modify as needed.	Estimated Total Hours	Elder Affairs will assign a standard value if
---------------------------------	--	-----------------------	---

Highlights of Senior Centers Tour

September 21, 2016

To Begin: All of the COA directors were open, welcoming and provided detailed / specific information on their centers. Each director showed great determination in their efforts to get a new center built, *persevered for years* in the face of adversity, and were understandably proud of the finished results.

My Point of View: Unlike other participants on our summer senior centers tour, I viewed the new facilities with an eye toward how Groveland residents / COA staff would use the space:

- ✓ Is the entrance open and bright ... welcoming? Is there sufficient room for wheelchairs and small gatherings before and after programs?
- ✓ Are the offices up front and accessible? Can staff see what's happening? Do they offer privacy?
- ✓ What programs / services do we provide and what space would work? Foot clinics, blood pressure clinics, SHINE counseling, food pantry, or privacy for outreach?
- ✓ How would we prepare for programs and events (proximity to storage space – bathrooms, kitchen etc.)?
- ✓ Is there easy, direct access to the kitchen (food delivery, meals on wheels drivers etc.) from outdoors.
- ✓ How much walking is involved to go between offices and program / event space?
- ✓ How would van drop off/pick up work?

Another concern was how a new facility would be maintained – from a “cleaning” perspective. How accessible was lighting, would the floors be easy to clean / maintain (Sterling), do windows pop in, and what materials were best for counters and work surfaces?

Furnishings were a big topic. After funding was obtained for the site/structure, what did towns do to furnish the space? One site received donations from a hotel, another from a medical facility, another from a bank. The overall effort was to just-say-no to “donations” from citizens (to avoid becoming a mishmash dumping ground).

I also looked at what might be an *unnecessary* expense for us (libraries, media rooms etc., grand foyers etc.).

Funding: While there is currently no state/federal funding for new building, several towns succeeded by partnering with others (MVRTA link, builders who received 40B concessions) or by offering “something for seniors” when a new school or police station were being built. Parts (rooms, outdoor space) of a new building were also “gifted” by companies or generous benefactors (furnishings, rooms, kitchen equipment, TVs or pool tables). *Friends* groups were also instrumental in the fundraising effort.

My Pick: In the end, my personal preference was the Westminster Senior Center. The size seemed perfect, the layout was clean, easy to get in and out of, reception area was open and bright and had little “wasted” space. The outdoor space (gardens done as an Eagle Scout project) was small, yet attractive.

I will be sending a final copy of the tour summary to each COA visited and will also send a copy to MCOA (Mass Councils on Aging). All COAs appreciate knowing what's been successful elsewhere.

The design for our current 5,600 sq ft space was done by Joseph Rizza from Courtstreet Architects of Newton Center. I plan on visiting a senior center that they've built to compare to those we've seen designed by others.

As an aside, I will be attending 2 part workshop at the annual MCOA conference in October on:

“What it takes to develop and build a successful center for older adults” with John Catlin, AIA a partner at Catlin + Petrovick Architects. It should offer useful information.