

MINUTES
COUNCIL ON AGING

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TOWN CLERK

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MILLBURY, MASS

Date: January 15, 2014 at 7:30 A.M.

Present: Richard Townsend, Lorraine Hayes, Stephen Walinsky, Everett Grahn, Margaret Masmanian, Lee Ayotte, Stuart Mulhane, Betty Hamilton, Edna LaPan. Marie Kosiba, and Judith O'Connor

Absent: Helen Mankevetch

Vouchers: The vouchers were signed by all members present

Minutes: A motion to accept the December minutes was made by Everett Grahn, Seconded by Lorraine Haynes. Vote unanimous.

Correspondence

A letter from the Town Clerk advising us that the State Ethics' on-line training must be completed by April 2, 2014. All Board members signed their notifications. All Board members sign their acknowledgement of receipt of the Town of Millbury's Harassment of Individuals in Protected Classes Policy.

Received an E-mail from Deacon Jack Franchi regarding the presentation on Jan. 27th "Veterans Hospice" sponsored by Compassionate Care Hospice of Worcester.

Received an e-mail from Maureen Sendrowski confirming the Osteoporosis talk on March 24th and the Osteoporosis Screening on March 31st. that is being provided by VNA Care Network and Hospice.

We received a Memorandum of Understanding from the RSVP Worcester Area Volunteers Program that will be in effect until March 31, 2016. A motion was made by Everett Grahn to have the Executive Director sign the agreement. Seconded by Lee Ayotte Vote Unanimous.

We received a Business Associate Agreement from Elder Services of Worcester. The purpose of the agreement is to satisfy certain standards and requirements of the HIPAA Privacy Rule. A motion was made by Steve Walinsky to have the Executive Director sign this agreement. Seconded by Edna LaPan. Vote Unanimous.

Received a letter the Exec. Office of Elder Affairs offering a supply of Emergency Kit checklists from FEMA, along with some prescription advantage posters. Mrs. O'Connor stated that these items have been placed on the bulletin board.

Received a letter from the MA Emergency Management Agency offering safety tips of extreme cold weather. Mrs. O'Connor stated that these tips have been put in the Jan. newsletter.

Received Flyers regarding Senior Care Options (SCO) Program. This is for individuals 65 and older who are eligible for Mass Health and live in the service area.

Report of Standing Committee

- A. *Budget & Finance* – Mr. Townsend reported that he, Mr. Walinsky and Mrs. O'Connor worked on the F.Y. '15 budget. The Salaries went up, but the utilities are down so the budget that was sent to the Town Manager on 1/9/14 was for \$141,383.00 down from \$143,723.00 (copies were given to members.) A motion was made by Everett Grain to ratify the COA budget that was sent. Seconded by Lorraine Haynes. Vote unanimous.
- B. *Personnel* – Ms. O'Connor reminded the Board that we need to continue to request the Adm Asst. position as the Senior Aide can only work for the Town for 1 year.
- C. *Nominating* – no report
- D. *Legislative* – Mrs. O'Connor stated that the main concern is the Food stamp program SNAP. She explained that the food pantry has increased in requests as the food stamp allotment has decreased for many families.
- E. *Senior Center – Policy Committee*- No requests at this time.
- F. *Building Maintenance/Equipment.* – Mrs. O'Connor reported that there was a leak in the ceiling in the Men's room. The custodians went on the roof and found the seams had a few cracks. When the weather is warming they will put a sealer in it. If that doesn't work we will have to call roofers for a repair estimate.

OLD BUSINESS

Elder Care Services/Nutrition Program- Mrs. O'Connor reported that the nutrition program is still in need funds. Mrs. Kosiba gave a reported on the free Breakfast that are being served the 2nd and 4th Tuesdays of each month. We will now be offering this program every Tuesday starting the 1st week in Jan. Elder Service will be giving all their employees a 3% pay increase.

Intergenerational/Friendly Visitor – The "Helping Hands" program for snow removal is going well; we have lots of teens.

Elder Service Work-off Program - This program is running very smoothly. We have 19 active individuals on this program.

Report on the Friends of the Millbury Seniors, Inc. - The "Friends" group has decided that they will sponsor the Memory walk in the garden. The members received conformation from the Friends President, Phil Connor. Mr. Ayotte worked with the custodian on the amount of bricks needed along with the estimated cost. Prices for the purchase of a brick be determined at our next meeting.

Mr. Ayotte reported on the Brochure for the Council on Aging and the Senior Center. He gave all members present a draft for their review.

NEW BUSINESS;

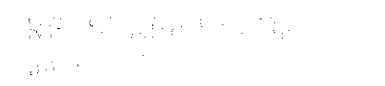
Vacations: Mrs. O'Connor reported that she will be on vacation from Jan. 23rd to Feb. 10th and Sharon Davolio will on vacation March 3rd through Mar. 7th. She also explained that vacation time is given monthly and put on the employees pay stubs so they know how much time they have to use.

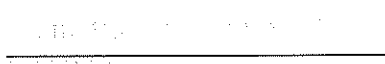
TREASURER REPORT: Voucher totals through January – Casella, \$114,58, , Ray's True Value \$113.96, NStar, \$336.72, Direct Energy, \$494.67, Powers \$90.00, 24.00 , Nat. Grid \$695.52; Belmont Spring \$5.38, EOEI Formula Grant Friends \$121.97,


A motion to adjourn at 9:10 AM was made by E. Grahn. Seconded by Lorraine Hayes. Vote Unanimous.

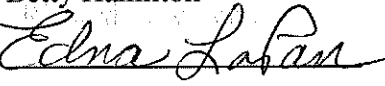
Next meeting will be held on Wednesday, February 19, 2014 at 7:30 A.M.

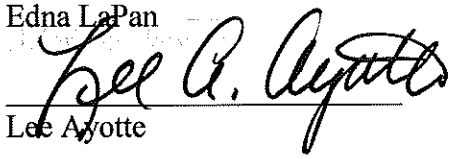
Respectfully submitted,
Judith O'Connor



Richard Townsend

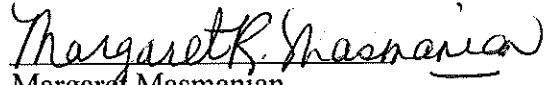

Helen Mankevetch


Stuart Mulhane

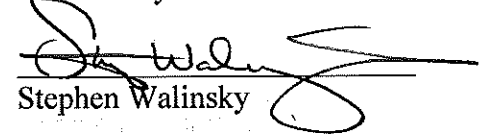
Betty Hamilton

Edna LaPan


Lee Ayotte


Marie Kosiba


Margaret Masmanian

Everett Grahn

Lorraine Hayes

Stephen Walinsky