

**COUNCIL ON
AGING
MEETING
MINUTES**

February 4, 2014 9:15am

Upton Senior Center – 2 Farm Street, Upton, MA 01568

In Attendance: Chair, Betty Consigli; Vice Chair; Grace Wadsworth, Secretary Myra Bigelow, Members Judith Katz, Judi Blanchard, Holly Whalen, Bobbi Grenard, Richard Provost, COA Director Janice Nowicki and new attendee Carolyn Lutz.

1 The February 4th Upton Council on Aging meeting was called to order at 9:15am by Betty Consigli.

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3 A question on the prior meeting minutes were brought up about Karen's temporary position at the
4 front desk. This being a temporary position until the new director can go through the proper hiring
5 process. Also Director Nowicki's name was misspelled. These meeting minutes of January 6, 2014
6 were approved.

7
8 Director Nowicki submitted her report to the COA Board as to her goals that she will be working
9 towards. She will focus on the COA's budget and hopes to become very visible in the Community.
10 It was noted that not all the seniors were checking in on the "My Senior Center" however this
11 problem is being addressed. This is important information that indicates how many senior's utilizes
12 the Center.

13
14 The new Director has recently met with many of the Town's Department Managers. The Library
15 offered a bookcase for her office. Sergeant Vass has suggested coming to the Center every other
16 Thursday to have an open or private discussion with any senior interested in sharing anything of
17 concern.

18
19 Holly will be maintaining a log of home visits, requests for fuel assistance, food stamps, insurance
20 matters and any other assistance she has provided. It is important that the Center has the paper trail
21 needed in applying for Financial Grants. To become more visible to the seniors at Millhaus, Holly
22 will be meeting every month at the Millhaus Lounge for coffee hour from 10:00-11:00am. This
23 will allow seniors to voice any questions or concerns they may have. She is also planning a similar
24 visit to the Coach Road residence.

25
26 The monthly Men's Club supper will no longer require tickets. At February's supper, Grace will
27 have an alphabetical list of attendees that she will check off as they arrive.

28
29 **BUDGET DISCUSSIONS:** The van will now be serviced by the DPW Department. This will be
30 more convenient as they can service this van during the driver's off time. Also having a mechanic
31 on site benefits the town financially. The Town Manager Blythe Robinson and COA Director
32 Janice Nowicki are in discussions about hiring an additional driver working eighteen hours per
33 week thus filling in the gap of afternoons and Fridays. Drivers are required to be certified by proper
34 training. Currently the Center's driver, Steve, works Monday – Thursday at nineteen hours a week.
35 By adding this additional driver, the Center will be better able to accommodate seniors for their
36 appointments.

37
38 Director Nowicki has asked Karen Varney if she is interested in applying for the permanent part-
39 time (18 hours) position that is open at the COA. Karen has been filling in on a temp basis for the
40 past few months. Director Nowicki will be meeting with the Board of Selectmen on February 18th

41 to discuss the Departments budget. The COA has agreed to donate \$500 to Tri-Valley. Also it was
42 agreed to contact the Town Accountant and have him set up a separate account specifically for
43 donations.

44
45 **NEWSLETTER:** The printing of the Chronicle by an outside vendor with the format of using
46 paid advertising to absorb the cost was discussed and approved.

47
48 **VOLUNTEER PROGRAM:** COA Member Judi Blanchard suggested that name tags be used
49 during special events. Edna Lariviere and Virginia Fusco continue to do a great job decorating the
50 Center. They are asking for volunteers to assist. COA Member Gus Defresne has volunteered to
51 make reminder phone calls to individuals that have signed up for events.

52
53 **LUNCH TIME:** Al Vautour, Nutrition Center Manager, Tri-Valley, suggested changing the lunch
54 serving time to 11:30. This will enable quicker clean up when events are scheduled. Al will have
55 to get approval from Carmein and survey the lunch individuals.

56
57 The morning exercise class is not making enough to pay the instructors which are paid from the
58 revolving fund. The program is not self-supporting. The thought is to increase the price from \$3 to
59 \$5. There also may be a wellness grant to apply for.

60
61 An eagle scout called to ask if we need any room refurbished or pained and if we could think of a
62 project that would help the Center. He needs to know as soon as possible so he can get the
63 paperwork approved with the work starting in about 6 months.

64
65 The next Council meeting will be held March 3, 2014 at 9:00am.
66 Meeting adjourned at 10:50am.

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68 Respectfully submitted,
69 *Myra Bigelow*
70 Secretary