

**COUNCIL ON  
AGING  
MEETING  
MINUTES**

**April 7, 2014 9:20am**

***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, Maria Griffin, Holly Whalen, Bobbi Grenard, Richard Provost, and COA Director Janice Nowicki.**

1 The April 7<sup>th</sup> Upton Council on Aging meeting was called to order at 9:20am by Chairperson Betty  
2 Consigli.

3  
4 The meeting minutes of March 3<sup>rd</sup> were approved after noting that the Police Department will be  
5 sponsoring the spaghetti supper on May 1<sup>st</sup> not the Fire Department as noted in these minutes.

6  
7 **DIRECTOR’S REPORT**

8 In her monthly report, Director Nowicki stated that Tri-Valley’s March for Meals was a big success  
9 raising a generous amount of funds. This funding will help insure that no one is turned away from  
10 a meal. The first soup and sandwich bar was enjoyed by all with the help from Al who did a  
11 fantastic job. There was some hesitation in the beginning from the Tri-Valley supervisors, who  
12 later joined in with helping out. Possible future events in the planning are a salad bar and  
13 summertime cookouts.

14  
15 May, June and July, Holly will be driving one day a week on Friday’s. Preference will be given to  
16 Senior’s that have not regularly requested van transportation. Other possible road trips include  
17 Tower Hill Botanicals in West Boylston and the Butterfly Place in Littleton.

18 Discussion took place as to the ongoing transportation needs of the Center and as yet no word on  
19 or if we will be getting a second van.

20  
21 Director Jan was pleased to announce that Holly Whalen received a bonus for exceeding her  
22 responsibilities and going above and beyond as the interim Director.

23  
24 The applications for the Department Specialist position at the Senior Center was narrowed down  
25 to three finalists by the Personnel Board. Interviews will take place the week of April 14<sup>th</sup>. Director  
26 Jan, Holly, and Personnel Board member Bob Carnegie will conduct the interviews.

27 Attendance at the Center has increased by the information supplied by the “My Senior Center”.

28 The “My Senior Center” system needs to be updated with the card games.

29  
30 Jan is working closely with Holly to find the most efficient way to document her Social Services  
31 assistance. In a discussion regarding the Formula Grant, it was noted that the numbers supplied by  
32 Holly appeared to be on the low side.

33 The SHINE program, a program that works to assist with the health needs of the seniors, are made  
34 up of volunteers. These volunteers are required to attend monthly meetings along with a yearly  
35 exam. The exam this year will be the week of April 7<sup>th</sup>.

36 Both the reports were accepted.

37  
38 **BUDGET**

39 It was reported that the trash removal bids from our current provider came in fifty-three thousand  
40 dollars (\$53,000) higher than last year. Cuts are being considered in several department budgets.

41 This puts the possibility of a 2<sup>nd</sup> driver in jeopardy. Both the Town Manager and Director Jan are  
42 working on a plan to appoint volunteers that would like to assist in transporting senior and possibly  
43 become part of the tax work off program.

44 The increase of the M-U school budget also was part of this discussion.

45  
46 The volunteers checking Senior's in for the Men's Club supper in April is Bobbi and in May Judi  
47 has offered.

48 The next Council meeting will be held May 5, 2014 at 9:00am. In April chicken pot pie will be  
49 served with a pasta supper in May.

50  
51 The volunteer Recognition on April 11<sup>th</sup> is expected to be very well attended. Tri-Valley and  
52 Director Jan are putting together small gifts for all the volunteers.

53  
54 Instead of the usual hour for Thai Chi and Friday's exercise classes, they will be cut down to forty-  
55 five minutes for more cost effective measures. The fee of \$3.00 will remain the same.

56 April 1<sup>st</sup> the new Line Dancing program got off to a slow start. Director Jan is hoping that once  
57 word spreads about the program there will be more participants.

58  
59 Several handouts were received by the members including Town of Upton Harassment Policy, and  
60 COA Job Descriptions. Discussion on what we expect from the Director and the COA Board. Facts  
61 about Upton's population were reviewed.

62  
63 A staff meeting was held on April 7<sup>th</sup> to review the revised bus driver policy that Janice completed.  
64 She is also working on developing new policies for the COA.

65  
66 A big thank you goes out to Millhaus resident Virginia Fusco who has volunteered to assist Senior's  
67 on their shopping trips.

68  
69 The members talked about joining the Community Garden and are interested to do so.  
70 Director Jan is working on making the second page of the Chronicle and event calendar to be used  
71 for a program reminder.

72  
73 Patricia Parent, Town Nurse will be exchanging the used need containers for new ones. Anyone  
74 wishing to drop off used needles can do so on blood pressure day. This town service is not known  
75 to many individuals and word needs to be spread perhaps with advertising.

76  
77 The Millhaus non- smoking policy was revised and includes the ground at Millhaus. This policy  
78 is effective June 1<sup>st</sup>.

79  
80 Monday, May 5<sup>th</sup> is the next scheduled Board meeting.

81 Meeting adjourned at 10:23am.

82  
83 Respectfully submitted,  
84 *Myra Bigelow*  
85 Secretary