

**COUNCIL ON
AGING
MEETING
MINUTES**

June 17, 2014 9:07am

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

In Attendance: Chair Betty Consigli, Vice Chair; Grace Wadsworth, Secretary Myra Bigelow, Members, Maria Griffin, Judi Blanchard, Richard Provost, and COA Director Janice Nowicki.

1 The June 17th special (emergency) meeting of the Upton Council on Aging was called to order at
2 3:10pm by Chairperson Betty Consigli. Also in attendance were residents Carolyn Lutz, Barbara
3 Morgan and Alice Kendall.

4
5 There were no reports to review.

6
7 The purpose of this meeting was to update the Board on staffing at the Center. Jan reported that
8 she is actively looking for an eight hour a week bus driver to work mainly on Fridays and a few
9 hours in the afternoons.

10
11 When the renovated Town Hall opens in late summer, our maintenance employee Paul will be
12 transferred there working full time and at other town departments. The COA will therefore need to
13 hire a janitor to replace him. Jan is looking into sharing a cleaning company with the Town of
14 Northbridge. If that does not turn out to be cost effective, she will hire someone for 1.5 hours per
15 day for 5 days.

16
17 Jan stated that Holly Whalen has resigned from her position as Social Services Coordinator for the
18 Town of Upton. Jan will be actively looking for a qualified person for this position working 35
19 hours a week. The Social Services job description is currently being reviewed. A representative
20 from the SHINE program has offered the Center a SHINE Volunteer Counselor to assist us in our
21 community needs. This counselor is scheduled to meet with individuals starting on Friday, July
22 18th.

23
24 The next meeting will be held July 7th at 9:00am.

25 Meeting adjourned at 3:18am.

26
27 Respectfully submitted,

28 *Myra Bigelow*

29 Secretary