

**COUNCIL ON
AGING
MEETING
MINUTES**

August 4, 2014 9:04am

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

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

1 The monthly COA meeting was called to order at 9:04am by Vice Chair Grace Wadsworth. In
2 addition to the members, there was one resident of Millhaus that attended this meeting.

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4 The July 7th meeting minutes were approved as written.

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6 **DIRECTOR / SOCIAL SERVICES REPORT:**

7 The hiring process is moving forward for the van driver and the Outreach Coordinator. Two
8 applications for the part-time van driver have been received and reviewed and twenty-nine
9 applications for the Outreach Coordinator have been received. The Personnel Board has
10 reviewed these applications and narrowed the candidates down to ten. After assessing these
11 applicants, Jan narrowed those down to five. Director Jan, COA Member Judi Blanchard and
12 Personnel Board member Dave Scribner interviewed five of these applicants on Friday and
13 selected three for a second interview to be held sometime this week. Jan has asked Sgt. Lisa Vass
14 to assist her with these interviews.

15
16 Two companies have expressed an interest in providing cleaning services for the Center. Both
17 toured the Center and the lowest bidder had excellent references. The dollar amount was in the
18 same park as for both on staff custodian vs. contract. The term of the contract would be for
19 eleven-months, and during that time, management can evaluate their performance. Jan noted that
20 hiring an outside cleaning services has a lot of benefits.

21
22 The Miss Mendon breakfast was not well attended.

23
24 A new free breakfast package program was introduced by Tri-Valley. Seniors can sign up with
25 Jan and receive a week worth of breakfast. A monthly report is submitted to Carmine at Tri-
26 Valley. Jan then noted that someone has gone into the fridge and helped themselves to the
27 muffins in these packets. This is unacceptable. Individuals need to see Jan for distribution of
28 these packets. A breakfast type sandwich may be forthcoming to the Center for a fee of fifty-
29 cents. Jan has asked Tri-Valley for a sample sandwich to assess.

30 Both the hamburger and hot dog cook-out was very well attended. Jan is considering offering a
31 week-end cook-out program once a month.

32 Both the Whale Watch and Thimble Island day trips were enjoyable times for the seniors. When
33 the trip coordinators return from vacation, additional trips (like Foxwoods) will be scheduled.
34 Jan is working with the Northbridge Director in combining senior events.

35
36 Jan will be out of the office on Monday, August 25th.

37 Social Services continue to be a great need for seniors and Jan has been working to help out in
38 this area until this position is filled. A new program Jan is working towards, is a program geared
39 to visiting residents at Millhaus.

40

41 Veterans Agent and SHINE Counselor Robin Fletcher is available to assist Medicare individuals
42 with insurance questions. If you are not a veteran, residents can make an appointment with
43 SHINE Counselor Marcie by calling the Center.

44
45 The budget is on track going forward.

46
47 The Health fair scheduled for September 22nd has been rescheduled in conjunction with the
48 Board of Health's flu clinic in the fall.

49 Jan noted that we are fortunate to have funds and a community that cares, as there are senior
50 centers in Mass that are closing due to lack of funding and community commitment.

51
52 NEW BUSINESS:

53 Jan is working towards scheduling the fall months. The Center recently purchased an exercise
54 video that was well received.

55 The Center's bulletin board is constantly updated for any program or schedule changes.
56 COA Members had a discussion about placing a bulletin board at the Coach Road apartments so
57 the Center can post current program events thus having better communications with the
58 residents. Jan will call Betty at Coach Road for her input and approval.

59 Jan informed the members regarding the Social Services position saying she is hopeful to have a
60 person on board by Labor Day and added that this new hire will
61 devote 90% of her / his work time in Social Services. There are a lot of individuals that have no
62 one to help them and the need to focus on them.

63 Member Dick Provost feels more emphasis needs to be placed on the residents of Coach Road
64 stating that some seniors would attend the Center if transportation is available. Jan responded by
65 saying yes definitely transportation is and has been available to them.

66
67 The next COA meeting will be Monday, September 8th at 9:00am.
68 Meeting adjourned at 9:34am.

69
70 Respectfully submitted,
71 *Myra Bigelow*
72 Secretary