

# Wayland Council on Aging

## MINUTES

OCTOBER 7, 2014

8:00AM

SELECTMEN'S MEETING ROOM

<b>FACILITATOR</b>	Betsy Soule, Chair
<b>NOTE TAKER</b>	Mary Antes, Secretary
<b>ATTENDEES</b>	COA Board Members Present: Betsy Soule, Chair; Mary Antes, Evelyn Ekmejian, Carol Glick, Nancy Leifer, Becky Patterson, Ellen Scult, Denise Yurkofsky, COA Board Members Absent: Bill Sterling <u>Director:</u> Julie Secord <u>Guests:</u> Nan Balmer, Don Bustin
<b>PUBLIC COMMENT</b>	There was no public comment.

### Agenda topics: Meeting Convened at 8:05am

#### INTRODUCTIONS

BOARD

<b>DISCUSSION</b>	The board members introduced themselves and welcomed new Town Administrator, Nan Balmer.
<b>ACTION</b>	

#### MINUTES

BOARD

<b>DISCUSSION</b>	The minutes of September 2 <sup>nd</sup> were deferred.
<b>ACTION</b>	

#### BAY PATH

BOARD

<b>DISCUSSION</b>	There was no report. The Bay Path Annual Meeting is October 31 <sup>st</sup> from 8 to 10am The board agreed to nominate Harriet Onello for volunteer of the year.
<b>ACTION</b>	Carol Glick will take over for Evelyn for the remainder of the year.

#### FRIENDS OF THE COA

JULIE SECORD

<b>DISCUSSION</b>	The Lobster Fest was sold out. The first-ever art sale was successful; several paintings were sold with the COA getting 40 percent of the sale price. The fund-raising letter will be mailed in the spring.
<b>ACTION</b>	

#### COA/COMMUNITY CENTER ADVISORY COMMITTEE

JULIE SECORD

<b>DISCUSSION</b>	Appointments to the committee will be made on October 20 <sup>th</sup> . Bill Sterling will represent the COA Board. Julie would like to be appointed from the staff. Nancy suggested putting together a video showing the COA's space needs and the work that goes into moving equipment from the center to programs scattered throughout the building and beyond.
<b>ACTION</b>	

#### DIRECTOR'S REPORT

JULIE SECORD

<b>DISCUSSION</b>	The October luncheon was a big event. Julie would like to have a central parking calendar in order to avoid having multiple large meetings scheduled at the same time. My Senior Center software has been installed; it keeps good statistic, which will be helpful in completing the end-of-the-year statistics. Users will have fobs to check in; offsite instructors will be able to scan participants using portable scanners. Julie would like to partner with the Wayland Business Association (WBA) to get discounts for those who
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	<p>have the fob. Users are becoming more flexible as the technology changes.</p> <p>The tax work-off program is not fully subscribed because the IRS requires participants be town employees. Many feel that the paperwork invades their privacy. In addition, departments have been slow to design jobs although many jobs are more creative to take advantage of the high skill levels of seniors.</p> <p>Julie was disturbed to learn that payroll was off by \$200 and a bill that was submitted in June was charged to the system in July. She wants the staff to receive more training on the MUNIS system so prevent similar situations in the future.</p>
<b>ACTION</b>	

**OPERATING BUDGET**

JULIE SECORD

<b>DISCUSSION</b>	<p>The Finance Committee guidelines call for level services this year, not a level funded budget. The budget will be the same as last year except that Julie would like to increase overtime from \$200 to \$500. At time and a half, the hourly overtime rate is \$42 per hour. She has requested rate increases from transportation vendors. Medical taxi vouchers provide a small subsidy to its users. If more widely used, the board would have to consider an increase or policies that limit its use. Julie would like to request for a part-time program coordinator as discussed previously. The Personnel Board will consider requests for new positions at its November meeting.</p>
<b>ACTION</b>	<p>It was moved, seconded, and voted unanimously to approve the budget with the vender increases (Yurkofsky/Patterson).</p>

**CAPITAL BUDGET**

JULIE SECORD

<b>DISCUSSION</b>	<p>A request of \$500,000 for design will be included in the 2016 capital budget and a request for \$4.5 million will be requested in 2017. This will include the walkway, art center, and gym.</p>
<b>ACTION</b>	<p>The meeting was adjourned.</p>

**SENIOR TAX RELIEF**

JULIE SECORD

<b>DISCUSSION</b>	<p>The committee will meet in November to refine a letter to the state requesting changes in the eligibility levels for senior tax relief programs. It is also working on an information card that will publicize the current programs. Ellen will talk about tax relief options at the COA this month.</p>
<b>ACTION</b>	

**ADJOURNMENT**

<b>DISCUSSION</b>	<p>The next meeting will be Monday, November 3, 2014 at 8 am.</p>
<b>ACTION</b>	<p>The meeting was adjourned.</p>