

## **West Boylston Council on Aging Meeting Minutes**

### **November 19, 2009**

Meeting was called to order at 5PM by Chair Joanne Vaudreuil. All members were present except for Carol McGuiggan and Associate member Nancy Barakian.

Marcia reported the Boylston Council on Aging Board voted not to attend the meeting tonight, secondary to some concerns. Town Administrator, Leon Gaumond spoke to the Boylston Town Administrator, who assured him, she will speak to the Board, and they will be attending a meeting in the near future.

Secretary's report was read, a motion was made and seconded to accept as read; motion passed unanimously. Minutes were signed and dated by the Chair, and will be given to the Town Clerk's Office.

Marcia reviewed Managing for Results statistics for the month of October; numbers stable this month, with some increases, especially in units of service and family assistance. Marcia added the category in transportation, of total trips scheduled and actual number of trips.

Marcia presented the "Flu Policy" she wrote for the Council on Aging. The policy was accepted as written with a unanimous vote.

Marcia discussed the FY2010 budget given to her by the Town Administrator. She states there is no room for any cuts in the budget, in that it included her salary and the telephones, with only the addition of newsletter formatting this past year. Marcia will try to have this preliminary budget done by the next meeting. Marcia also reviewed paperwork on grants available for building from the USDA. She will forward this info to Leon and the Building Committee.

Marcia reviewed upcoming programs for the month of December, which is a full month of programs, despite the holidays. The results for the energy saving workshop presented by MMIA were reviewed; results were favorable. Marcia stated she will run this program again next Fall.

Marcia presented the returns from the 'Satisfaction Survey' distributed to participants; results were favorable, except where space was concerned. Most everyone felt space is inadequate for services provided.

Marcia then presented a packet, put together by Emmett, Executive Office on Elder Affairs, on COA Programs & Activities. Many of these are wonderful programs, but we are unable to start many of them due to lack of space.

In new business, Marcia asked that a policy be created to cover Alternate Drivers, who are not covered under the Personnel Bylaws of the Town; a motion was made that the Alternate Van Drivers will be covered under the Personnel Bylaws, and that they will receive step raises at 2 year intervals, starting with their hire date. If they have not worked, they will be given the raise the next time they work. Motion was seconded and passed unanimously.

Marcia next requested a Fall Policy be created after an exercise participant fell, and other participants helped her up despite the please not to move her by the Dining Room Manager. A motion was made that in the event of a fall in the Senior Center, 911 will be called to evaluate the person. The person will not be moved by anyone, until the Emergency Personnel has arrived and evaluated the person. The motion was seconded, and passed unanimously. Ed Philbin requested Marcia look into doing a computer class in conjunction with Salter College, at their site for the Seniors. Marcia will look into this program and get back to the Board. It was also suggested to get the Boy Scouts to deliver buckets of sand to the seniors, to prevent falls in the winter months.

Old business; Marcia had requested everyone bring a new goal to the meeting. This was extended to the December meeting. One goal was presented; The Council on Aging Board and the Friends Board will meet to open more communication and cooperation between the boards. The goals will be discussed again next month.

The next meeting will be held on December 10<sup>th</sup> at 6:00PM.

The meeting was adjourned at 7:50PM