

**West Boylston Council on Aging Board Meeting Minutes**  
**December 10, 2009**

The meeting was called to order at 6:05PM by Chairperson, Joanne Vaudreuil. Members present; Joanne Vaudreuil, Ed Philbin, Chuck Hudson, Carol McGuiggan, Associate Member Fran McHugh, and Director Marcia Cairns. Members absent; Janice Ash, Jan Myers, Maureen Osthues, and Associate member Nancy Barakian.

Secretary's Report was read, typographical error was pointed out, and a motion was made to accept the report as read with the typo fixed, it was seconded and approved. It will be corrected, signed by the Chair and submitted to the Town Clerk.

Director's report was given by Marcia Cairns. Marcia reported transportation numbers were down due to 2 holidays and the day off after Thanksgiving, as well as many seniors were with family for a few days, and did not need to go to appointments; although the total units of service for the month were down by only 33. Marcia stated that with Winter weather, numbers are usually down, because of fear of falls. Family assistance needs remain high due to all the changes in Medicare and insurances.

Marcia reported on upcoming programs for the rest of December as follows; Dec. 11<sup>th</sup>, Smp Program to discuss how you can assist in stopping Medicare fraud; Dec. 15<sup>th</sup> First annual Holiday Tea, Dec. 21<sup>st</sup> Cookie Decorating, Dec. 30<sup>th</sup> New Year's Luncheon, January 5<sup>th</sup> Auburn VNA presents Emergency Preparedness, Jan. 12<sup>th</sup> Podiatry clinic, Jan 19<sup>th</sup> Medication safety, and Jan. 26<sup>th</sup> Susan Miller will discuss Nutrition for Diabetics, prediabetics, and insulin dependent diabetics.

Marcia brought to the Board's attention a 52 year old disabled resident who needs help to get to the store. He lives alone, and does not drive. Marcia referred him to Paratransit to become certified ADA eligible. He called back to say, "they would call him within 10 days with an appointment, and it would be 6 to 8 weeks before he is certified" Marcia requested the Board approve giving him transportation to and from the store with the rest of the seniors if he needed to go for groceries. A motion was made, seconded, and approved.

Marcia reported Boylston COA chairperson will speak to their Town Administrator in regards to setting up a meeting with us. No date has been set yet.

Marcia reported the worker from Catholic Charities under the Federal Grant did not work out, because of her problems doing office work. Marcia will work with the Job Counselor to replace her as soon as possible.

New business; Marcia reported she feels we need to put together a policy book; all of the current policy's are in her computer, but need to be printed and added to a notebook, with a table of contents. Ed Philbin suggested that would be a good project for a student from Salter School. He suggested, Marcia ask EOE if they have a list of policies COA's should have, so we will be prepared. Marcia will email Emmett.

Old business; A discussion on goals began with the consensus wanting to keep the first goal for 2009 in place. Marcia suggested a goal of increasing attendance by 10% of the 2009 statistics. Goal #2B has been met and will be dropped. We will continue to strive to increase daily congregate meal numbers; it was suggested to ask the Friends for help in this, by doing a few more of their soup and sandwich meals, which were a big hit with the seniors.

Ed Philbin suggested making a general goal of outreaching to the schools with the hope of creating some intergenerational programming. Marcia is planning to write a proposal for Salter College to work with the seniors on the filling out the "File of Life" and a Computer Program. She will also ask them about assisting us in doing a survey of the seniors on their overall needs. We will keep the goal of creating a partnership with a civic organization, such as the Rotary Club in 2010. Marcia will begin to rewrite the goals as discussed, and present sent a draft at the next meeting.