

**West Boylston Council on Aging Board Meeting Minutes**  
**April 15, 2010**

**Attendance:** present; Fran McHugh, Maureen Osthues, Janice Ash, Gail Radcliffe, Ed Philbin, Chuck Hudson, Diana Engelbart, and Director, Marcia Cairns.

Absent: Janice Myers, Carol McGuiggan, and Nancy Barakian.

**Call to Order:** Meeting was called to order at 6:00PM by Maureen Osthues

**Secretary's Report:** Was read, and a motion was made by Fran McHugh, and seconded by Janice Ash to accept the minutes as read. Vote was unanimous!

**Director's Report:** Marcia discussed the FY2011 budget; she reports not further cuts, the budget includes her salary, cost of the telephones, and the cost of formatting the newsletter.

Marcia reviewed upcoming programs, including the continuing of the MY Life, My Health Program, the Eldercare 2010 event at The Manor, Foxwoods Trip, Putting Heart and Humor to Work, the Hat Decorating Party, and the STAR Program sponsored by Atty. Nick Kaltsas. Marcia reviewed the Managing for Results Report for March; numbers are up from February because of better weather, and more days in the month. Marcia did explain that May will be "Bring a Friend to Lunch Month". If you bring a friend to lunch, you will get a ticket for a free lunch to be used a later date! She hopes to increase lunch participation with this program!

Marcia reports Leon had agreed to allow us to hire a contracted employee 15 hours per week, to be paid from the WRTA reimbursement monies. Marcia reported she will hire Jane Simmarano for the position. She is writing the contract, which will be approved by Leon. It will need to be signed by Jane and Maureen Osthues once it has been approved. Marcia will use Jane to fill in; she reports her husband has been ill, and she may need to take time off to take care of him. She will make sure everything is covered, and all reports are completed in a timely manner.

Marcia review the email sent by Barbara Mard for the Board of Health, noting Maureen received a similar letter at her home. Marcia stated, she had no idea that making and bring in a soup was not allowed, since it has been done in the past, both while she has been here, and before she was here. Chuck Hudson reported when he was Executive Assistant it was a common practice. Marcia stated she has never been given any written rules and regulation from the Board of Health. She stated that on the permit from the Fire Department it states the top of the stove cannot be used, along with the oven broiler; also that the oven can only be

used to rehearse items. After a discussion, a motion was made by Chuck Hudson and seconded by Janice Ash, to have Marcia write a letter from the COA to the Board of Health declining their invitation to attend a meeting, and to request written rules and regulation for the Senior Center kitchen. Motion passed unanimously.

**New Business:** A discussion on Mr. Gaumond's request for input into revising the Town's Vision and Mission statement. After much discussion, it was decided to table the discussion until the next meeting.

**Old Business:** Marcia began by reviewing the goals. Gail had a suggestion of getting the High School history Honor Society to interview the Seniors in Town and put something together on their thoughts and stories. Marcia will contact the High School and ask about such a project. Gail also suggested some type of game such as using history questions to earn squares. Marcia will look to having something developed with volunteers. Marcia will continue to put the goals on the agenda monthly, and they will be reviewed at that time.

**Adjournment:** A motion was made to adjourn the meeting at 7:10PM by Fran McHugh and seconded by Gail Radcliffe. All in favor.

Submitted by  
Marcia Cairns, Director