

TOWN OF SHEFFIELD  
COUNCIL ON AGING  
FEBRUARY 9, 2016  
SHEFFIELD SENIOR CENTER  
4:00 pm

Board Members Present: Kathy Staropoli, Chairman  
Michelle Harwood, Treasurer  
Richard Magenis, Secretary  
Patricia Hardisty  
David Smith, Jr.  
David Steindler  
John Gilligan  
Dorris Van Deusen  
Carol Sica  
Annie Ryder

Board Members Absent: Helen Johnston

Others Present: Jennifer Goewey, Executive Director  
Madonna Meagher, Assistant to the Director

Chairman Staropoli called the meeting to order at 4:00 pm.

**WELCOME NEW ASSISTANT**

Chair Staropoli welcomed Madonna Meagher as the new assistant to the Director Jennifer Goewey.

**APPROVAL OF MINUTES:**

Annie Ryder moved to approve the January 5, 2016 minutes as presented, seconded by David Steindler. The motion carried unanimously.

**EXPENSE REPORTS:**

Director Goewey presented the Council on Aging (COA) budget. Director Goewey also reported that the Transportation Revolving Account Balance is \$1,388.00 as of January 31, 2016. Director Goewey stated that she has turned over a total of \$1,491.00 to the general fund from exercise users to attend classes. There were no expenditures from the Formula Grant. Richard Magenis

moved to approve the Council on Aging Budget as presented, seconded by David Smith. The motion carried unanimously.

**EXECUTIVE DIRECTOR REPORT:**

Director Goewey presented the Council on Aging with the February calendar to review highlighting the Bereavement Support group which will meet twice per month, and the “Get Moving” walking club that will meet twice per week. The Walking Club has already had a lot of participants joining in to stay fit and active during the remaining winter months.

The Men’s Breakfast will have Sam Barrett as a guest speaker for the March 28<sup>th</sup> breakfast and he will talk about maple syrup production. Discussion ensued briefly regarding other possible guests, including Jack McKelvey, a local retiree who served on the board of directors of the Rochester Red Wings minor league baseball team.

Director Goewey updated the board that she met with the Town Administrator regarding the Public Health Services provided to the Town of Sheffield. Director Goewey has sent out letters requesting proposals from two Visiting Nurse Organizations to provide specific services.

The January transportation report totaled 97 rides for 11 users. The van was serviced through BRTA and the bill was \$103.51 which included an oil change and one minor repair. Director Goewey stated she applied for a “Mini Hands Helping” grant through Mass Transit, to help offset our direct costs for the transportation program, including office supplies along with funds for outreach, publicity and volunteer recruitment.

Director Goewey reported that the Brown Bag program is in its third month and now has 15 participants. We gained 5 participants in one month. This program distributes a bag of healthful groceries once a month.

The COA will host CPR, First Aid and Defibrillator Training on Monday, February 22 at 9 a.m. at the town hall through Fairview Hospital. This training opportunity is open to all other town employees if interested. The remaining transportation volunteers who need this training to be certified will participate.

Director Goewey reported that the congregant meals continue to thrive, now having served 63 different participants. Elder Services has adopted a new policy to reduce waste products and will grant \$2,500 to each meal site to offset the cost of replacing disposables with green options. Director Goewey mentioned that we are currently uses minimal paper products, however will use the funds to implement the green initiative more efficiently.

Director Goewey stated that several acts of kindness and generosity have been shown recently. Sheffield Pottery donated all the materials needed for the current pottery class. Salisbury Bank

and Berkshire Bank both donated water bottles for the Walking Club when approached by our group leader Barbara Delmolino. Christ Trinity Church provided 22 gift bags for Valentine's Day for all Meals on Wheels recipients, which was appreciated by all of the folks on the program. Lastly, an anonymous patron paid for four people to participate in the "Paint and Sip" fundraiser that the *"Friends of the Sheffield Senior Center"* are hosting to raise funds toward the completion of the lower level.

Director Goewey reminded everyone that the Senior Center would be closed on Tuesday, March 1 for Election Day and the Center will close early on Monday at 3:00 p.m. to get ready for the polling setup. Monday, February 15, the Center will be closed for President's Day.

#### **ANNUAL REPORT:**

Director Goewey completed the 2015 Annual report and handed out a copy to all the board members. Included in the report are statistics for the calendar year, which indicates a significant growth in services and participation. A brief discussion ensued regarding the transportation program, one of the main focuses in the annual report for 2015. Director Goewey will apply for a van through Mass Transit, working with Berkshire Regional Transit Authority (BRTA). We currently lease a loaner van through the BRTA, however if awarded the grant it would secure the program in place for the future, with an opportunity to attain a larger vehicle.

#### **FY17 BUDGET:**

Director Goewey met with the Town Administrator to discuss the proposed FY2017 annual budget and handed out an updated budget request with her recommendations. There were a few line items that were reduced including; postage, office supplies, conferences/other and programming. Administrator LaBombard recommended an increase in the Assistant position to cover the salary of the newly hired assistant. Discussion ensued briefly regarding the reduction of the program line item.

#### **COLLABORATION-LIBRARY**

Director Goewey stated that when she met with the Town Administrator to discuss the budget she suggested that collaboration be done with the library in efforts to eliminate duplication of activities. Director Goewey reached out to the Librarian to discuss collaborating and they will meet in the near future to pursue applying for a joint grant through the Mass Humanities of Art. They will also work closely together promoting each other's events and activities monthly.

#### **CHAIRMAN ITEMS:**

Discussion ensued regarding the exercise funds that have been deposited to the general fund, from the users who have participated in the exercise programs at the Senior Center. The Council on Aging has been advised to not request a reserve fund transfer until they over spend their overall FY16 budget, as opposed to just the program budget line item. Concerns were

raised regarding the deposited exercise money returning to the Council on Aging and the process involved. Board member David Smith Jr. stated that although revolving accounts are generally not funded at town meeting, a motion could be made on the floor to fund the activity/programming revolving account with the exercise funds that have been deposited to the general fund and tracked. He stated that he would be willing to make the motion on town meeting floor himself.

#### **MEMBER ITEMS:**

Dorris Van Deusen suggested the Senior Center make the community calendar available and easily accessible for all to see. Discussion briefly ensued regarding placement and how to let the community know we have the calendar. Discussion ensued briefly regarding the school and supporting their activities including an upcoming Pancake Breakfast.

Dick Magenis stated that the bus trip to the Clark Museum was a success and enjoyed by all! Magenis looks forward to more outings of a similar nature being planned in the future.

#### **FRIENDS ITEMS:**

Michelle Harwood stated that we have obtained the building permit for the completion of the lower level, which is posted on the front window.

The Friends have a couple of fund raisers planned including a "Paint and Sip" that will be at Bogies on March 11, 2016 from 6-8 pm. They also have scheduled Mary Ellen O'Brien who will present a program on floral design on Saturday, April 23rd, 10 a.m. to noon at the senior center.

The friends have also reached out to Oskar Hallig, who is an event planner to possibly help with fundraising. Claudia Martin, President, met with Hallig and is waiting on a proposal that he is going to send her.

Dorris Van Deusen suggested a "Go Fund Me" online fundraising campaign and discussion ensued briefly regarding the appropriateness of such sites.

#### **UPCOMING MEETING:**

The next meeting is scheduled for March 8, 2016 at 4:00 pm.

Annie Ryder moved to adjourn the meeting at 5:35 pm, seconded by Carol Sica. The motion carried unanimously.

Respectfully submitted by,

Madonna Meagher  
Assistant to the Executive Director

Documents Reviewed:

COA Budget, Transportation Report, Mission Statement, February Calendar, 2015 Annual Report, FY17 budget