

TOWN OF SHEFFIELD
COUNCIL ON AGING
MAY 10, 2016
SHEFFIELD SENIOR CENTER
4:00 pm

Board Members Present:

Kathy Staropoli, Chairman
Helen Johnston, Vice Chairman
Michelle Harwood, Treasurer
Richard Magenis, Secretary
Patricia Hardisty
David Smith, Jr.
David Steindler
Dorris Van Deusen
Annie Ryder
Carol Sica
John Gilligan

Others Present:

Jennifer Goewey, Executive Director
Madonna Meagher, Assistant to the Director

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

APPROVAL OF MINUTES:

Michelle Harwood moved to approve the April 12, 2016 minutes as presented, seconded by Richard Magenis. The motion carried unanimously.

EXPENSE REPORTS:

Director Goewey presented the Council on Aging (COA) budget. Discussion ensued regarding the overall budget. The transportation revolving account balance as of May 10, 2016 is \$2122. The total amount of exercise user fees deposited to the general funds as of May 10, 2016 is \$2464. Discussion ensued regarding the overall budget.

Chairman Staropoli arrived and resumed role as Chairman.

Director Goewey presented the Formula Grant Budget, and discussion ensued regarding postage and printing costs. Annie Ryder moved to approve the COA budget and the State Formula Grant budget seconded by Richard Magenis. The motion carried unanimously.

EXECUTIVE DIRECTOR REPORT:

The April transportation report showed a total of 113 rides provided for 13 users. Director Goewey reported that the MARTap transportation “Mini-Grant” has been fully implemented and invoiced. Director Goewey then presented the board with the finished products including a laminated flier promoting the transportation program; the same flier printed on cardstock, a pamphlet explaining in detail our transportation program, and lastly a pamphlet to be used for volunteer driver solicitation. The remaining funds were used to purchase office supplies, ink, toner and copy paper which we have received.

Director Goewey reported that Chairman Staropoli has successfully completed the requirements to be certified to drive the COA van. Director Goewey will complete the certification process and add her to the driver roster.

Director Goewey reported she attended the RCC (Regional Coordination Council) meeting in Pittsfield earlier in the month. She will be serving on a small task force to write a mission statement for the RCC. Also present at this meeting was Sarah Vallieres, Assistant Administrator for Berkshire Regional Transit Authority (BRTA). She notified the Council that there is a grant opportunity through the Federal Transit Administration (FTA) and has implied that BRTA will be applying for this funding on behalf of the COA’s. Vallieres also informed Director Goewey that the grants for the vans, for which we applied, have not yet been awarded.

Director Goewey updated the board on the congregate meal program for the month of April. John Gilligan stated that at the last Site Director meeting nutritionist Lisa Allen, from Elder Services was present and the diversity of the menu has greatly improved. He also stated that Elder Services will provide one cake per month for each meal site if requested. Elder Services continues to ask for feedback in their entrée selections and will have consumers do a survey for new meals. Board Member Dorris Van Deusen requested that Gilligan inquire about the high sodium content in the meals, and Gilligan agreed to follow up. Marilyn Wiley, Dietitian from Elder Services will join us on May 18 and speak about “Sugar by Any Other Name”.

Director Goewey updated the board regarding the \$2500 grant we received from Elder Services for the Congregate Meal Program. The funds will be used for table cloths, glass bowls, and cabinets for storage. Director Goewey met with Administrator LaBombard who was in agreement of the new cabinets as long as they did not interfere with any fire/safety codes or regulations. Discussion ensued regarding the purpose and placement of the new cabinets to be installed. David Steindler moved to purchase and install cabinetry to provide additional storage for the Congregate Meal Program, seconded by John Gilligan. The Motion carried unanimously.

Two donations were recently made to the Council on Aging. The Kiwanis Club of Sheffield donated \$250 to be used toward the outside gardens. The Council on Aging also received \$200 from Christ Trinity Lutheran & Episcopal Church, to be used toward special programming. Director Goewey will send out thank you letters to both donors in gratitude of their generosity.

Director Goewey reminded the board that project manager Celeste Harp from Age Friendly Berkshires will be joining us on June 14 at 4 p.m. in place of our regular scheduled meeting.

Director Goewey presented a handout describing the structure of the Age Friendly Task Force and explained to the board that the current RCC council will be serving as the transportation subcommittee, on which she already serves.

Director Goewey presented the board with a proposed amended formula grant that she drafted for them to review. Director Goewey provided explanation for each line item account and proposed changes. David Steindler moved to accept the amended State Formula Grant budget as presented by Director Goewey, to be submitted to the state for approval, seconded by Dorris Van Deusen. The motion carried unanimously.

Director Goewey reported to the board that the electric generator has been installed at the Senior Center and is fully functioning. Details of emergency preparedness were discussed, including responsibility, general operation, and discussion ensued.

CHAIRMAN ITEMS:

Chairman Staropoli reviewed with the board the Council on Aging appointments, including those whose terms end on June 30, 2016, reminding the board of the process to express an interest to be reappointed or to resign. Chairman Staropoli thanked Annie Ryder for her service on the committee. Member Carol Sica expressed an interest in renewing her seat on the Council on Aging, as did David Smith.

At the previous meeting Chairman Staropoli requested a small group work collectively this spring on the gardens. She updated the board that Dorris Van Deusen will be joining her in this effort.

Chairman Staropoli gave an overview of the exercise user fees that have been turned over to the town general fund, in the amount of \$2,464 during FY16. At the Annual Town meeting on May 2, 2016, under article 19, David Smith made a motion to have the exercise Funds of \$2464 be added to the newly established revolving account from the Town "Free Cash" account. Town Counsel advised that this was not in accordance with State Law. Chairman Staropoli, Michelle Harwood, Selectman Hawver and Town Administrator Rhonda LaBombard subsequently had a meeting to discuss how the issue could be resolved, and the funds be returned to the Council on Aging. Discussion ensued in regards to the best method to proceed in asking for the funds to be returned to the Council on Aging. David Smith suggested that the Board of Selectmen place the \$2464 on the warrant as a special article, at the anticipated special town meeting to be held in August or September. Discussion ensued regarding the likelihood of a special town meeting, in which board member Smith was certain would happen to purchase a needed firetruck. The consensus of the board was to wait until the Special Town Meeting to request the funds be returned to the Council on Aging budget.

MEMBER ITEMS:

Richard Magenis mentioned that the Men's Breakfast would not have the regular cooks this month. The Speaker will be Madonna Meagher and Jeanne Randorf presenting "A Soldier's Story".

FRIENDS ITEMS:

Michelle Harwood provided an update on the lower level building project, including the new generator. The Friends have several upcoming events to raise funds to complete the lower level including; a "Paint and Sip" that will be at Bogies on June 4, 2016 from 6-8 pm., a Berkshire "two day" Getaway raffle and two plays to be performed on May 23rd at 7 pm. The Friends will be participating in the "Sheffield in Celebration" annual event, and are having their Ice Cream Social on August 25th. "Seeking the Queen of Hearts" continues to be a successful fund raising game. Harwood gave an update to the Board on funds raised at recent fundraising events.

Board members, Annie Ryder, Richard Magenis and David Steindler left the meeting early. No motions were presented after they left the meeting, with the exception to adjourn the meeting.

UPCOMING MEETING:

The next meeting is scheduled for July 10, 2016 at 4:00 pm.

Helen Johnston moved to adjourn the meeting at 5:35 pm, seconded by Dorris Van Deusen. The motion carried unanimously.

Respectfully submitted by,

Madonna Meagher
Assistant to the Executive Director

Documents Reviewed:

COA Budget, Formula Grant Budget, April Transportation Report, Congregate Meals Report, Formula Grant Budget-Proposed Amendment, Commonwealth of Massachusetts- Standard Contract Form, Age Friendly Task Force Chart.