

TOWN OF SHEFFIELD  
COUNCIL ON AGING  
SEPTEMBER 13, 2016  
SHEFFIELD SENIOR CENTER  
4:00 pm

Board Members Present: Kathy Staropoli, Chairman  
Helen Johnston, Vice Chairman  
Richard Magenis, Secretary  
Michelle Harwood, Treasurer  
Patricia Hardisty  
David Steindler  
Dorris Van Deusen  
John Gilligan

Others Present: Jennifer Goewey, Executive Director

Board Members Absent: David Smith, Jr.

Chairman Staropoli called the meeting to order at 4:02 pm.

**APPROVAL OF MINUTES:**

Michelle Harwood moved to approve the August 9, 2016 minutes as presented, seconded by David Steindler. The motion carried unanimously.

**BUDGET REPORTS:**

Director Goewey presented the COA FY17 Budget and included an accounting of the program and transportation revolving account deposits and expenditures and discussion ensued. Dorris Van Deusen moved to approve the COA budget as presented, seconded by Patricia Hardisty. The motion carried unanimously.

Director Goewey presented a proposed draft of the FY17 Formula Grant Budget to be submitted to the State for approval and discussion ensued. David Steindler moved to approve the draft FY17 Formula Grant Budget to be submitted to the State for approval as presented, seconded by Richard Magenis. The motion carried unanimously.

**TRANSPORTATION UPDATE:**

Director Goewey presented transportation statistics for August, which indicated we serviced 12 seniors, for a total of 141 rides. Director Goewey has been working with the Town Administrator to address the staffing of the transportation program. The Board of Selectmen voted to hire an additional part time driver for up to 19 hours per week. Additionally, the Board of Selectmen voted to allow our current van driver to work additional hours up to 24 hours per week until additional help is hired. Director Goewey will be submitting an official reserve fund transfer request to the finance committee to seek funding for this new position. Discussion ensued regarding general transportation concerns.

**ASSISTIVE LISTENING DEVICES:**

Director Goewey reported that she applied for three assistive listening systems through a grant offered by the Massachusetts Council on Aging, and received funding for all three. The grant will partially fund a stationary base transmitter, a pocket talker and a multi-channel system that will be portable and kept at the Town Hall. Discussion ensued regarding the preparation for the systems to be installed at the senior center.

**EXECUTIVE DIRECTOR UPDATE:**

Director Goewey reported that she had met with Jennifer Pawluck-Brodowski from Herrington's kitchen design center. Jennifer presented a cabinet plan for outside the kitchen area which Director Goewey reported would be used for the Congregate Meal supplies. Discussion ensued about the design and specifics for the base cabinet. David Steindler moved to approve the installation of the cabinet plans as presented, seconded by John Gilligan. The motion carried unanimously.

Director Goewey congratulated both John Gilligan and Madonna Meagher for successfully passing their ServSafe training, and the certification will be valid for the next five years. Discussion ensued about the importance of having certified members here on site at the Senior Center.

Director Goewey presented a volunteer tracking form to more accurately log volunteer hours and services provided to the town seniors. There has been a significant increase in services over the last year. Discussion ensued regarding logging of volunteer hours in the system, as well as specific services provided.

Director Goewey gave an update on staffing and volunteers. The Town Administrator has approved a senior tax work off program participant at the senior center. The Board of Selectmen will vote at their next meeting, September 19, 2016 to appoint Michelle Harwood as a temporary Assistant to the Director, as needed, not to exceed 19 hours a week. Harwood will fill in for the current Assistant Director as needed, and combined both positions shall not exceed 19 hours per week. Additionally, two new volunteers will begin at the Center, one for the toddler program and a Thursday reception desk helper.

Director Goewey stated that she would not be attending the annual MCOA conference in Falmouth, MA in October. Any board members interested in attending the conference were advised to let Director Goewey know.

Director Goewey stated that she would be presenting a draft Age Friendly Resolution to the Board of Selectmen, on Monday, September 19, 2016, for them to consider adopting in the future. Discussion ensued by the board about long term planning, supporting seniors, active living and healthy eating.

Lastly, Director Goewey asked the Board members to choose a sub-committee to serve on. The Strategic Long-Term Planning sub-committee will have John Gilligan, Kathy Staropoli, David Steindler and Helen Johnston as members. The Policy Development sub-committee will have

Michelle Harwood, Dorris Van Deusen, Dick Magenis and Patricia Hardisty as members. David Steindler suggested that a chair of each sub-committee be chosen at the first meeting which will meet at 3:30 pm on October 11, before the regularly scheduled COA monthly meeting.

**CHAIRMAN ITEMS:**

Chairman Staropoli recapped the Sheffield in Celebration annual event on September 10, at the Sheffield town park. Michelle Harwood reported that the Friends of the Senior Center raised about \$300 at their booth and the "Friends" chili dinner at the senior center raised another \$300.

Chairman Staropoli held a reorganization meeting for the Friendly Visitor Program. She is working with volunteers to expand the program to identify volunteers who have common interests with seniors we serve. Chairman Staropoli emphasized the need for wellness phone calls and identifying extra needs of seniors such as running errands and grocery shopping.

**MEMBER ITEMS:**

No member items.

**FRIENDS ITEMS:**

Michelle Harwood provided an update on the lower level building project, including the receipt of a \$16,000 grant from the Fitzpatrick Trust. With this donation and the previous funds raised the "Friends" may be able to obtain a Certificate of Occupancy for the lower level.

The "Friends" have several upcoming fundraiser events including; A Murder Mystery on Oct. 14<sup>th</sup> @ 7:00 p.m., Antique Appraisal Night with David Steindler on October 28 from 7-9 pm and "Paint and Sip" that will be at Bogies on November 11, 2016 from 6-8 pm., their annual Thanksgiving lunch on November 17th.

**UPCOMING MEETING:**

The next meeting is scheduled for October 11, 2016 at 4:00 pm.

David Steindler moved to adjourn the meeting at 5:01 pm, seconded by Dorris Van Deusen. The motion carried unanimously.

Respectfully submitted by,

Madonna Meagher

**Documents Reviewed:**

FY17 COA Budget, FY17 Draft Formula Grant Budget, COA Confidentiality Policy, COA Volunteer Hours Tracking Form, New Cabinet Design Plan.