

TOWN OF SHEFFIELD
COUNCIL ON AGING
OCTOBER 11, 2016
SHEFFIELD SENIOR CENTER
4:00 pm

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

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

Board Members Absent: David Smith, Jr.
Helen Johnston, Vice Chairman
John Gilligan

Chairman Staropoli called the meeting to order at 4:04 pm.

APPROVAL OF MINUTES:

David Steindler moved to approve the September 13, 2016 minutes as presented, seconded by Richard Magenis. The motion carried unanimously.

BUDGET REPORTS:

Director Goewey presented the Council on Aging (COA) FY17 Budget, including an accounting of both the programming and transportation revolving accounts. Director Goewey also presented the FY17 Formula Grant Budget and discussion ensued. Dorris Van Deusen moved to approve the COA budget and the FY17 Formula Grant Budget as presented, seconded by Michelle Harwood. The motion carried unanimously.

AGE FRIENDLY RESOLUTION: Director Goewey presented to the Board of an Age Friendly Resolution Community Strategy for Sheffield. The Selectmen voted to approve the draft of this Resolution. After a brief discussion, David Steindler suggested that the COA board make a favorable formal recommendation to the Board of Selectmen. David Steindler moved to recommend the adoption of the Age Friendly Community Resolution as presented to the Selectmen, seconded by Richard Magenis. The motion carried unanimously.

EXECUTIVE DIRECTOR UPDATE:

Director Goewey presented an amended Herrington's invoice for the cabinets and the countertop. Director Goewey will get a quote for the installation. Michelle Harwood moved to approve the cabinet invoice as presented, seconded by Pat Hardisty. The motion carried unanimously.

Director Goewey presented the Board with a quote from Interior Specialties, Inc. regarding installation of acoustical ceiling tiles for the great room at the Center. Additional sub-contractor work will be needed before the ceiling tiles can be installed. Director Goewey has forwarded the quote to the Town Administrator.

Director Goewey presented an invoice from the Massachusetts Association of Councils on Aging (MCOA) for Assistive Listening Devices. Director Goewey met with the Commission on Disabilities (COD) who will allocate \$1250 in memory of David Wells and the COA will contribute \$344 toward the total cost of the devices. The COD will plan an open house event including a plaque that will be presented in David Wells' memory and possibly a training session.

Director Goewey reported that Chief Munson contacted the COA to request participation in the annual "Trunk or Treat" Halloween event co-sponsored by the Undermountain Elementary Parent Teacher Organization. Director Goewey agreed to participate in this community event and will have an informational table. The COA will also serve apple cider and she asked for donations of apple cider.

Director Goewey gave an update on staffing. The Board of Selectmen approved to appoint Steve Hannum as a part-time van driver for the COA. The position will be up to 19 hours per week, and he will start the training process immediately.

Assistant Meagher reported on the Massachusetts Elder Nutrition Program seminar she attended in Northborough MA on September 30th. COA's from all over the state gave presentations on their meal programs. Assistant Meagher shared many of the innovative ways the COA's reach out to get more attendance at their meals including thematic meals, evening meals, pairing social events with a meal and more. Assistant Meagher is preparing a summary of ideas to share with Director Goewey and John Gilligan to be used as a resource in the future.

CHAIRMAN ITEMS:

Chairman Staropoli reported the Friendly Visitor Program. This group continues to meet to expand the program and identify volunteers who have a common interest with the seniors we serve.

Chairman Staropoli reported that the Toddler Program has begun with nine toddlers around the age of 18 months. The volunteers are now assigned specific duties/roles to lead the program. This program runs twice a month during the school year.

STRATEGIC LONG TERM PLANNING SUB-COMMITTEE:

Chairman Staropoli reported that there was not a quorum so no business could be acted upon.

POLICY DEVELOPMENT SUB-COMMITTEE:

The Policy Development Sub-Committee met and established Richard Magenis as Chairman. Chairman Magenis reported that the sub-committee would be researching the current town policies for the Senior Center. Discussion ensued about other areas to be identified. The committee discussed several policies in relation to the Sheffield Senior Center and the Council on Aging.

MEMBER ITEMS:

Michelle Harwood thanked Director Goewey and Assistant Meagher for assisting a senior who was in a housing crisis. Director Goewey thanked Assistant Meagher, Chairman Staropoli and all others for their help in the process, stating it was a tough case.

FRIENDS ITEMS:

Michelle Harwood provided an update on the lower level building project. A meeting is scheduled with Mike Shiels for noon on October 12th to review the completion schedule.

The "Friends" have several upcoming fundraiser events including; "Antique Appraisal Night" on October 28th; "Paint and Sip" on November 11, 2016, and the annual Thanksgiving lunch on November 17th at 12:00 noon for \$8.00 per person featuring entertainment by Mary Ann Palermo.

UPCOMING MEETING:

Due to the national election, the Senior Center will be closed on November 8, 2016. The November COA meeting is to be determined at a later date.

David Steindler moved to adjourn the meeting at 5:15 pm, seconded by Dorris Van Deusen. The motion carried unanimously.

Respectfully submitted by,

Madonna Meagher

Documents Reviewed:

Minutes, FY17 COA Budget, FY17 Formula Grant Budget, Draft Age Friendly Resolution, Herrington's invoice, Interior Specialties, Inc. quote, MCOA invoice