

TOWN OF SHEFFIELD
COUNCIL ON AGING
APRIL 11, 2017
SHEFFIELD SENIOR CENTER
4:00 pm

Board Members Present: Kathy Staropoli, Chairman
Michelle Harwood
Dorris Van Deusen
Patricia Hardisty
David Steindler
David Smith Jr.
Richard Magen

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

Board Members Absent: Helen Johnston
John Gilligan

Chairman Staropoli called the meeting to order at 4:01 pm.

APPROVAL OF MINUTES:

David Steindler moved to approve the February 14, 2017 minutes as presented, seconded by Richard Magen. The motion carried unanimously.

BUDGET REPORTS:

Director Goewey presented the Council on Aging (COA) FY17 budget, noting that the reserve fund transfer for the van drivers had been approved by the Finance Committee. Director Goewey also presented the FY17 Formula Grant Budget, stating that she balanced out the support group line item to zero, and has requested an amendment to transfer the funds to fitness. Director Goewey also noted that a new computer for the reception desk will be funded by the software category. Michelle Harwood moved to approve the FY17 COA Budget and the FY17 Formula Grant Budget as presented, seconded by Dorris Van Deusen. The motion carried unanimously.

FY 18 BUDGET:

Director Goewey updated the board on the proposed FY18 COA budget with the Town Administrator's recommendations. Board member Magen inquired about the line item increase for the van driver, and Director Goewey explained that the increase covers two part-time van drivers.

POLICY DEVELOPMENT:

Director Goewey thanked the policy development sub-committee for all their hard work in developing guidelines for the Senior Center. Discussion ensued about what defines a policy versus a best practice. Director Goewey will send all draft policies to the Town Administrator to review before final adoption by the COA. Board member David Smith, Jr. stated he would approach the Kiwanis Club of Sheffield about donating a defibrillator for the lower level.

EXECUTIVE DIRECTOR UPDATE:

Director Goewey updated the board that the acoustic panels will be installed Monday, May 15th and Tuesday, May 16th, the least disruptive dates for programming at the center. The transportation and Meals On Wheels will operate as normal and exercise classes likely will be moved to the Legion Hall. All staff is to report to work as normal during the installation.

Director Goewey updated the board that Douglas Blume, the electrician, had completed the outdoor flood lights. Director Goewey noted that the timers have a maximum illumination of 30 minutes and then have to be reset. She has asked Douglas Blume for a quote for getting an on/off switch added to the timed switches.

Director Goewey announced that on June 15th, the COA will host a luncheon along with the Commission on Disabilities. A representative from United Cerebral Palsy will give a demonstration on how to use the assistive listening devices, made possible in part by the memorial fund for David Wells. Discussion ensued regarding the wording for the memorial plaque.

CHAIRMAN ITEMS:

Chairman Staropoli set the date of May 9th as a training session for board members, staff and volunteers. This training session would be in lieu of the regular COA monthly meeting. Director Goewey stated that paid exercise instructors at the center might have a different date for their training session. Discussion ensued about logistics for the training session.

Chairman Staropoli mentioned upcoming programs at the center including the Mother's Day Tea on May 13th; Volunteer Appreciation luncheon on May 19th, 90th Birthday Celebration on June 9th, the June 27 trip to Hyde Park, NY, and announced the date of the annual BBQ at the town park will be July 27. Chairman Staropoli also highlighted the 5 week workshop "A New Direction for Aging" with facilitator Cynthia Casoff-Henry and thanked Director Goewey and Assistant Meagher for their hard work on all these programs. Director Goewey mentioned the upcoming topics for the men's breakfast which will feature a race car driver from Lyme Rock Park and a field trip to the Big Elm brewery in Sheffield.

FRIENDS ITEMS:

Michelle Harwood reported that the Friends have raised the shortfall of \$4000 to finish their obligation for the lower level project. Discussion ensued about the lower level, including the plumbing and the Certificate of Occupancy (CO). The Friends are considering a Paint and Sip fundraiser in the future. Harwood reported that two couches were donated by Ellen Rowntree and she thanked David Steindler and Frank Clarke for delivering them. Chairman Staropoli mentioned that she would be donating cabinets for the lower level once the CO was issued.

The next meeting is scheduled for May 9th at 4:00 p.m. which will be the training session.

David Steindler moved to adjourn the meeting at 4:52 pm, seconded by Dorris Van Deusen. The motion carried unanimously.

Respectfully submitted by,

Madonna Meagher
Assistant to the Director

Documents Reviewed:

Minutes, FY17 COA Budget, FY17 Formula Grant Budget, Proposed FY 18 Budget, Policy Development Sub-Committee Report, Assistive Listening Devices Wording for Plaque