

Acton Council on Aging Board Meeting Minutes for 1/12/2009

Present: Stephen Baran, Chair; Mike Gowing, Vice-Chair; Sally Thompson, Secretary; Pat Ellis; Gena Manalan; Barbara Tallone; Paul Turner; Jean Fleming, Director; Detective Dan Silva, Liaison Police Department.

Absent: Edwin Carell; Anita Dodson; Bill Ely, Treasurer; Connie Ingram, President, Friends of the COA; Paulina Knibbe, Liaison Board of Selectman.

Call to Order

The meeting was called to order at 3:45 PM on 01/12/2009 at the Senior Center by Steve Baran.

Review of the Minutes

The minutes of the Acton Council on Aging Board meeting for 12/08/08 were reviewed and accepted.

Financial Report

Jean Fleming read the financial report of the non-personnel budget. There was an opening balance of \$15,403 and a closing balance of \$11,964. There was a total of \$3,439 in expenses for the month with the lion's share of the expenses \$3040 devoted to a postage payment and newsletter printing.

Director's Report

The February COA newsletter will be mailed January 27th. The COA is using a new printing company, Copyland Inc. that accepts documentation via email and delivers the final product to the Senior Center staff. The per page costs are lower resulting in savings to the COA. The COA staff has been pleased with the new vender.

The December 22nd Holiday Dinner sponsored by the Town of Acton staff was cancelled because of low sign up numbers. (In lieu of this event, the COA staff is hoping to invite the Town of Acton staff to sponsor an occasion at the Senior Center early in 2009.)

January 21 at 1:00pm there will be a Forum at the Senior Center to discuss the Senior Center expansion proposals.

January 22 at 7:00pm there will be a discussion of the Senior Center expansion proposal at Town Hall.

Laura Ducharme has been selected for the social worker/community services position. The position is part time at 19 hours per week. Laura has an office on the second floor of the Acton Town Hall. She has begun receiving referrals.

The board was reminded that the full time COA van driver, Ron, is retiring in February, 2009. He will continue to drive for 2 days per week and a second part time driver will be hired for 3 days per week.

Mike Gowing will be attending the January 24th meeting of the Friends of the COA and will offer to present information about the senior center expansion project.

Governor Patrick may announce further budget cuts in the coming weeks that will affect the Town of Acton budget. Jean has prepared the 2010 COA budget. Presentation of departmental budgets has been delayed in anticipation of the Governor's announcement. Jean may request a special COA board meeting if there are significant Acton budget changes for 2009.

COA Expansion Progress Report

Mike Gowing updated the board about the three expansion scenarios with floor plans and projected costs:

- 1.) Expansion of the current site from 5200 sq feet to 8000 sq feet with the possibility of 80 parking spots. This scenario would meet the top priority functions, but not all functions, and would no longer meet capacity needs in 5 years. Expected cost is \$3.1 million
- 2.) Renovation of commercial space at 100 Discovery Way with the possibility of future expansion to include a community center for the town. This scenario includes 18,287 sq feet on the first floor. A large multiuse kitchen and dining room space could be used by the community at large. More than 100 parking spaces. Location in the center of Acton. Street light located at Piper and Rte 2 for safe egress. "Greenest" option of the three. Expected cost \$3.9 million.
- 3.) New building on Quarry Rd near NARA Park with the possibility of future expansion to include a community center for the town. This large new building would have the capacity for shared space for community functions. Additional building space for the future. Adequate parking and shared parking with NARA. Expected cost \$7.2 million.

Old Business:

On January 30 in North Chelmsford there is an upcoming training for COA board members with Emmett Schmarsow, the Program Manager for COA Affairs from the Executive Office of Elder Affairs. Mike Gowing, Steve Baran, Barbara Tallone, and Sally Thompson plan to attend.

Pat Ellis spoke with Joan Butler about Minuteman Services and the liaison position. Minuteman Services has experienced budget reductions and has cut back home care and case manager services to elders in need. Meals on Wheels are continuing unchanged. This reduction of services to elders in need compromises their ability to remain home safely. Board members are encouraged to write letters to the editor and letters to our representatives with our concerns.

New Business

Stephen Baran informed the COA Board of an upcoming volunteer job fair on February 11th at 7pm. He is looking for board volunteers to accompany him to the fair. Our board is looking for associate members with an interest in an additional liaison position.

Adjournment

The meeting was adjourned at 5:05 p.m.

Next Meeting

The next regularly scheduled meeting of the COA Board is February 9, 2009 at 3:45p.m. at the Senior Center.

Respectfully Submitted,

Sally Thompson, Secretary