

## **Acton Council on Aging Board Meeting Minutes for 12/8/08**

**Present:** Stephen Baran, Chair; Mike Gowing, Vice-Chair; Sally Thompson, Secretary; Pat Ellis; Barbara Tallone; Paul Turner; Jean Fleming, Director; Paulina Knibbe, Liaison Board of Selectman, Detective Dan Silva, Liaison Police Department.

**Absent:** Edwin Carell; Anita Dodson; Bill Ely, Treasurer; Connie Ingram, President, Friends of the COA; Gena Manalan.

### **Call to Order**

The meeting was called to order at 3:45 PM on 12/8/2008 at the Senior Center by Steve Baran.

### **Review of the Minutes**

The minutes of the Acton Council on Aging Board meeting for 11/17/08 were reviewed and accepted with one correction.

### **Financial Report**

Jean Fleming read the financial report of the non-personnel budget. There was a total of \$32 in expenses for the month (office supplies), with a closing balance of \$15, 403.

### **Director's Report**

The December/January COA newsletter was mailed last week. 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. Their per page costs are lower resulting in savings to the COA. There was a discussion about how to encourage seniors to receive the newsletter electronically which would further reduce costs to the COA and would enable seniors to receive updated material.

December 9 at 12:30pm - There will be a focus group tentatively scheduled for December 9<sup>th</sup> after lunch at the senior center. At that time seniors will have an opportunity to give input to the search committee on the selection criteria for the Acton School Superintendent.

December 11 at 2:00pm the annual Holiday Tea will be held. Jean is still looking for volunteers to help with pouring, making sandwiches, and clean up. COA staff member, Marylou will play holiday music on the recorder.

December 16 is the Minuteman Holiday Dinner. The AB High school choral group, the Madrigals will sing at 12:00pm. Secretary Michael Festa of the Executive Office of Elder Affairs will speak with attendees at 12:30pm. Cory Atkins is expected to attend. The drawing for the quilt raffle will occur that day. Sign up for the meal in advance.

December 22 at 11:45am the Town of Acton staff will show their gratitude for the contribution of seniors with a Holiday Dinner. Santa is expected. The meal will include ham, macaroni and cheese, and green bean casserole. Sign up with the COA in advance.

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.

Interviews for the social worker/community services position have concluded. The position is part time at 19 hours per week. It is expected that the new employee will be selected and on board for January 2009.

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

Jean Fleming is in conversation with Frannie Osman, Chair of TAC, about a grant to fund a voucher system taxi service to fill in the odd hours when the COA van and the Roadrunner van are not available.

The Friends of the COA annual appeal letter was mailed out last week to the seniors in town. There was discussion of mailing the appeal letter to the broader population in the future. There was additional discussion of advertising the Friends of the COA appeal for contributions in the Beacon and Action newspapers.

#### **Police Department Report**

Detective Dan Silva described a series of senior scams including telephone and internet contacts asking for money or identity related information that might enable identity theft to occur. He was asked to write a paragraph with his cautions for seniors for the next issue of the COA newsletter.

#### **COA Expansion Progress Report**

Mike Gowing and Paulina Knibbe updated the board about meeting with an architect who is asked to provide an illustration of the outside of the building and a layout for the inside of the building according to each of the three scenarios: 1.) Expansion of the current site with the possibility of 80 parking spots. 2.) Renovation of commercial space at 100 Discovery Way with the possibility of future expansion to include a community center for the town. 3.) New building on Quarry Rd near NARA Park with the possibility of future expansion to include a community center for the town. The next meeting with the architect is December 15<sup>th</sup>. The Expansion group will review the 3 options by the end of December with financial analysis reviews in January. The goal is to develop a cost-benefit analysis to present to the town and the Board of Selectmen.

#### **COA Planning**

Tabled until next meeting.

**New Business**

Stephen Baran informed the COA Board of an upcoming training on January 30<sup>th</sup>, 2009 with Emmett Schmarsow, the Program Manager for COA Affairs from the Executive Office of Elder Affairs. Board members will receive more information via email and can consider car pooling to the training in Chelmsford.

Pat Ellis is gathering information about a new Liaison with the Minuteman Board to replace Suzanne Brozeck. We will have an update at our next meeting.

This evening Paulina Knibbe is requesting that the state legislature relax the rules on senior tax relief to Jen Benson, Cory Atkins and Jamie Eldridge. A brief discussion occurred among board members in which the home rule petition and local option taxes were mentioned.

A suggestion was made to invite Jen Benson and Jamie Eldridge to the Senior Center during early 2009 to meet with Acton seniors.

**Adjournment**

The meeting was adjourned at 5:00 p.m.

**Next Meeting**

The next regularly scheduled meeting of the COA Board is January 12, 2009 at 3:45p.m. at the Senior Center.

Respectfully Submitted,

Sally Thompson, Secretary