

## Minutes of the COA Board Meeting January 11, 2010

Barbara Tallone called the meeting to order at 3:54pm.

Barbara Tallone let the board know that Jim Papachristos is in Emerson hospital. He is in the CCU for now but is improving.

Minutes were read and accepted as amended.

Jean Fleming reported the newsletter for Jan and Feb went out the end of December.

1. A new art class is being offered by Art Acton, which close to fully subscribed
2. Safe driving class is fully subscribed, 50 people
3. The town has worked out an agreement with Lowell Transit which will provide 2 additional days of van coverage for the town. Monday and Fridays have been added.
4. Jamie Eldridge will be attending the pancake breakfast at the senior center on March 19,2010.
5. Jean presented the 2011 preliminary budget to the Selectmen, Finance committee, and town staff at the weekend budget meeting. Departments were asked to present a 0% increase budget based on last years actual spending. If this budget is necessary, there will be significant cuts in newsletter, minuteman services, and replacement of kitchen equipment line items. It is still not known what the state cherry sheet money will be for the coming year, therefore several budget scenarios are necessary.
6. Jean has pulled together the number of citizens needing fuel assistance. This data will be part of the safety net meetings taking place to ensure the people in need of help are getting the assistance they need. The police department in instituting a fuel fund to help people to heat their homes.
7. Windows in the swinging doors in the lobby area will be installed sometime this week. Cost will be about \$760.
8. Next priority item will be the sound proof partition for the living room, if the money from the warrant article can be released. There are some concerns as to the structural feasibility of installation. Jean and Dean Charter are working on this, in case the money is available.
9. Jean passed out new "File of Life", along with additional pet care instructions now available.

Mike Gowing reported that Jim Papachristos can now have visitors at Emerson. Call ahead. He also reported that the BOS is waiting for the state to provide aid numbers to budgeting purposes as well as getting the grant for the shuttle signed off.

Barbara Tallone read a report from the Friends. To date, the annual appeal has raised \$7730, the raffle \$1341, and the craft fair \$1949. They will conduct the business appeal in March.

Barbara Willson reported that the health initiative group is now the Steering Committee for a Healthy Community. The committee has met three times, and has hired consultants who will help in constructing a town wide survey in March. There are focus groups also planned. They are planning for a September deadline to have a implementation plan in place to qualify for future funding.

Paul Turner reported out for the Community Chest connection. They want to know if the Friends of the COA will be applying for money. Jean said she would contact Connie regarding the request.

Charlie Aaronson reported on the Minuteman Service meeting. There were three items of note. They noted that for the first time in a very long time, 100% of the towns paid their assessments. 57 people are currently on the waiting list for home care, 2 of which are from Acton. Charlie remarked on the quality systems in place at Minuteman Services. They have in place metrics and measurement which allow them to identify the strengths and weaknesses of their operation. Mike was interested in seeing the metrics to see if the town could use them as a benchmark to get a quality system initiated in the town.

New business:

Question arose to people taking the Ethic training from the town. No one on the board had received notice of it. Barbara Tallone will talk with Mark Hald at Town hall to see what is supposed to be done and report back next meeting.

Meeting was adjourned at 5:00 pm

Respectfully submitted,  
Gena Manalan