

## **Acton Council on Aging Board Meeting Minutes for 9/14/2009**

**Present:** Barbara Tallone, Chair; Charlie Aaronson, Vice-Chair; Gena Manalan, Treasurer; Sally Thompson, Secretary; Stephen Baran; Pat Ellis; Jim Papachristos; Paul Turner; Barbara Willson; Jean Fleming, Director; Mike Gowing, Liaison from Board of Selectmen.

**Absent:** Connie Ingram, President, Friends of the COA; Detective Dan Silva, Liaison Police Department

### **Call to Order:**

The meeting was called to order by Barbara Tallone at 3:45 PM on 09/14/2009 at the Senior Center.

### **Review of the Minutes:**

The minutes of the Acton Council on Aging Board meeting for 06/8/09 were accepted without correction.

### **Announcement**

Barbara Tallone reported that all board members have been sworn in for the 2009-2010 term.

### **Director's Report (Jean Fleming):**

The Acton Senior Bulletin has been published and is replete with excellent fall programming options.

The value of the formula grant for the coming year may be \$16,786. The value is based on the 2000 census with \$7.00 per Acton senior. The COA Director has recommendations for use of the money as follows:

- 3 additional hours for the program coordinator
- 1 additional hour for the staff assistant
- Hours for an evening or weekend program coordinator
- Hours for a health and wellness program coordinator
- Yoga instructor (seeking to expand exercise options for seniors)
- Stackable sturdy chairs for the seated exercise programs
- Improved brochure display area
- Staff education
- Volunteer recognition activities.

Senior Center modifications - The dispersal of Town funds have been put on hold by the town manager. Steve Ledoux approved the funding of about \$12,000 for a new floor because of the safety issue. The floor was replaced over a four day period and looks beautiful and has provided a safer surface for senior activities.

Other projects planned if additional funds are released include the following:

- Moveable soundproof partition, estimated to cost \$15-16,000.

- New swinging doors with windows.
- New outside entrance in staff area with a window.
- New bulkhead entrance
- Consultation room in the rear of the building will afford more senior privacy
- Video camera installation
- Protected walking area through the patio
- Computer class area (One of the two pool tables has been removed from the building and space for this purpose now exists)

A new audio system was installed over the summer with portable wireless microphones.

The town is getting a new telephone system. As part of this new system, intercom capabilities will be possible between the dining room and the staff area.

Save Tuesday November 17, 2009 for Thanksgiving dinner and the Friends of the COA craft fair.

Jean will be meeting in September with the Town Manager and Department Heads to review the 2011 COA budget.

#### **Treasurer's Report (Gena Manalan)**

The 2008-2009 non-personnel budget closed out with the following points of interest:

- We were \$1,255 below projected expenditures for printing/copying of the COA Newsletter and \$1,611 below projected budget for postage as a result of an increase in seniors receiving their newsletter on line.
- We closed the 2008-2009 fiscal year with a surplus of \$2,861 which was returned to the Town.

Our projected non-personnel budget for 2009-2010 is \$24,762. There is an increase projected in the other supplies line item to reflect planned replacement of a coffee urn, and replacement of the counter top between the kitchen and dining room.

Our projected non-personnel budget for 2010-2011 is \$28,942. There is an increase again in the other supplies line item to reflect the replacement of the 16 year old kitchen appliances, refrigerator/freezer, stove, dishwasher.

#### **Staggered Terms**

Gena Manalan plans to finalize the wording on the staggered terms proposal for the COA board which will bring it into line with other boards. Mike Gowing will provide her with the approved wording from other town boards. The goals would be a system in which each member of the 9 person board serves a three year term which is renewable for an additional three year term. Board member terms would expire in a synchronized manner, allowing for two thirds or more of the board to remain in office, so that a cadre of solid, experienced members is available to orient and guide the new members.

### **Liaison to Board of Selectmen – Mike Gowing**

Pauline Knibbe has crafted a handbook for all the Acton boards that will effectively answer frequently asked questions for new board members. The plan is to put the handbook on the Acton Town website where it can be easily available to all.

Mike sits on the Cable Advisory Board which is forming a 501(c)(3). There is a Public Education Government Access grant with monies available that would make it possible to expand TV programming on the town channel. If anyone knows someone who would be interested in this project, please notify Mike. Comcast will no longer run the studio after June 30, 2010.

Board members were asked to mark their calendars for November 16<sup>th</sup> at 8:15 p.m. when the COA board meets with the BOS to give an overview of the board's activities. Barbara Tallone is collecting comments from COA board members listing highpoints and accomplishments over the past year and goals for the coming year.

### **Liaison Reports**

Dan Silva is absent. Barbara Tallone will ask Dan Silva if there will be an elder driving program for Acton seniors.

Connie Ingram of Friends of the COA was not in attendance. Jean Fleming reported that the Friends of the COA have agreed to provide to Chris, who does program planning, an estimate of the amount of money they intend to donate for programming. This allows programming plans to be made in advance. Chris can then give to the Friends a list of the planned programs so they can see what they are funding. The Friends of the COA is working on long range fund raising options. Their annual appeal and mailings to businesses in Acton have been successful. They will hold their annual quilt raffle. And they are looking at ways to increase their membership.

Barbara Willson is the liaison to a Healthy Communities-Health Department Group.

Paul Turner is the liaison to the United Way and noted a mutual agreement to work together.

Charlie Aaronson attended a meeting of Minuteman Senior Services in Burlington. There is no representation from Acton, and they are interested in having an Acton resident sit on their board. The mission of the organization includes supporting seniors in staying in their homes as long as possible and supporting family caregivers. Charlie will attend the next meeting and clarify what are the responsibilities of a board member. There are two interested individuals on the COA board.

### **New Business for the September 2009 meeting:**

Follow up of staggered terms for COA board

Follow up with sending highlights and goals to Barbara Tallone for the next meeting's discussion.

**Adjournment**

The meeting was adjourned at 5:10 p.m.

**Next Meeting**

The next regularly scheduled meeting of the COA Board is October 19, 2009.

Respectfully Submitted,

Sally Thompson, Secretary