

HOLLISTON COUNCIL ON AGING
Minutes of Regular Monthly Meeting
January 10, 2024 – 1:00 PM

Members Present: Yvette Cain, Lynne Bajdek, Janet Alexander, Peter Eagan and Georgia Papavasiliou
Members Present Remotely: Carmen Chiango, Kathy Anguish
Staff Present: Lisa Borchetta

Call to Order:

The hybrid meeting was conducted in person in the Senior Center classroom, as well as online via Zoom. With a quorum being present, the meeting was called to order at 1:10 PM.

Minutes for December 6, 2023 were unanimously approved (moved by Kathy; seconded by Peter) as corrected.

Senior Center Director's Report - Lisa Borchetta:

- Indoors:
 - An Architectural Survey of the building will be scheduled soon.
- Outdoors:
 - DPW was on top of snow and ice removal.
- Grants (On-going):
 - Governor Healey announced a series of spending revisions to rebalance the state budget. Included in these revisions are 50% reductions of Councils on Aging earmarks in appropriation 9110-9002. None of these reductions will affect us directly. The formula grants to COAs remain unchanged at \$14 per older (60+) adult.
 - Senior Safe Program –In the last year, there have been fifty-three (53) completed installations and fourteen (14) pending requests.
 - Habitat for Humanity – ARPA Program. There are four (4) pending requests, three (3) in-process, and three (3) completed. Habitat has agreed to cover costs beyond our financial budget.
 - MA Development Finance Agency – Taxi Grant. Ongoing.
- Grants (Possibilities):
 - Lisa will continue to investigate and apply for other grant opportunities.
- Staff Updates:
 - Outreach/Transportation Coordinator – Cynthia Listewnik:
 - Part time Van Drivers – actively advertising for additional drivers. According to MWRTA, thirty-five (35) people took 207 rides using our vans in December.
 - Registered for a Professional Development Certification Course through BU to become a Certified Case Manager.
 - Actively assisting residents with fuel assistance, housing, medical equipment and other Outreach tasks.
 - Looking at collaborative programming/outreach ideas and grants to grow the assistance we provide to those with memory issues and caregivers.
 - Sixty (60) holiday gift bags and twenty (20) gift certificates were given out to those in need.
 - Participated in a training session for *MySeniorCenter* which will allow for more concise data gathering.
 - Administrative Assistant – Debbie Dupuis:
 - Compiling monthly report for MWRTA and filing 2023 paperwork for the Transportation division.

- Consistently monitors office and kitchen supply levels.
- Schedules van maintenance for oil changes, etc.
- Assistant Director, Laura Parmensi – Programs
 - Programming Updates:
 - St. Patrick’s Day Luncheon, March 13
 - Volunteer Annual Appreciation Lunch – April
 - Robin’s Mindful Nest – 6-week course on Mindful Eating
 - Therapy Gardens: Delicious Diabetic Desserts – March 20
 - Greatest Sitcoms of all Times – March 17
 - Line Dancing – 6-week class
 - Day Trip to Parker’s Maple Barn & Averill Winery in Mason, NH
- SSF Requests: Motion to approve \$2394 was unanimously approved (moved by Georgia, seconded by Lynn) for the following:

Bingo – March & April	\$80
Veteran’s Coffee – March & April	\$60
Select Chat – March & April	\$60
HPD Coffee – March & April	\$60
Monthly Breakfast – March & April	\$200
Lunch & A Movie – March & April	\$20
St. Patrick’s Day Entertainers - March	\$450
Robin’s Mindful Nest Six (6) Week Class – March & April	\$360
Therapy Gardens: Delicious Diabetic Desserts - March	\$279
Greatest Sitcoms of All Times, March	\$155
Line Dancing – Six (6) Week Course – March & April	\$420
Newsletter Folding (Food) – April	\$250

After careful review, the \$20 request for Lunch & A Movie – March & April, was corrected to reflect a total of \$275. The additional \$255 was unanimously approved (moved by Georgia, seconded by Janet).

New Business:

- Budget for FY2025 reflects a few increases this year as specified below:
 - Salary increases were recommended by the Town Administrator, Travis Ahern. The Administrative Assistant account encompasses two positions – the Assistant Director and the Outreach and Transportation Coordinator.
 - The Clerical Salaries account reflects Debbie Dupuis’ function. She drives the van as needed and is still involved with the Transportation scheduling, but her role and responsibilities as Administrative Assistant have increased.
 - James Keast suggested keeping the Energy & Utilities account as is but increasing the Building & Grounds Maintenance account slightly.
 - Slight increase in Communications for newsletter supplies and postage. Lisa will be looking into outsourcing the newsletter printing.

Account Name	Budget FY24	Request FY25	Change
Administrative Salaries	\$75,107	\$76,233	\$1,126
Administrative Assistant	\$115,283	\$118,080	\$2,797
Regular Salaries	\$9,484	\$9,626	\$142
Clerical Salaries	\$23,272	\$36,423	\$13,151
Energy & Utilities	\$20,925	\$20,925	\$0
Building & Grounds Maintenance	\$5,000	\$6,000	\$1,000

Professional Services	\$13,640	\$13,640	\$0
Communications	\$11,900	\$13,467	\$1,567
Office Supplies	\$7,250	\$7,613	\$363
Vehicle Supplies	\$2,000	\$2,000	\$0
Professional Development	\$1,200	\$1,500	\$300
TOTAL	\$285,061	\$305,507	\$20,447

The FY25 Budget Request of \$305,507 was unanimously approved (moved by Peter; seconded by Lynn).

Budget will now go before the Board of Selectmen on February 17 and then Finance Committee for their approval.

- Updates for Senior Center personnel and programs have been completed in HCAT. The senior center newsletter will be sent to HCAT to keep current.
- Yvette requested volunteers to serve on a sub-committee to discuss rebranding the senior center. Lynn and Georgia stepped up and will meet with Lisa and Yvette over the next few weeks to explore options. They will present their findings/suggestions with the COA in March.

Old Business:

Envisioning Holliston Update: Strategic Plan is completed. Committee is working on a Progress Report and annual review of each element of the plan.

Adjournment:

Motion to Adjourn was unanimously approved (moved by Lynn; seconded by Georgia). Next scheduled meeting is February 14, 2024 at 1:00 PM. Meeting adjourned at 2:29 PM.

Respectfully submitted,

Janet Alexander