

HOLLISTON COUNCIL ON AGING
Minutes of Regular Monthly Meeting
January 11, 2023 – 2:00 PM

Members Present: Yvette Cain (remote), Kathy Anguish, Carmen Chiango, Janet Alexander, Lynn Bajdek (remote)

Members Absent: Millie Bedard and Georgia Papavasiliou

Staff Present: Lisa Borchetta, Melicia DaCosta

Staff Absent: Debbie Dupuis

Associate Member Present: Peter Eagan

Guests: Chris Cain (Holliston Reporter - remote)

Call to Order:

The hybrid meeting was conducted in person in the Senior Center classroom, with masks being optional, as well as online via Zoom. Yvette took an audio roll call, and with a quorum being present, called the meeting to order at 2:00 PM.

Yvette stated that four members are required for a quorum. If we only have three (3) members present at any given meeting, an Associate Member may vote.

Yvette asked members to read the minutes (that are sent out one week prior to meeting) at home to eliminate the time spent during meeting.

Minutes for December 14, 2022 Meeting. Minutes were unanimously approved (moved by Kathy, seconded by Carmen).

Comments:

Staff Comments:

- Melicia stated she is still accepting members by phone or online for transportation. This month the Center is down two drivers. They are patiently waiting for the money from the taxi grant to kick in.
- Many people are signing up for assistance in getting their taxes prepared.
- The Valentine's Luncheon is filling up quickly.

Chair Comments:

- UMass Boston Gerontology Department made a presentation to the Select Board on Monday, January 9, 2023. They are scheduled to give their results to the community on January 17th at the Senior Center and will be giving a similar presentation to the COA Board on February 8th.
- UMass has indicated that they will be available to us on a consulting role for recommendations, additional feed back, etc. as non-billable hours for at least a year. They will also be sharing data with the Envisioning Future Holliston group.

Senior Center Director's Report Lisa Borchetta:

- **Building Issues:**
 - The DPW/Highway department has been very accommodating and attentive in keeping the driveway, sidewalks, and stairs clear of snow and ice.
 - Cleaning crew has been amenable to specific needs of the Center and will be changing personnel. They are presently scheduled twice a week and on special occasions.
 - Kitchen faucet will be replaced by James Keast eliminating leaks under the sink.
 - John Gagnon is replacing the faulty CO2 Detector.
- **Grants:**
 - **UMass Boston 55+ Survey** - Results support the programs that the center is looking to execute in the future. UMass will be holding a live presentation at the senior center on January 17 at 11 am. Lisa commented that the results showing that people want to age in place are in step with the Habitat for Humanity and Senior Safe Programs that have already been implemented. Results also showed a various mix of needs and programs based on age. Younger age group seems to view the senior center as a needs-based service provider.
 - **Senior Safe Program** –still going well. John Gagnon continues to assist residents with the installation of safety equipment and referrals to Outreach as needed.
 - **Habitat for Humanity/ARPA Program.** Habitat has offered to cover some of the necessary additional repair costs for projects that go over the \$20K maximum from the town and connecting us with other resources.
 - Yvette asked if there was a need to draw people to this program.
 - Lisa stated that the monthly newsletter provides information for applying, but she believes people are self-assessing their eligibility.
 - **MA Development Finance Agency – Taxi Grant.** Staff is awaiting arrival of funds and restart of program. Funds are in a new town account and bills are paid upon request. Tommy Taxi and JFK Transportation (wheelchair accessible) are the present vendors. Rides are scheduled during the normal work hours.
- **Code of Conduct/Review Committee:** In progress.
- **SSF Requests:** Motion to approve \$1065 was approved (moved by Kathy, seconded by Carmen).

Newsletter Folding (February)	\$100 (Credit Card)
Lunch and a Movie (February)	\$175 (Credit Card)
Coffee with the Police (March, April)	\$50 (Credit Card)
Valentine Lunch (Treat Bags, Paper Goods, Drinks)	\$300 (Credit Card)
Bingo (March, April)	\$40 (Cash)
Veteran's Coffee Hour (March, April)	\$50 (Credit Card)
Select Chat (March, April)	\$50 (Credit Card)
St. Patrick's Day (Treat Bags, Paper Goods, Drinks)	\$300 (Credit Card)

New Business:

FY24 Budget reflects a few increases this year as specified below:

- Town Hall has been reviewing pay scales for different positions. The Director's position has increased by \$3916.

- The Administrative Assistance position encompasses two positions – the Assistant Director and the Outreach and Transportation Assistant. An increase of \$1049.
- James Keast suggested increasing the Energy & Utilities account and the Building & Grounds Maintenance account. A total increase of \$5100.
- Slight increase of \$150 in Communications for postage.

Account Name	Appropriated FY23	Request FY24	Change
Administrative Salaries	\$71,191	\$75,107	\$3,916
Administrative Assistant	\$114,234	\$115,283	\$1,049
Regular Salaries	\$9,484	\$9,484	\$0
Clerical Salaries	\$23,678	\$23,272	(\$406)
Longevity	\$50	\$0	(\$50)
Energy & Utilities	\$15,500	\$19,600	\$4,100
Building & Grounds Maintenance	\$4,000	\$5,000	\$1,000
Professional Services	\$13,640	\$13,640	\$0
Communications	\$11,750	\$11,900	\$150
Office Supplies	\$7,250	\$7,250	\$0
Vehicle Supplies	\$2,000	\$2,000	\$0
Professional Development	\$1,200	\$1,200	\$0
TOTAL	\$273,977	\$283,736	\$9,759

Discussion centered around printing alternatives for the newsletter, i.e., outside service provider vs. inhouse printing and folding . Lisa will share samples and cost for comparison at next meeting.

The FY24 Budget Request of \$283,736 was unanimously approved (moved by Kathy; seconded by Carmen).

After much discussion around the Revolving Accounts, it was noted that the COA Board only needs to approve the Request FY24 figures not the revolving accounts. Budget will now go before the Board of Selectmen and then Finance Committee for their approval.

Adjournment:

Motion to Adjourn was approved (Janet moved; Carmen seconded). Next Meeting is scheduled for February 8, 2023 at 2:00 PM. Meeting adjourned at 3:09 PM.

Respectfully submitted,

Janet Alexander