

**GROVELAND COUNCIL ON AGING  
BOARD OF DIRECTORS MEETING  
MINUTES 12/20/2017**

**CALL TO ORDER:** 9:38 AM. Motion by Frank Sadowski, second by Dot DiChiara.

**ATTENDING:** Frank Sadowski, Anita Wright, Lynne Stanton, Kathryn Alesse, and Dot DiChiara

**ABSENT:** Laurel Puchalski

**MINUTES:** There were no available minutes to review.

**TREASURER REPORT:** Reviewed and accepted as submitted. Motion to accept by Anita Wright, second by Kathryn Alesse.

**DIRECTOR'S REPORT:** Annual Reports for 2016 and 2017 have been submitted. Staff coverage for the holidays was discussed. Lynne reported on the Open Enrollment Period. The budget for 2019 is due 12/29 per the guidelines.

**BUILDING COMMITTEE REPORT:** Last meeting was 11/29. CBA Architects were present for Q&A/Discussion. CAD Documents were sent to the Architect and we are awaiting the first set of preliminary design plans.

**COMING EVENTS:** Coming events are posted in the current newsletter.

**NEXT MEETING:** January 17, 2018, 9:30 AM, at the Public Safety Building.

The Chairman thanked our Committee for a great year and also for the holiday treats served at our last meeting of the calendar year!

**ADJOURNED:** 10:45 AM. Motion to adjourn by Frank Sadowski, second by Anita Wright.

**SUBMITTED:** Anita Wright

TOWN OF GROVELAND  
2018 JAN 18 PM 12:50  
TOWN CLERK  
RECEIVED/POSTED

**Council on Aging Treasurer's Monthly Summary for FY2018**  
**November 2017**

ITEM	BUDGET	2017						2018						Year to Date Balances	% Left
		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE		
PAYROLL															
Director	\$53,601.00	\$2,880.64	\$4,115.20	\$4,115.20	\$4,115.20	\$6,172.80								\$32,201.96	60.1%
Office Staff	\$34,068.00	\$1,895.73	\$2,614.80	\$2,614.80	\$2,614.80	\$3,922.20								\$20,405.67	59.9%
Outreach	\$8,435.00	\$485.70	\$647.60	\$647.60	\$599.03	\$971.40								\$5,083.67	60.3%
Van Drivers	\$19,300.00	\$1,018.88	\$1,018.88	\$1,303.88	\$1,482.00	\$2,180.26								\$12,296.10	63.7%
Payroll Subtotal	\$115,404.00	\$6,280.95	\$8,396.48	\$8,681.48	\$8,811.03	\$13,246.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$69,987.40	60.6%
EXPENSES															
Bills Payable	\$7,600.00	\$1,169.51	\$1,038.36	\$107.88	\$554.23	\$945.93								\$3,784.09	49.8%
Budget Month	\$123,004.00	\$7,450.46	\$9,434.84	\$8,789.36	\$9,365.26	\$14,192.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$73,771.49	60.0%
FORMULA GRANT	\$13,095.00														
Mail Deposit		\$2,748.13												\$2,748.13	
Postage Cost		\$390.56	\$390.20	\$389.45	\$390.54	\$386.26								\$1,947.01	
Mail Balance		\$2,357.57	\$390.20	\$389.45	\$390.54	\$386.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$801.12	\$13,095.00
Mail Withdrawal														\$0.00	
Printing		\$321.00		\$403.00	\$321.00	\$461.00								\$1,506.00	\$4,054.27
Outreach		\$299.52	\$453.32	\$339.99	\$453.32	\$777.12								\$2,323.27	\$9,040.73
Other Expenses		\$225.00												\$225.00	
Grant Month	\$0.00	\$845.52	\$453.32	\$742.99	\$774.32	\$1,238.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,054.27	69.0%
REVOLVING ACCOUNT															
Beginning Balance	\$13,478.84	\$13,478.84	\$13,323.30	\$12,838.25	\$13,422.27	\$13,069.24								\$13,478.84	
Taken In		\$487.75	\$267.39	\$863.00	\$227.00	\$1,213.65								\$3,058.79	
Expended		\$643.29	\$752.44	\$278.98	\$580.03	\$471.26								\$2,726.00	
Balance	\$13,478.84	\$13,323.30	\$12,838.25	\$13,422.27	\$13,069.24	\$13,811.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,811.63	

## **Groveland Council On Aging - Director's Report**

### **December 20, 2017**

#### **Old Business**

- ♦ **Holiday Party** Thurs., Dec. 14<sup>th</sup> w/ small group of Pentucket musicians was terrific! 41 attended.
- ♦ **Fuel Assistance** Recipients' list complete. Awaiting details from Cong'l Church.
- ♦ **Men's Breakfast** First breakfast on Tues., December 12. 11 attended. New caterer. Breakfast was delicious and well received. Unfortunately, new cost in 2018 will be \$8.00 (our cost from caterer).
- ♦ **Medicare Open Enrollment** Ended Dec. 7. 20 appointments were completed during November. Appointments were primarily Rx formulary searches.

#### **New Business**

- ♦ **Town Hall/COA** COA office will be closed December 29 (Friday – Nisha off). Also closed January 1 + 15 (both Mondays).
- ♦ **Elders** Bed bug issue at River Pines. Being remediated.
- ♦ **Staff** Van driver ad posted in *Eagle Tribune*. Recv'd two replies. One w/out positive attributes. Second resume just recv'd and will email re. interview. NOT permitted to offer Richard additional hours (beyond 19-1/2 / week).
- ♦ **FY18 Budget** On target. See Treasurer's report.
- ♦ **FY19 Budget** Deadline is December 29. 2.5% maximum overall increase permitted w/ 2% salary increase.
- ♦ **MVRTA Lease** CIC suggesting continuation of MVRTA lease rather than purchase new at this juncture. They are also seeking companies / cost to lease a handicapped lift van from dealerships should our current lease van quit.
- ♦ **Van** Van was inspected at Coady's on Nov. 20<sup>th</sup>. Failed. Brake pads replaced by MVRTA. \$382. Windshield replaced by All Glass (prior crack on driver's side). Have not received invoice. Glass company may have submitted to town insur. co. directly. Fingers crossed.
- ♦ **Programs / Events** Reduced programs in January / February. Ditto the library. Attendance and trips are historically poorly attended during winter months.
- ♦ **Donations** We have received many donations of gift cards this holiday season. Donors listed in Jan/Feb newsletter.
- ♦ **Nichols Village "Seniors Helping Seniors"** Thank you to Laurel Puchalski for attending, in my place, the small cocktail hour at Nichols on the afternoon of December 15<sup>th</sup> to say a few words about the COA and the help that others provide. This week, Jane Field and another friend brought in \$450 in Market Basket gift cards and ~\$350 in prepaid Visa cards (a goof – they wanted CVS gift cards, but the cashier made an error).
- ♦ **Senior Center Initiative** Update from Anita.

#### **Coming Events**

- ♦ See attached **calendars for Jan. / Feb.** – Two newsletters combined during the winter. Please save.
- ♦ **Annual Report to the Town** Attached is the COA's Annual Report for FY2016 and FY2017. They will be published in two separate books.
- ♦ **Nichols Transportation Program** Nisha will be giving a program on transportation options to Nichols residents in January.

**Next COA Board Meeting:**

**Date: January 17, 2018 Time: 9:30am**

**Public Safety Building – Conference Room**



## Groveland Council On Aging

Town Hall  
183 Main Street  
Groveland MA 01834

Phone: (978)-372-1101 Fax: (978)-469-5008 E-Mail: [LStanton@GrovelandMA.Com](mailto:LStanton@GrovelandMA.Com)

### COA Annual Report FY2016

#### Mission Statement

Our mission is to advocate for older adults, to identify their needs, to develop and implement services, to meet their health, economic, social and cultural needs, to encourage independence, and to improve their quality of life.

#### Summary

Groveland's over-60 population is projected to grow 43.5% between 2010 and 2020! [Source: UMass Donahue Institute and [www.census.gov](http://www.census.gov)] We continue our preparations to meet the needs of our "booming" 60+ population. To that end, Anita Wright (long standing COA board member and Groveland's Board of Health Nurse) addressed the Board of Selectmen on December 28, 2015 to highlight the reasons the COA needs more space and a building of our own.

#### Statistics and Service

##### **FY2016 Programs, Services and Activities Provided Through the COA**

*(with the Support of Elder Services of the Merrimack Valley and the EOEA)*

**Seniors Served:** Your COA currently provides programs/services/events to 1,988 Groveland residents (153 are 80-85 and 196 are 86 or better)! Of that total, we directly served 779 – 72.5% women and 27.5% men. We also served 88 non seniors (general information and family assistance).

**Outreach Provided:** Our Outreach position is partially funded (8 hours/week) by a grant from the EOEA. Phone reassurance, Elder Mental Health Outreach (EMHOT) in conjunction with the Amesbury COA, friendly visitors, elder legal advice, fuel assistance, veterans' services, SNAP and MassHealth application help, van trips, grocery shopping, and USDA food program.

**Meals on Wheels:** 2,912 meals were delivered to home-bound elders, dispatched out of the West Newbury COA.

**Newsletter:** Sent to 1,380 households, 10 times each year. Funded by a grant from the EOEA. Newsletter is also available online.

**Financial Assistance:** Community Action, Citizens Energy Heat Program, Rebuilding Together, MV Legal Assistance, Prescription Advantage Program, and Medicare assistance reached 238 elders.

**Transportation:** The use of our van to provide transportation to doctors, hospitals, rehab., shopping and personal needs, as well as volunteer drivers with the NEET program (Northern Essex Elder Transport) provided 1,220 rides to 62 residents. FREE transportation is now available through MVRTA's Ring & Ride Program (approved by our Board of Selectmen). Property tax work-off program and intergenerational activities were also provided.

**Health/Wellness/Exercise:** Board of Health blood pressure clinics, podiatrist clinics and senior flu clinics reached 176 clients. All classes (diet and health, Senior Fitness, Yoga, Zumba) now held at Town Hall (formerly at Fire Station meal site).

**Elder Services of the Merrimack Valley:** Provided Groveland clients access to SHINE (Serving the Health Info Needs of Everyone on Medicare – 88 residents served), the Brown Bag program, Crisis Intervention Unit, Money Mgmt., Home Care Program (homemaker, companion, personal care, chores, social day care, adult day health, Life Line) and Title III (meals) programs.



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#### Summary

This year, our "Senior Center Initiative" was kicked off to investigate increased space options for our mushrooming over-60 population. A large lot located between River Pines Housing and the Public Safety was transferred to the COA for use to build a new senior center (while the COA seeks grant and funding opportunities). During the summer of 2016, a group (COA board members, *Friends* members and COA staff) toured modest, recently built senior centers in communities with populations under 10,000. An assessment was made of the pros and cons of each site. A Building Committee was appointed and a presentation was made on December 12, 2016 before the BOS summarizing our new senior center tour findings. In March 2017, Anita Wright and John Osborne to the Board of Selectmen outlining our needs. Soon after, a Warrant Article was presented at Annual Town Meeting seeking funding for a design study.

The design study funding was approved and architectural firms would soon be sought to flesh out the Committee's vision.

#### Statistics and Service

##### **FY2017 Programs, Services and Activities Provided Through the COA** *(with the Support of Elder Services of the Merrimack Valley and the EOEa)*

**Seniors Served:** Your COA currently provides programs/services/events to 2,114 Groveland residents (169 are 80-85 and 211 are 86 or better)! We also served 130 non seniors (general information and family assistance).

**Outreach Provided:** Our Outreach position is partially funded (8 hrs/wk) by the state Formula Grant. Phone reassurance, Elder Mental Health Outreach (EMHOT) in conjunction with the Amesbury COA, friendly visitors, elder legal advice, fuel assistance, veterans' services, SNAP (Supplemental Nutrition), MassHealth application help, USDA food program, yard and home maintenance assistance was utilized by 134 folks.

**Meals on Wheels:** 3,269 meals were delivered to home-bound elders.

**Newsletter:** Grant funded by the EOEa, letter is sent to ~1,430 households 10 times each year.

**Transportation:** With our MVRTA Lease van (for \$1/year), we provide transportation to doctors, hospitals, rehab., and shops. We also have local volunteers who drive for the NEET program (Northern Essex Elder Transport) provided 1,283 rides to 70 residents. FREE transportation through MVRTA's Ring & Ride Program continues for all adult residents 18+.

**Financial Assistance:** Community Action, Citizens Energy Heat Program, Rebuilding Together, MV Legal Assistance, Prescription Advantage Program, and Medicare assistance reached 226 elders. Property tax work-off program and intergenerational activities were also provided.

**Health/Wellness/Exercise:** Board of Health blood pressure clinics, podiatrist clinics and senior flu clinics (now provided by Rite Aid) reached 176 clients. Classes include Brains & Balance,



# JANUARY 2018

## Programs-Services-Events



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b> <b>COA CLOSED</b> <i>Happy New Year!</i>	<b>2</b> <i>NO Reiki + Meditation</i>	<b>3</b> <i>10:30 Mystery Book Club</i> <b>NO Drawing</b> <i>11-1 Shopping</i> <i>12:30 Game</i>	<b>4</b> <i>10:30 Social Hour</i> <i>11:00 Pentucket Walking Club</i>	<b>5</b> <i>11:00 Yoga w/ Mary</i>	<b>6</b>
<b>7</b>	<b>8</b> <i>9:30 Advanc. Painting</i> <i>10:00 Atty. Dalton</i> <i>11:00 Pentucket Walking Club</i> <i>12:00 Movies</i>	<b>9</b> <i>8:30 Men's Breakfast</i> <i>10:00 Reiki + Meditation</i>	<b>10</b> <i>9:30 Elements of Drawing</i>  <i>11-1 Shopping</i> <i>12:30 Game Day</i>	<b>11</b> <i>11:00 Pentucket Walking Club</i> <i>12:00 B'day Bash</i>	<b>12</b> <i>11:00 Yoga w/ Mary</i>	<b>13</b> <i>Friends of COA SAVERS fund raiser drop off.</i> <b>Cong'l Church</b> <i>Community Lunch 11:30</i>
<b>14</b>	<b>15</b> <b>COA CLOSED</b> <i>Martin Luther King, Jr. Day</i>	<b>16</b> <i>NO Reiki + Meditation</i>	<b>17</b> <i>9:30 COA Board Meeting</i> <b>NO Drawing</b> <i>11-1 Shopping</i> <i>12:30 Game Day</i>	<b>18</b> <i>9:00-11:30 Foot + Blood Pressure Clinic</i> <i>10:00 Van Trip—IMAX</i> <i>11:00 Pentucket Walking Club</i>	<b>19</b> <i>11:00 Yoga w/ Mary</i>	<b>20</b> <i>Snow Day—Friends of COA SAVERS fund raiser drop off</i>
<b>21</b>	<b>22</b> <i>9:30 Advanc. Painting</i> <i>11:00 Pentucket Walking Club</i> <i>12:00 Movies</i>	<b>23</b> <i>10:00 Reiki + Meditation</i>	<b>24</b> <i>9:30 Elements of Drawing</i>  <i>11-1 Shopping</i> <i>12:30 Game Day</i>	<b>25</b> <i>11:00 Pentucket Walking Club</i>	<b>26</b> <i>11:00 Yoga w/ Mary</i>	<b>27</b>
<b>28</b>	<b>29</b> <i>9:30 Advanc. Painting</i> <i>11:00 Pentucket Walking Club</i> <i>12:00 Movies</i>	<b>30</b> <i>9:30 Van Trip—Mystery Ride</i> <i>10:00 Reiki + Meditation</i>	<b>31</b> <i>9:30 Elements of Drawing</i>  <i>11-1 Shopping</i> <i>12:30 Game Day</i>			