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Council On Aging Board Meeting Agenda

Date:

Tuesday, April 25, 2023 - 10:00am

Senior Center at the Bolton Country Manor, 600 Main Street

Council On Aging Board Meeting Agenda 4/25/23

10:00am -10:05am Citizen's Comments

10:05am - 10:15am Reading of Minutes from March 2023 COA Meeting

Approval of March 2023 COA Minutes

Financial Report

10:15 – 11:30pm FOBS Update

Outreach/Program Coordinator's Report

Other Board Concerns and Discussion

Director's Report

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Town of Bolton C.O.A. Meeting
April 25, 2023

Meeting at the Senior Center

Members Present: Alice Roemer, acting Chair; Barbara Brown, Tom Byron, Shirley Sefton, Corrine Mackie, Janet Smith

Program Coordinator Heather Goodsell, FOBS Mary Ciummo, guest Laurie Hayward

A quorum being present, the meeting opened about 10:04 AM.
The minutes from the March COA meeting were approved as amended.

Financials: Good. Bus trip costs are more than doubling because our usual bus company no longer does senior trips. Shopping for other bus companies indicates that costs will more than double. Since Purchase of Services needs to be spent down, bus trips should take care of that.

FOBS: 19 participants to the April Tea. May is big: "Older Americans Month". Theme is Aging Unbound. Tuesday's Connections on the 16th (Ghosts and Legends with Jeff Belanger), Health Fair on the 17th, Cup Cake drive thru on the 25th.

Heather reports: See handout. For the Health Fair at Davis Hall, there will be 20 tables. Setup on the 16th needs volunteers, and volunteers to assist, greet, direct folks, and to clean up on the 17th. Because of doubling bus costs, trips will be reduced from 4 to 3 going into the next fiscal year.

Corrine reported on the \$20K sub-committee: Surprisingly difficult to spend \$20 K! We are trying to identify long term items to fund. Will fund capital items, if there are any. Transportation need has been met already. Fund veterans is one item. Fund educational speaker forums for a wide audience in evening events entails the need for additional people power to put on such an event, and a the need to generate an audience (attendance). Fund a communication vehicle (which is a challenge for all organizations in town): possibly an integrated, comprehensive town calendar. (Bolton Community tried something once).

Lisa was absent but provided the Director's Report as a handout.

The meeting adjourned at 11:15.

Respectfully submitted: Tom Byron

Bolton Council on Aging
April FY23

Category	----Actual---		Spent Year-To-Date	Remaining %	Balance Remaining
	Total Year Budget	Spent %			
Town Warrant					
Fixed					
Salary	\$ 46,575.00	79.03%	\$ 36,809.28	20.97%	\$ 9,765.72
Wages	\$ 33,758.00	82.19%	\$ 27,745.20	17.81%	\$ 6,012.80
Software Support	\$ 1,190.00	100.00%	\$ 1,190.00	0.00%	\$ -
Building Lease	\$ 4,644.00	95.16%	\$ 4,419.00	4.84%	\$ 225.00
Cable/DSL	\$ 1,443.00	63.89%	\$ 921.95	36.11%	\$ 521.05
Telephone	\$ 581.00	61.33%	\$ 356.31	38.67%	\$ 224.69
Subtotal-Fixed	\$ 88,191.00	81.01%	\$ 71,441.74	18.99%	\$ 16,749.26
Discretionary					
Purchased Services	\$ 8,050.00	47.10%	\$ 3,791.46	52.90%	\$ 4,258.54
Supplies	\$ 1,850.00	182.16%	\$ 3,370.05	-82.16%	\$ (1,520.05)
Subtotal-Discretionary	\$ 9,900.00	72.34%	\$ 7,161.51	27.66%	\$ 2,738.49
Total Warrant Spending					
Grant					
Lisa- Extra 3 hours/TBD	\$ 6,763.00	68.03%	\$ 4,601.16	31.97%	\$ 2,161.84
Fitness/Balance	\$ 800.00	100.00%	\$ 800.00	0.00%	\$ -
Wellness	\$ 1,240.00	85.08%	\$ 1,055.00	14.92%	\$ 185.00
MCOA Dues	\$ 280.00	94.64%	\$ 265.00	5.36%	\$ 15.00
Other	\$ 8,028.00	5.11%	\$ 409.99	94.89%	\$ 7,618.01
Transportation	\$ 85.00	27.98%	\$ 23.78	72.02%	\$ 61.22
Total Grant Spending	\$ 17,196.00	41.61%	\$ 7,154.93	58.39%	\$ 10,041.07
FY22 Earmark Award	\$ 20,000.00				
Fuel Assitance Balance	\$ 10,212.87				
GO Bolton Balance	\$ 9,000.00				

April 2023 COA Meeting Outreach/Programs Minutes

This week we have a movie matinee on Wednesday at 12pm, we also have Dave from Therapy Gardens coming to teach his pickle making workshop on Thursday.

Upcoming in May we have a new monthly craft class with our volunteer Michelle, Roger Tinknell with his Beatles and Beyond show, the health fair, along with all of our regular ongoing programs.

We will need volunteers for the health fair- Tuesday afternoon (5/16) we will need help setting up Davis Hall. The day of, we will need help showing vendors to their spot, greeting guests, cleaning up and more. If you can be available for any of these times, please let us know.

AA Transportation informed me recently that they were no longer able to accommodate our day trip requests. I have requested quotes from many local bus companies and unfortunately, the cost is going to be twice as much as we budgeted. At this point, a May trip to the casino doesn't seem feasible. I have booked our seats on the Turkey Train for 9/25. Bus for that day is going to cost \$1600. With that in mind, if we continue with the schedule we discussed, we would have to defer the cost of the bus onto the participants, which would bring the cost up about \$20 per person.

Fuel Assistance has a very large balance still, so last week I sent out letters to all of the participants from this season and let them know that an additional 100 gallons of oil would be provided. In doing this, we will still have around \$2000 in the town account, plus the LIV grant \$.

Director's Report – April 2023

- Eagle Scout Project Update – FOBS has agreed to work with the scout, and they will be his Beneficiary.
- MART Van Upgrade – I requested a larger van, and we are finally getting an 11-passenger van to replace the current 8 passenger van. Kristen Noel, Town HR/Treasurer, is assisting in getting all of the necessary insurance documents needed. I'm hoping we have the van within the next week or two.
- Nashua River Project – This is a grant funded project that Bolton's Conservation Agent is a part of. The project's goal is to combat climate change, and the final part of the project focuses on the various shrubs and greenery that can be planted to best help the environment and climate change. This group asked if the COA could assist in the coordination of seniors who could perform site visits to several locations in town. A date has not yet been determined. They would also like students from Minute Man to interview seniors to get a sense of what Bolton and these sites were like years ago. All of this will take careful coordination to ensure this is a safe, enjoyable, and rewarding experience for everyone involved. I will give an update next month.
- Health and Wellness Fair Weds. 5/17 12pm-2:30pm – 20+ vendors will be attending the fair. A "Save the Date" notice has been posted on NextDoor and Facebook, and it was also in the Calendar section of the Bolton Independent newspaper last week. I have reserved the board at the Houghton Building from 5/11-5/17 to advertise as well. The refreshments will be sponsored by a local realtor.

*The following needs to be done:

Follow-up with all vendors two weeks prior to the event – Lisa and Heather

Buy items for the door prize/raffle baskets (2-3 baskets with a healthy lifestyle theme)

Set up Davis Hall the day before the fair, 5/16. I will ask for volunteers on the Facebook Community Group page. (Sign-Up Genius would be great for this)

Volunteers for the fair: 2-3 for sign-in area, 1 volunteer for refreshment table, 2 volunteers for the COA table, 2-3 volunteers to help seniors, answer questions, and assist with any issues that may arise.

Volunteers to break down and clean up. I will also post this on the Facebook Community page.

Please let me know if any Board members are available to volunteer

- New Marketing Assistant – A STRP worker has agreed to help the COA with marketing. She will be posting events and programs on NextDoor and Facebook, and she'll submit info to the Bolton Independent. She will spearhead the monthly newsletter processing and distribute them to the post office, Bolton Bean, Town Hall, Bolton Orchards and the library. She will also post events on the board at the Houghton Building as needed. Before the STRP worker reaches her 100 hours, I hope to have her train another STRP worker who can continue the position. (We will have STRP program info at the health fair in hopes of getting more seniors onboard. We will also advertise this program at all future COA programs and events.)

Lisa D'Eon