

**COUNCIL ON AGING MEETING**  
**June 28,2005**

In Attendance: Brian Macleod, Becky Moriarty, Al Ouimet, Ruth HaleyJohn Shay, Arlene Fisher, Shirley Gouvan

Absent: Virginia Schneider, Pat Clark, , Rita Vail

In Attendance: Bill Olmstead

Brian called the meeting to order at 8:35 am

The **Secretary's report** was reviewed and accepted

The **Treasurer's report** was reviewed and accepted, it was noted that there will be shortages in the building maintenance fund. Utility bills will continue to come in, Becky will ask for funds to over expenditures to from the Town Treasurer.

**The Director's Report-** verbal, focused on issues specific to closing the Center. They are discussed in detail below.

Specific Programs:

+ The **Lunch Program**, granted by Greater Springfield Senior Services, will continue. It will be relocated to the Bethlehem Baptist Church. They will open their doors to us on 7/5 for this program

-Janis is retiring. Genny Ford is now the new coordinator for this program. Her salary will be paid by the Senior Services fund.

-Meals on wheels will continue uninterrupted.

-GSSI will deliver frozen meals for any citizens who need meals over the weekends, as there is no longer a volunteer coordinator for Mary Lyons Nursing Home to continue this service.

-The menus will be posted in ? The Wilbraham and Hampden Times

-Individuals who now utilize this program have been contacted.

-There was a question regarding the need for an extra refrigerator at the church location. Brian felt that not much space would be needed for foods remaining. He and Becky will look into the actual need.

+The **Outreach Program**, funded by a Title 3 grant through the Greater Springfield Senior Services, will continue

- It will have to be relocated to the old Planning board office at Town Hall

-The monies provided for this are \$8,418 annually, 12 hours weekly. Though it was noted if the individual hired has a lesser rate of pay (Tedi-Ann had been increased to \$13.49/hr) there may be an option to utilize more hours weekly.

-Tedi-Ann has tendered her resignation. She will complete her position on 7/14. . The COA board will post the position and interview viable candidates. Becky is capable of filling this position but expresses that it is not her first choice she will act to some degree to fill urgent needs in the interim.

-Becky will advertise the position. She and Shirley will work together to interview the candidates. It was noted that not only should the candidate have good communication skills, like working with Seniors and be easily trainable., but also needs to be self motivating, as there will not be a supervisor physically with them most of the time.

-The home visits will cease

-The COA board can act as supervising unit to this position

-The Grant expires October 1<sup>st</sup>, Becky will reapply for this.

+There are **State Formula grant monies** of \$5,126 annually.

-This is provided as long as there is an active COA board. We will maintain the board.

- Becky will remain in a supervisory role for 2-3 months as a part-time position at 5 hours/week with this funding. She will apply for grant monies, aid in training the new Out Reach coordinator and work with us to reopen the Center.

The present office staff will be leaving this week. **The Office** change of address will take effect 7/1/05. The post office has been notified. There is a mail slot for the Council on Aging, which already exists in the Town hall. Becky will check this routinely. The phone number is being moved to the Town Hall. The new

Senior Aide, Jane, will start on the 3<sup>rd</sup> week of July. The Senior Aid Program funds her position. We are still eligible for this. This is a 20-hour a week position. Jane would work to man the phone, do office work, submit newspaper ads, etc. She may also be utilized by other town functions- e.g. to assist with mailings when able.

**Staff:** Becky-Executive Director-5 hours/week  
Jane -Senior Aide-20 hours/week  
Outreach Coordinator, 12-14 hours/week

+**Individual programs** are being established by individuals in various locations throughout the town.

Barbara Dunwoody will do some programs e.g. **knitting**, at her home

**Foot care** will continue on its established day at The Commons, they will extend the hours to accommodate more people there

**SHINE**-Ed Shank- will continue- his appointments will be set-up through the COA office at the Town Hall

**Sheared Rug** class will go to the Wilbraham Senior Center

**Exercise** Programs will be held at St Mark's Church in East Longmeadow

**Bridge** will move to the Longmeadow Senior Center

**Pitch** is being set-up in the Town Hall auditorium

The **Scantic Seniors** will hold their meetings at Town Hall

The **Brown Bag Program** will base out of Town Hall, this will continue on the 3<sup>rd</sup> Tuesday of the Month, the new senior aid can call the volunteers/participants to remind them a few days prior.

Virginia, John, Ruth, Bill Killian, Arlene and Shirley agreed to participate in this. There are now 25 individuals that are serviced by this. The majority of them pick-up their own with a few individuals needing home delivery.

The **maintenance of the building** was addressed.

-Becky will maintain 1 building key.

-food supplies, kitchen items will be taken care of by Janis

-The Lion's Club will be removing their supplies.

-art pieces have been removed by the artists

-some more expensive items and decorative pieces will be locked in the closets by Arlene

-Shirley will clear the Scantic Seniors Items

-The dumpster is being removed 7/1

-The water cooler is going 6/28

-Maintenance from the town will inspect the interior of the building on a regular basis. Rudi will be a participant in this. They will keep a log.

-The snowplowing contract has been cancelled. Dana will plow a path for emergency needs, e.g. the fire department

-Insurance policy for the building falls under an "umbrella policy for the town"

- water testing will be on hold- therefore no drinking of water can be allowed in the Center.

-The town is deciding on ant spraying during the summer months.

Jim Smith looked into the **HUD grant**. They have approved our "making up the remaining time" when the Center reopens. They did stipulate that the time for the Center to be earmarked for Seniors would be extended by 2 months. (120 days). This will commence when the Center reopens.

Any monies that will be coming back into the town from the stated have to be reallocated at the town meeting. It was felt that safety needs would be met first, specifically the DPW and Police needs. Townspeople may be open to a minimal budget for the Senior Center. At our next meeting we will discuss a minimal **Budget proposal** to present at the next town meeting.

The final issue of the "**The Scribe**". was assembled today and will be mailed this week.

The meeting was adjourned at 9:40 am. Our next meeting will be Tuesday August 9, 2005 at 8:30 am. in the COA office at the Town Hall.

Ruth Haley, Secretary