

MINUTES
MILLBURY COUNCIL ON AGING BOARD OF DIRECTORS

Date: June 17, 7:30 AM

Present: Kaye Peltier, Steve Walinsky, Stuart Mulhane, Lee Ayotte, Kevin Higginbottom, Sarahbeth Persiani, Richard Townsend, Joyce Sampson, Christine Bott and COA Executive Director Judith O'Connor

Absent: Edna LaPan and Marie Kosiba

The meeting was called to order at 7:30 AM by the Chairman, at the Senior Center by using Zoom remote #95605989669#

VOUCHERS:

Vouchers were signed at this meeting. A motion was made by Lee Ayotte that Board member Christine Bott, be the representative signee for the COA vouchers with a retroactive date of March 2020. Seconded by Richard Townsend. A roll call vote was taken. Vote Unanimous.

MINUTES:

A motion to accept the February minutes was made by Steve Walinsky. Seconded by Richard Townsend. Verbal vote was taken. Vote: unanimous.

CORRESPONDENCE:

Ms. O'Connor did an overview of correspondence that we received over the past 4 months.

A request to do a questionnaire regarding the qualifications for the position of Town Manager from Community Paradigm Associates.

A memo from MEGA on safety Precaution to help us with our re-opening of the building. Giving a list of PPE items need to keep the building disinfected properly.

A notice from the Millbury Sutton Chronicle asking that the Millbury Seniors news be excluded for 3 weeks. They are offering the entire paper to the graduates of the local High Schools.

We received the Covid-19 Control Plan from the State along with posters for mandatory safety Standards for the workplace.

We received a communication from the Town Manger regarding the CMRPC Block Grant that June 17, 2020

the Town of Millbury & the Town of Leicester will be applying for together. The Senior Center would be looking for funding for the Traveling Memory Café and visual equipment to enhance programs and services. (i.e. SHINE)

STANDING REPORTS:

- A. Budget and Finance – Ms. O'Connor reported that she met with acting Town Manager regarding cuts to our budget. He has changed the COA staff from two general clerks to having our staff remain the same as this past year and putting a hold on hiring. He also took \$1,500. out of the COA's other expense account. Our budget then went to the Fin Com; who decided that our new position of Program Adm. would be funded at \$15,000 starting July 1st and then find the remaining funds needed at the November town meeting. We were provided with the following budget to go to Town Meeting. Salaries and wages (all) \$ 152,634, General Expenses \$53,550, Total \$206,184.
- B. Personnel – Ms. O'Connor stated that with permission from HR she contracted those individuals who sent in resumes for the position of Program Adm. She found several still interested and will arrange a meeting.
- C. Nominating – No report
- D. Legislative – No report
- E. Senior Center Usage – No requests at this time.
- F. Building Maintenance/Equipment – Ms. O'Connor reported that we found the leak in the sprinkler system in the garden and replaced four heads. The generator should be delivered sometime in June, but the Acting Town Manager cancelled the warrant article of \$35,000 for a new shed.

Director's Report – Ms. O'Connor reported that she has been doing Zoom conference calling weekly with Elder Services and MCOA, and once a monthly with WRTA and DTM (SNAP). Our MOW program went from 45-50 Clients per day to 98 – 105 and one day a week 175. We are receiving 5 school lunch per day for those in need. Food Pantry deliveries are averaging 50 a month with Direnzo Towing supplying staff to deliver. All the vans are equipped with safety shields and are cleaned daily. The WRTA is supplying all the PPE that's needed. The transportation services are running everyday as needed for appointments and ADA services. We are going hold our Podiatry clinic starting in June with instructions from the BOH. The senior center is still closed to the public but open every day Monday through Friday from 8 AM to 4 PM for services to the elderly.

Chairman's Report – No report

OLD BUSINESS:

Elder Services of Worcester/Nutrition Program – Ms. O'Connor stated that Elder Services will hold its annual meeting via video conferencing. We will start Grab and Go meals in June. There will be a table outside and the clients will drive up grab a meals leave a donation and Go. They can also eat their meal in the garden. The MOW's program is still doing 105 daily and 175 on Wednesdays. We are using the same volunteers daily and the Drivers are working their regular routes. We are receiving 5 meals a day from the Millbury School Department for clients in need, they are being delivered by the COA staff.

Intergenerational Programs/Friendly Visitor - Ms. O'Connor reported that we have cancelled all the special programs with the students. We are still offering "Helping Hands" when needed. Our Outreach coordinator is calling every individual who was attending a program here at the senior center to see if they needed assistance. This was a well-being check. She will continue this as long as the center is closed to activities.

Elder Service Work-off Program – Ms. O'Connor reported that The Acting Town Manager has suspended this program and will start it again when it's safe to return to the Town Hall.

NEW BUSINESS;

Aging and Dementia Friendly Community Report: Ms. Persiani reported on the initial meeting she held with area community volunteers. A training session took place and COA staff D. Pousland attend via Zoom. Those who are now train the trainers are Ms. Persiani, Ms. Pousland and Ms. O'Connor. We are holding our Memory Café through home visits.

OTHER BUSINESS:

Covid-19 update: We are offering services except those in the building. We are following the State guidelines that individuals must follow and also log in when entering the building. The Acting Town Manager and the Public Health Nurse are allowing the Podiatry Clinic to start.

A Motion was made by Stuart Mulhane that we cancel the July and August Board meetings and hold a special meeting if necessary. Seconded by Lee Ayotte. A roll call vote was taken. Vote Unanimous

The Chairman adjourned the meeting at 8:25 AM

Next Board meeting will be held on Wednesday, September 16, 2020 at 7:30 AM.

Respectfully submitted,

Judith A. O'Connor



Lee Ayotte



Christine Bott



Kevin Higginbottom



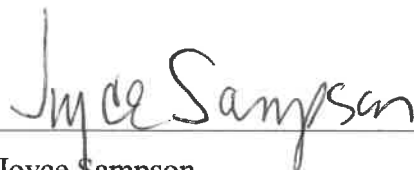
Marie Kosiba



Edna LaPan



Stuart Mulhane



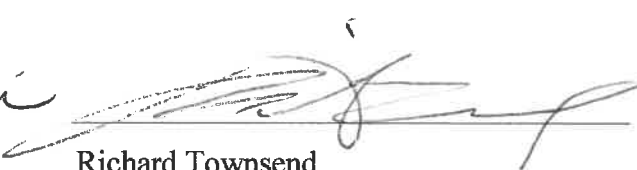
Joyce Sampson



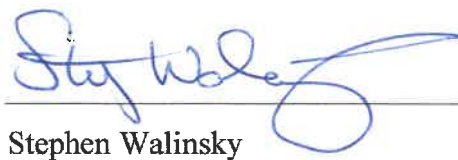
Karen Peltier



Sarahbeth Persiani



Richard Townsend



Stephen Walinsky