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**MINUTES**  
**MILLBURY COUNCIL ON AGING BOARD OF DIRECTORS**

Date: February 17, 2021, 7:30 AM

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

Absent: Marie Kosiba, Edna LaPan and Joyce Sampson

The meeting was called to order at 7:30 AM by the Chairman, at the Senior Center by using Zoom remote # 821 8918 5355

**VOUCHERS:**

No Vouchers were signed at this meeting.

**MINUTES:**

A motion to accept the January minutes was made by Richard Townsend. Seconded by Stuart Mulhane. Vote: unanimous.

**CORRESPONDENCE:**

We received a letter from EOEA explaining that all Council on Aging drivers are now eligible to receive the covid-19 vaccine. These are both paid and volunteer drivers who transport the elderly.

We received a notice from the WRTA stating that we must enforce guidance in the requiring of the correct masks to wear while using public transit. They also provided flyers to be put in each van.

We received an e-mail from the BOH regarding the continuing use of the proper face masks that are being worn by Nutrition worker, staff and meals on wheels drivers.

We received a memo from the Town Manager requesting that a list of Board or Commission members be on the agenda templates. This will benefit the public. Ms. O'Connor stated that she did add the board member names to the letter head for the agenda and it was posted by the Town Clerk.

We received a notice from CMRPC stating that they were supplying us with new KN95 masks, hand sanitizer and a stand-up hand sanitizer station. The sanitizer station was placed at the front door entrance.

Ms. O'Connor read a thank you note from Mr. & Mrs. Bill Mahoney thanking the staff for making their appointment for a vaccine shot. Ms. O'Connor explained how proud she was with the efforts of her staff in making 186 appointments in the first 2 weeks. They continued to work from home, after hours, to secure the limited amount of appointments that were available.

#### STANDING REPORTS:

- A. Budget and Finance – No Report. Waiting to hear from the Town Manager.
- B. Personnel – Ms. O'Connor reported that the new staff person was working on covid-19 appointments along with the other staff members.
- C. Nominating – N/A
- D. Legislative – None
- E. Senior Center Usage – No requests at this time.
- F. Building Maintenance/Equipment – Ms. O'Connor explained that the windows in the craft room are fine but there needs to be a repair under the outside sill. The custodian will repair and add caulking. The building is being cleaned regularly.

Director's Report – Ms. O'Connor reported that the office staff made appointments for 186 clients in 2 days with the clinic at the Worcester Senior Center. Prior to that they made appointments for 156 town individuals to many different sites around the State. She is still doing weekly zooms calls with Elder Services, WRTA and MCOA. We are still offering "Grab and Go" meals daily. We offered a special valentine Day Grab and Go goodie bag. The sponsors were Millbury Lions Club, Millbury Fire Dept. Care One, the Candy Shop, Unibank, Millbury National Bank and Bank Hometown. It was great fun. The food pantry is still extremely busy and we are doing an average of 54 families a month. The food pantry hours are Monday through Friday from 9 AM to 1 PM. We are also delivering to families who are unable to come to the center to pick up. Ms. O'Connor also reported that the daily phone calls have increased for assistance in receiving a Vaccine appointment. The transportation services started to increase daily ridership. This is also still a free service. She also met with the BOH regarding the possibility of having a Vaccine clinic here. The Town Manager has also requested a list of all staff vacations.

Chairman's Report – No report

OLD BUSINESS:

Elder Services of Worcester/Nutrition Program – Ms. Peltier reported that Elder Services numbers are rebounding and the Meals on Wheels program has remained steady. Ms. O'Connor reported that she was told there is a 2 to 3 month waiting period for new clients to receive homemaker services, this due to the lack of available of homemakers.

Intergenerational Programs/Friendly Visitor - Ms. O'Connor reported that the students from Millbury High School's National Honor society are planning an event for the elderly in the Spring. It will be an outside event with games and refreshments. We have several teens doing snow shoveling for those requesting assistance. We are adding individuals to the Friendly Visitor program through the telephone (weekly phone calls) reassurance program.

Elder Service Work-off Program – Ms. O'Connor reported that this program is going well and we still looking for individuals to work in the program.

Aging and Dementia Friendly Community Report: Ms. Persiani reported that she met with her committee in January via Zoom. She is going to meet again April with this committee. She has also met with our new staff person who will be assisting with the program.

NEW BUSINESS:

Ms. Peltier is following up on the Block Grant for the computer equipment to be used with our SHINE Program. It's been approved, just needs to be purchased. CMRPC will handle the purchase and deliver to the senior center.

OTHER BUSINESS:

Covid-19 update: Ms. O'Connor explained that we are still closed to the public but are open by appointment only. Building is being cleaned daily.

A motion to adjourn the meeting at 8:15 AM was made by Richard Townsend Seconded by Stuart Mulhane. Vote unanimous.

Next Board meeting will be held on Wednesday, March 17, 2021 at 7:30 AM.

Respectfully submitted,

Judith A. O'Connor

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Lee Ayotte

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Christine Bott

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Kevin Higginbottom

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Marie Kosiba

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Edna LaPan

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Stuart Mulhane

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Joyce Sampson

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Karen Peltier

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Sarahbeth Persiani

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Richard Townsend

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Stephen Walinsky