**Town of Boylston**

**Council on Aging**

**Meeting Minutes**

**Date of Meeting:** Wednesday, October 3, 2018

**Location:** COA Office, 221 Main Street, Boylston, MA 01505

**Time:** 6:05pm

**Members Present:** Dennis Goguen, Chairperson**;** Warren Leach, Member; Ozzie Sauer, Member; David Wheeler, Member, Laura Susanin, COA Coordinator, Connie McBrier, COA Assistant

**Absent:** 0 absent

**Guests:** Janet Sargood, videographer

 Jamie Underwood

**Minutes Approval:** D.Goguen; second by W.Leach.

**Announcements:** 100+ “COA Welcome Bags” were distributed to residents at SCS meetings, programs, senior lunch and Sunbanke. My Senior Center Scanner has been implemented. The scanner is efficient and is much easier for everyone when signing into a program.

**Old Business:**

**MCOA**: Laura and Connie confirmed their attendance at the MCOA Conference. Laura is attending Wednesday and Thursday and Connie is attending Thursday and Friday.

**Board Member Opening:** One applicant was received for the current opening.

**Location of COA programs:** The Town House has been a great place for programs until we hit the high August heat. Occasionally, classes needed to be canceled or modified. Putting in Air conditioning would be a costly and huge project and not very efficient. Before next summer, we will need to look at alternate locations to accommodate the heat spells. We are reminded to turn the heat down during the winter months.

**Conflict of Interest follow up:** The board and staff were given informational sheets helpful to complete the online program and get certified. The certification is then sent on to the Town Clerk. COA will assist in any way possible.

**New Business**

**Program Updates:** Laura reviewed all the current and past programs. Our attendance is excellent and residents seem to be enjoying the programs and instructors. It is challenging scheduling programs to meet everyone needs. COA staff does their best to avoid overlap but sometimes it is unavoidable. Laura also reviewed future programing. These programs are in the planning stage and will be announced in the newsletter. Laura is also applying for a Cultural Grant to provide a painting program. COA had planned a Veterans breakfast, however the Lions Club may already provide this service. We will check with Bob. The board thought a card writing workshop with students and seniors providing Holiday cards for Veterans, would be worth exploring further.

**Surveys:** The COA staff is developing program evaluation surveys and a program interest survey to be distributed this winter. It is important to know how we are doing and what other activities might interest the residents.

**Van Schedule:** The Van will not be in service on holidays and when the Town Hall is closed.

**Comments:** Warren Leach asked Laura if she could find storage room for the Senior Citizens Society historical paper work. Laura said that she would check with Bob. Storage space is limited. Also discussed was the payment paid to Senior Citizen Society and the Elder Services of Worcester. The payment to Elder Services was tabled. The Senior Citizen Society received an increase of $120.00.

**Notices and Communications:** None

**Public Comment:** Jaime Underwood discussed issues related to the COA budget and van.

**Upcoming meeting scheduled:** Wednesday, November 7, 2018 at 6pm

**Adjournment:** 7:00 PM