**Town of Boylston**

**Council on Aging**

**Meeting Minutes**

**Date of Meeting:** Wednesday, December 6, 2017

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

**Time:** 6:05pm

**Members Present:** Dennis Goguen, Chairperson**;** Warren Leach, Member**;** Ozzie Sauer, Member**;** Laura Susanin, COA Coordinator

**Absent:** Mary Ann Whitney, Member; David Wheeler, Member

**Guests:** Janet Sargood, videographer

**Announcements:** A new Senior Lunch Program Coordinator has been hired by Elder Services of Worcester. She will be replacing Chickee working for the Meals on Wheels and Tues/Thurs Senior Lunch at the Town House. Chickee will continue being involved in the program as a volunteer. The new COA Newsletter has been sent and will be sent again the beginning of January – it will then be mailed every other month. Rotary turkey donations went well and senior residents were very appreciative – hams will be donated for Christmas.

**Minutes Approval:** Motion to approve by L.Susanin; approved by D.Goguen; second by W.Leach and O.Sauer.

**Current Business:** COA continues to look for per diem van drivers to cover Mondays and vacations/sick days. Current drivers Kevin and Lynn have been helpful covering days. Laura and Olga will complete their van training by the end of January. The van will be parked in the bay at the Town House for the winter months. Laura will follow-up with Jim Deal, town mechanic, regarding the maintenance for the van.

Budget for FY19 requests are due on 12/28/17. Discussion regarding COA Meals Salary line item - COA board decision to no longer fund COA Meals Salary as this position is already paid through ESWA. Dennis Goguen updates on budget requests for FY2019, including reallocating the money from the COA Meals Salary position and request for town to cover COA salaries including van drivers and scheduler so grant money can be spent on programming/services. Other budget items reviewed include myseniorcenter.com, trainings/conferences, newsletter, ESWA donation, programming and employee physicals/employee ads.

Laura reviews current hours for COA Coordinator stating she has worked extra hours certain weeks due to busy season and van schedule. Laura will continue to track her hours to help assess if current hours are sufficient or more needed. COA board in agreement with making additional van keys for regular drivers so early van pickups can better be accommodated before Laura’s normal working hours.

**Notices and Communications:** None

**Public Comment:** None

**Upcoming meeting scheduled:** Wednesday, January 3, 2017

**Adjournment:** 7:09pm