**Town of Boylston**

**Council on Aging**

**Meeting Minutes**

**Date of Meeting:** September 6, 2017

**Location:** COA Office, 221 Main Street, Boylston, MA 01545

**Time:** 6:05pm – 7:05pm

**Members Present:**

Dennis Goguen, Chairperson; Warren Leach, Member; Ozzie Sauer, Member; Mary Ann Whitney, Member; Laura Susanin, COA Coordinator

**Absent:**

David Wheeler, Member

**Guests:**

Janet Sargood, videographer

**Announcements:** None

**Minutes Approval:** N/A

**Current Business:**

* **Transportation –** COA Coord. L.Susanin provided update on COA Van progress. She is meeting with the 3 drivers this week and next week to review policies, schedules, etc. Current plan is for van to operate Mon-Thurs, 8:30am-1:30pm. Discussion of having a volunteer vs paid driver brought up by Warren Leach. Laura states she will f/u with town administrator and HR but that volunteer has same training and coverage as paid workers. Update on scheduler position – one candidate is being interviewed next week, another withdrew her name. Review of policies and procedures for van – will be curb to curb service and passengers will need an escort if they are unable to manage van on their own. Suggestion by Dennis Goguen to notify newspaper of when van is up and running. WRTA will continue to be available as a back up when needed; if Boylston COA wants to supplement the passengers’ fares for the WRTA, the COA needs to buy tickets from WRTA – decided that COA will wait to see how town van does before buying tickets.
* **Budget:** L.Susanin provides breakdown of budget including salaries of COA Coordinator, scheduler and van drivers. Per D.Goguen, formula grant will be used to pay for salaries but town is aware that, due to van being new expense, there may be need for additional funding through other sources. L.Susanin notifies of trainings for COA Coordinator and board states that there is a budget for trainings/education; L.Susanin to follow-up. Revolving fund for van discussed and is not available until FY2019 but recommendation by COA board to have van donations given by passengers put in COA Gifts budget to be used to support van service. COA provides $1000 per year to supplement trips offered by Senior Citizens’ Society (Ozzie Sauer) and hope, per board, is to continue this funding.
* **Technology:** L.Susanin provides overview of possible technology for COA. Myseniorcenter.com can provide help with van scheduling, outreach tracking, database of all seniors, mass calling, mailings, track activity participation and durable medical equipment loans. First year of myseniorcenter.com would cost $1200 for use of software; following years would be $790. Question of how this cost would be paid (COA budget vs technology budget). COA will buy GPS for van – one time cost of approximately $97. L.Susanin is working with Steve Mero at Highway Department for phone for van drivers. The newsletter is being changed – L.Susanin looking at other options including having printing from Liturgical Press, a group that works with many other local COAs. Printing would be no cost to the COA as L.Press gets ads to cover the cost.

**Notices and Communications:** D.Goguen recommends that L.Susanin contact Emmett Schmarsow at EOEA. O.Sauer reminds board that Senior Citizen Society will be a trip to Vermont in October and a trip in November to Atlantic City.

**Public Comment:** None

**Upcoming meeting scheduled:** Next meeting on Wednesday, October 4 at 6pm.