**Town of Boylston**

**Council on Aging**

**Meeting Minutes**

**Date of Meeting:** Wednesday, November 1, 2017

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

**Time:** 5:59pm

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

**Absent:** Mary Ann Whitney, Member

**Guests:** Janet Sargood, videographer

**Announcements:** The COA Van is on the road! The new COA scheduler/assistant Olga Olmedo has started – her background is in administration and she is a certified nursing assistant – she has lots of experience and energy! Both Laura and Olga will train with myseniorcenter.com on November 14th. A van driver has resigned so Laura will look in to both volunteer and paid drivers – a per diem driver who also works in Clinton will be also be available.

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

**Current Business:** Senior News Publications will now be printing the COA Newsletter bimonthly with the first one coming in December. The Site Manager position for Meals on Wheels and Senior Lunch has not yet been filled – Chickee would like to continue the Meals on Wheels part of the position but that is up to Elder Services. Volunteers are covered under insurance just as paid employees are. We will continue to look for per diem and volunteer van drivers. Review of driver pay policies: drivers will be paid at time of pick up of van keys and bag until drop off of van keys and bag, even if there are periods of time in between with no scheduled ride. Van policy will be amended so that van can pull in someone’s driveway if on a busy street and it is unsafe to park outside the driveway. Rotary club turkey donations will be delivered the Friday before Thanksgiving – recommendation to reach out to local churches to identify people who may benefit from donation.

Bills approved for payment:

* ESWA Lunch Program – asked for donation of $2228 (increase of $500 due to increased costs in food and personnel) – board has agreed to pay $1728 from COA Expenses Budget as that is what COA has paid for last several years.
* Van Inspection – 495 Truck Center – 100 from Van Expenses Account
* Staples – supplies: $30.75 and $53.30 from COA Expenses Account
* MMA ad for scheduler: $105 from COA Expenses Account
* Senior Citizens Society Holiday Lunch - $500 from Formula Grant Account
* Site Coordinator Retirement gifts - $67.84 from Formula Grant

**Notices and Communications:** None

**Public Comment:** None

**Upcoming meeting scheduled:** Wednesday, December 6, 2017

**Adjournment:** 6:45pm