**Town of Boylston**

**Council on Aging**

**Meeting Minutes**

**November 4, 2020**

Date of Meeting: Wednesday, November 2020 at 6pm

Location: Zoom (Virtual)

Time: 6:26 pm

Members Present: Dennis Goguen, Chairperson; Deborah Goodrich, Member; Warren Leach, Member; Kathy Lohnes, COA Assistant; Ed MacDonald, Member; David Wheeler, Member; Laura Susanin, COA Coordinator

Absent: Ozzie Sauer, Member

Guests: Brittany Blaney-Anderson

Minutes Approval: October 2020 minutes approved

Announcements: The Wachusett Rotary Club will be donating turkeys for Thanksgiving – Laura and Kathy will pick up at the West Boylston Senior Center and deliver to residents. The COA will also work with the Lions Club for the Giving Tree this year. Laura attended the MCOA virtual conference – it had some very informative presentations related to COVID and other senior issues. COA will plan on sending another newsletter in December – Laura asks Warren to provide a blurb from the Senior Citizens Society if he would like.

**Old Business:**

Staffing – discussion regarding van driver needs – as COVID cases on the rise and van only available for essential rides as of now, board feels looking for a per diem driver (vs part-time) makes the most sense currently. Laura will follow-up with HR regarding advertisements for this role.

Programs – Laura still looking into liability waivers for virtual programs.

**New Business:**

Budget/Expenses – Laura provides information regarding projection for FY21 fitness programs. If the COA continues its current schedule, it will cost an additional $365 over the Formula Grant allocation for fitness programs. Board agrees to continue programs as is and to utilize other budgets to pay for the any excess cost above the formula grant allocation.

Donations – The COA has received some phone calls/emails that ask how to contribute to COA online fitness program costs. Laura will provide information on the COA weekly email to notify people how to donate for fitness programs if they would like.

Items for purchase – Ed MacDonald inquires if there are items that the COA would benefit from if purchased this year with budget funds and asks how various budgets work (if funds are forfeited if not used). Laura explains COA budgets – Formula Grant has changed since previous year. Now, if not used up entirely by the end of the fiscal year, the grant money will completely replenish (instead of previous years when it would be offset by the amount of funds not used). Laura explains that we may have room in COA Expense Budget to buy bigger ticket items like a tent for outdoor programs. Laura asks the board to brainstorm items that the COA may need in the future – especially with COVID impacting the programs for the near future. Dennis requests that Laura get information regarding tent costs.

Program updates:

Fitness programs – Zoom programs continue to get anywhere from 5-20+ participants. COA still holding 4 Zoom programs a week. It has been asked if the COA could lend out equipment (yoga blocks and straps) to seniors participating in Zoom classes. Board agrees to loan out equipment to Boylston residents. Laura and Kathy will send out an email to notify participants and plan a “pick up day” for equipment for those who want to borrow and will track loaned equipment.

Outreach – Laura and Kathy continue to work on Outreach to residents. Laura has reached out to community groups such as the Lions Club and churches and Kathy will be reaching out to scouts and National Honor Society groups. Laura and Kathy will begin outreach calls, asking residents what their needs are. COA will also consider putting together outreach bags for residents.

Van: Van will continue essential rides at this time. Mark, Thomas and Kathy all assisting with driving.

Boylston COA Office: Laura’s office is going to be used for new Town Hall employee. Question of whether the COA will relocate or return to office. Discussion regarding other options for office space. Laura and Kathy will keep board posted if further information is given regarding the office location.

Next Meeting: Wednesday, December 2, 2020 (via Zoom)

Adjournment: 7:10pm