



Town of Boxborough Board of Council on Aging Minutes of Meeting

Meeting Place: Sargent Memorial Library Meeting Room
Meeting Date: January 9, 2014
Meeting Called to Order: 1:48 PM by Frank Powers
Time Adjourned: 2:45 PM
In Attendance: Barbara Wheeler, Frank Powers, Liz West, Tina Bhatia
Lauraine Harding, Helen Berry, and Frank Sibley
Laura Arsenault, COA Coordinator

Prepared By: Helen Berry

Minutes

- **Minutes from the December 12, 2013 meeting were read and accepted.**
- **The Senior Questionnaire was reviewed and finalized with the modifications to be made by Liz West based on the discussion and changes made by the board. The board unanimously voted to approve the content of the questionnaire.**
- **Discussed best ways to distribute the Senior Questionnaire by mailing it as an insert to the newsletter. It was agreed by all present to send it in the newsletter as it will canvass the most seniors. It will be one page and let people check gender and age group if they choose. The board unanimously voted to distribute the Senior Questionnaire with the February *BUZZ* newsletter with a stamped and a pre-addressed envelope with the COA address to return it.**
- **Laura stated that the survey money and the program XCEL would be used to analysis the data collected by the questionnaire.**
- **Laura reported that the Cross-town Connect is going well, but that there have been problems with the length of the teleprompts, with Boxborough not allowed to cross-pollenate with Acton, and that the mileage needs to be recorded after each stop. Boxborough can cross-pollinate with Littleton. Pete drives two days for Acton and two days for Boxborough. The manifest of the van will include what happened each month i.e., ambulatory/non-ambulatory, stops, etc. Michelle Brooks and Cindy Green are the program.**
- **COA members provided their assigned food items for the Art Reception in January which took place immediately following the January COA meeting.**
- **There was an update on the COA Community Center. The church minister requested that he be involved in any meeting involving the Community Center. Les, Calina, and Frank would be meeting the following week. Everything concerning the center would be on the table for discussion at that meeting, negotiating hours, money, ramp issues, etc.**
- **Laura made a suggestion to send an E-card with our faces to Sue Fredrickson to celebrate her birthday. Frank Sibley offer to take headshots for the E-cards**

- **Next COA meeting will be held on Thursday, February 20, 2014 at 3:00 pm in the Grange Room at Town Hall.**
- **Meeting was adjourned at 2:45 PM.**
- **Meeting documents: December minutes and Senior Questionnaire.**