

Town of Boxborough

Council on Aging

Meeting Minutes

Meeting Date: February 13, 2020
Time: 3:00 PM
Place: Morse/Hilberg Room, Town Hall, 29 Middle Road, Boxborough
Members Present: Karen Whitcomb, Chair; Tina Bhatia, Barbara Birt, Anne Canfield, Taryn Light, Bill Litant
Members Absent: Barbara Wheeler
Others Attendees: Lauren Abraham, COA Director; Allie Shaughnessy, Social Work Intern; Susan Bak, Select Board Liaison; John Fallon, FCOA Liaison; Officer Tyler McElman, Police Elder Affairs

Minutes:

- The meeting was called to order at 3:00 PM by Chair Karen Whitcomb.
- Barbara Birt volunteered to take minutes in the absence of the Secretary, Barbara Wheeler.
- **January minutes:** The minutes for January 16, 2020, were amended. They were unanimously approved as amended.
- **Social Services Update:** Allie Shaughnessy presented an update to her Social Services work. She presented charts outlining various statistics about her work. The top needs addressed in January were Long Term Care Planning, Referral for Tax Assistance, and Crisis Follow up.
- **Buzz Update:** The March Buzz is well along. Only a few items have not been submitted.
- **Lauren reported on the status of the FCOA Middlesex Savings Bank Grant.** Money has been earmarked for the Memory Café Proposal. Lauren has met with Cooperative Elder Services (COE) to set up the project. Mary Rohwer is being pulled in to work on details. A memo of Understanding is being drawn up to outline what COE will provide, the cost, and payment schedule.
- **Building Committee Liaison Update:** Bill Litant reported that the former Building Committee has been disbanded as their charter has been completed. A new committee will be formed to explore uses for the 14-acre, 72 Stow Road property, early focus to be centered on a new Fire Station. Other uses for consideration – Police Station, Elder uses, housing. Also to be considered are uses of the former Fire and Police Stations. The committee will consist of 11 members, all of whom will be town voting residents. The committee will work with the Town Administrator on project design. There followed a discussion about the affordable housing situation in Boxborough and the original charter for use of the subject property.
- **COA Brochure:** Anne Canfield has met with Maureen Stemple, a local resident and graphic designer, and worked on a brochure starting with the information on the draft by Allie Shaughnessy. Some suggestions were made by the Board members which Anne will take back for inclusion. Lauren requested that the final copy be given to her in PDF format. For the time being, a minimum number of copies will be printed in-house.
- **COA Budget, Programming and Activity Update:**
 - Lauren reported that the budget is still in good shape. New State funding has started to come in. Classes are running smoothly. The March Tai Chi class has only one opening left.
 - Our Facebook page is up and running. It was suggested that the Comments section be turned off, but Bill was sure that it could not be done.
 - Chris Flisher has agreed to handle press releases and also the e-letter version of The Buzz. Becky Neville has stepped up to do informational flyers as they are needed.
 - Lauren is looking for a volunteer to handle the Podiatry Clinic. A 'job description' has been formulated.
 - When the proposals for Lending Hand, Friendly Driver and Friendly Visitor were reviewed by Town Counsel, they were not approved. Liability issues were given as the reason.

- The Acton Health Department has proposed an application for a grant to address Elder Health (loneliness, depression, for example), and has suggested that Acton, Boxborough and Littleton apply for a \$30,000 grant on a collaborative basis. It would cover an 18-month span. Ann Canfield, Susan Bak, and Officer McElman agreed to be representatives from Boxborough for this project.
- Massachusetts COA has established a grant labelled “Walk Mass Challenge.” Lauren looking at the possibility for Boxborough’s participation.
- **Other:**
 - Bill reported that he is looking at expanding the Facebook page to include videos and profiles of Boxborough individuals.
 - Durable Medical Equipment – Karen will coordinate a Wednesday, April 1, 10 AM, group to sort, inventory, and transport the existing medical equipment in the FCOA storage area at the Community Center to Acton Nursing Service.
 - Taryn complimented the quick work of the Town Administrator, Town Clerk, and Building Inspector in replying to an inquiry about handicap parking at Town Hall. Apparently, the physical properties of the parking area do not allow handicap parking closer to the main door.
- **Date of next meeting:** Thursday, March 12, 2020, 3:00 PM
- The meeting was adjourned at approximately 4:30 PM

Respectfully submitted,
Barbara Birt, Secretary, Pro Tem

List of Exhibits: Agenda, Minutes of January 16, 2020 meeting, Social Services Contacts Report January 2020, Boxborough Council on Aging Draft Brochure, Budget Report, FCOA Middlesex Bank Grant Report