

Town of Boxborough

Council on Aging

Meeting Minutes

Meeting Date: January 16, 2020
Time: 3:00 PM
Place: Morse/Hilberg Room, Town Hall, 29 Middle Road, Boxborough
In Attendance: Karen Whitcomb, Chair, Barbara Birt, Anne Canfield, Taryn Light, Bill Litant, Lauren Abraham, COA Director, Allie Shaughnessy, Social Work Intern, Susan Bak, Select Board Liaison, John Fallon, FCOA Liaison
Absent: Tina Bhatia, Barbara Wheeler

Minutes:

- The meeting was called to order at 3:03 PM by Chair Karen Whitcomb.
- Barbara Birt volunteered to take minutes in the absence of Secretary, Barbara Wheeler.
- **December Minutes:** The minutes for December 12, 2019 were amended. The amended minutes were approved unanimously. It was found that there was a further amendment. The amended, amended minutes were approved unanimously.
- **Social Services Update:** Allie Shaughnessy presented an update to her Social Services work. From December 1, 2019 through the current date, January 16, 2020, she met with a total of 62 individuals of whom 48 were over 60 years of age. It was noted that she was not here during the 2 weeks around the holidays. The needs addressed were Housing, Future Care and Financial Assistance.
- **COA Pamphlet:** Lauren presented the draft COA pamphlet for discussion and comment. Members made some suggestions for additions and changes. Anne will contact an individual who is experienced in graphic arts to see if she would be interested in providing some expertise for this pamphlet. Taryn offered technical editing. Allie left the meeting after the discussions were concluded.
- **Buzz Update:** Lauren reported receiving information from Minuteman Press regarding cost of including new page(s) to *The Buzz*. She felt that the cost was reasonable (\$80) and there would be no extra cost for mailing. The February issue contains many articles, so it will be expanded to 8 pages, The *Buzz* Team will be working on possible changes to formatting. Some issues may not require this expansion. Lauren said that Bill Litant has agreed to work a Facebook page to provide more marketing capabilities for the COA. It was suggested that there be a backup individual on this project. It will come under the Senior Tax Work-off, the same as the *Buzz* Team. She would also like to have someone to be responsible to provide for a possible mid-month issue via email and someone to be the contact for insertion of articles is *Action Unlimited* each week.
- **Luncheon Hosts for the rest of the year:**
 - February – Acton Funeral Home
 - March – Boxborough Minutemen
 - April – Town Hall Staff Brunch
 - The Board voted to move the time of the brunch from 11:00 to 12:00 to alleviate the Difficulty of a time crunch in preparing the Community center for this meal after the morning exercise class and also to unify the luncheon times.
 - May – United Church of Christ Boxborough
 - June – FCOA
 - July – Visiting Angels – Ice Cream SocialCindy Reagan will be coordinating the various hosts and luncheons. The Board discussed what to do about decorations. Anne and Taryn will take a look at what we have in the Community Center basement and decide.
- **Annual Report:**
 - After some discussion it was voted to allow the Chair and the Director to prepare the Report. They will send to the Board for comment, after which it will be submitted to the Town.

- **Status of FCOA Middlesex Savings Bank Grant:**
 - The Winter Performance Series consists of three music performances. A grant for these has been approved by the Acton-Boxborough Cultural Council.
 - Lauren has prepared a proposal requesting \$7800 from the FCOA to develop and launch a one-year, monthly Memory Café to be run by Cooperative Elder Services. The total cost is \$8800, of which \$1000 will be from the CHNA15 grant. Planning will cost \$2000; cost of execution, \$6800. (See proposal e-mailed.) John noted for the record that he was a long-time Board member and President of Cooperative Elder Services, but had stepped down in June 2019.
 - Anne expressed concern about ongoing costs going into the COA budget from the Town (concern for the rapidly rising tax rate). She distributed a list of local Memory Cafes found on-line. Lauren stated that if the year is successful, there would be further grant funding for this purpose. The Board approved submittal of the grant request with one dissenting vote.
- **COA Budget, Programming and Activity Update:**
 - Lauren reported that the budget is still in good shape. New State funding is coming in.
 - A free 8-week Tai Chi class will start in March.
 - Looking for interest from seniors for a photography class. This would be paid the same as other classes.
 - Proposed trip to see *Miss Saigon* in May.
 - Possible trip to the Flower Show in Boston in conjunction with Maynard COA.
 - A Volunteer Application and Guidelines for Friendly Drivers and Lending Hand programs has been drafted. Lauren will send it out for review. It will most likely need to be reviewed by Town Counsel. Both volunteers and recipients of services will need to undergo the CORI process.
 - Fire Department and Police Department will have information on individuals with certain equipment requirements (such as oxygen equipment) for emergencies (such as evacuations).
- **Other:**
 - Bill reported on Building Committee activities regarding Public Safety building issues. The committee has been recharged and expanded. It is looking at the Lyons property for this use plus possibly later a Community Center and/or Senior Community Center. The Police and Fire Chiefs will be on the committee for this project as non-voting members, as they do not live in Boxborough.
 - Applicants for Charlie Cards have been receiving their cards recently. Bill suggested that since this project was so successful that we sponsor another in 6 months.
- **Date of next meeting:**
Thursday, February 13, 2020

The meeting was adjourned at 4:25 p.m.

Respectfully submitted,
Barbara Birt, Secretary, Pro Tem

List of Exhibits: Agenda, Minutes of December 12, 2019 meeting, Emailed Draft Memory Café Proposal, Draft COA Pamphlet, COA Budget Update, List of Memory Cafes Near Boxborough