

Minutes of COA Board Meeting – June 12, 2019

Board Members Present: Pat Gold, Carol Airasian, Burt Greenberg, Esther Keaney and Mary Keenan

Staff Members Present: Anne-Marie Gagnon, Director and Rae Grassia, Principal Account Clerk

Excused Absences: Dorothy-Jean Brown, Janet McCullough and Arlene Smith

Watertown Resident, Tom Lewis was also in attendance.

Pat Gold called the meeting to order at 4:01 PM

Parking Lot Discussion: Anne-Marie introduced Lori Kabel, Director of Public Buildings. Ms. Kabel is in charge of overseeing maintenance of all town buildings. Her department will be processing work requests which will prioritize the scope of work. At this time the curbing in front of the Senior Center is in the process of being repaired and the contractor will be back to paint safety paint along the border. On June 27th & 28th the parking lot pot holes will be repaired and on July 5th the lot will be restriped. Classes at the Senior Center will be cancelled on those days, but the Center will be open. Ms. Kabel reported this is a "repair" and the safety of the curb was a priority.

Burt asked about parking spaces for seniors. Ms. Kabel reported that student parking has been eliminated and that she is diligent with commuter parking. Pat has concerns with the light in the parking lot during the winter months. Ms. Kabel is looking to project lights from the school building further into the lot and will do her best to address this concern. She has a team consisting of HVAC, plumbing, carpentry and electrical professionals. The Board thanked her for attending the meeting and expressed appreciation for all she has done.

Carol Airasian praised custodian, William Salaverria for all of his work. Ms. Kabel agreed that he does take great pride in his work but now is leaving Watertown and moving out of state.

Approval of Previous Meeting Minutes

The Board members reviewed the minutes of the May 8, 2019 meeting. Mary Keenan made a motion to approve and Burt Greenberg seconded; Passed.

Review of Financial Statements

Anne-Marie Gagnon reviewed the financial statements. We are spending down line items and closing out FY '19. The Revolving account is on target and last minute EOE Grant purchases are being made. We will have end of year figures at the August meeting.

Services Reports

Anne-Marie presented Marina's Case Worker Report. With warmer weather the winter issues are not as critical but Emergency Assistance requests were on the increase. The Board is extremely happy with all the services and help Marina is providing to our seniors.

Margie's Statistics Report reflects a glitch with the bus scanner although we do track bus rider numbers with Jim each day that he is on the road. Anne-Marie would like to look at the bus schedule again to see if we can get the bus on the road more often in FY '20 while maintaining the level of service we are providing. The bus is funded for 3 days a week now.

Activities Report

- a. Summer Programs: Anne-Marie presented Debbie's report. The Senior Center Birthday Party was a great success. The band played for 2 hours and has been invited back for the holiday party. Debbie has trips planned to trips to the Larz Anderson Park, Gloucester, MA, Portland, ME and the Lakes region of New Hampshire as well as the Spellman Museum in Weston. We will have a D-Day lecture with Gary Hylander, Oxford Photo Studio with the Watertown Historical Society and a session of Flowers with Ernie in July.

The Watertown Community Foundation provided a grant for 3 Zen-Art classes with Dawn Scaltreto, 2 of which will take place in June.

Debbie has planned the Harvest Party for October 25th here at the Senior Center and the Holiday Party will be at the Hibernian Hall this year on December 13th.

Directors Report

- a. Newsletter update: Anne-Marie negotiated with the LPI publisher and with the July issue, the newsletter will increase from 8 pages to 12. The font will be able to be larger and there will be more room for full page descriptions and town activity postings.
- b. Retirement announcement: Anne-Marie announced with a heavy but grateful heart that Debbie will be retiring this summer after 26 years of service to the seniors of Watertown. We will host an open house at the Senior Center in honor of Debbie on July 30th.

Report from the Friends of the Watertown COA

Mary Keenan reported that the Senior Center Birthday party in June was a great success with profits of \$394.00 from the Friends' Raffle. The door prize that all attendees received was a \$6.00 off coupon for the December Holiday party, bringing the price to \$10.00 down from \$16. The Friends and the Board were thrilled with this idea. The Friends also sponsored the trip to the Sleeper McCann house in Gloucester bringing the cost from \$89.00 to \$45.00 which helped to fill the bus. All day trippers were thrilled as well. The Friends reported that they have the position of Secretary vacant and asked for suggestions.

Burt Greenberg expressed concern over comments made about the Council on Aging at the Budget Hearing meeting in May.

Adjourn

Carol Airasian made a motion to adjourn and Esther Keaney seconded. The meeting adjourned at 5:17 PM.

Respectfully submitted, Rae Grassia, Principal Account Clerk

FINANCIAL STATEMENT - MAY FY'19
(Combined COA and Senior Center)

ITEM	AMT. APPROP	AMT. EXPENDED	BALANCE
Electricity	10,411.00	9,345.51	1,065.49
Gas	4,645.00	2,592.66	2,052.34
Building Maintenance	24,278.97	16,055.41	8,223.56
Medical Transportation	4,500.00	4,113.17	386.83
Program Services	29,800.00	24,882.91	4,917.09
Office Supplies	1,150.00	1,010.44	139.56
Program Supplies	2,550.00	2,538.31	11.69
Food & Related Supplies	3,000.00	2,293.13	706.87
In-State Travel	200.00	0.00	200.00
Emergency Assistance	6,312.09	6,262.42	49.67
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TOTALS	86,847.06	69,093.96	17,753.10

C.O.A. Donations

Donations in May 2019

Balance as of May 31, 2019

2463.00

15,959.00

WATERTOWN FOOD PANTRY REVOLVING FUND

Balance as of April 30, 2019	71,035.40
Amount Donated	880.00
Amount Expended	701.56
Balance as of May 31, 2019	71,213.84

FOOD PANTRY GRANTS

PROJECT BREAD:

Balance as of April 30, 2019	0.00
Amount Appropriated	0.00
Amount Expended	0.00
Balance as of May 31, 2019	0.00

MARSHALL HOME FUND TAXI GRANT

Balance as of April 30, 2019	1,410.41
Amount Appropriated (\$5000.00 Grant) (\$213.75 ADJ)	5,213.75
Amount Expended	619.46
Balance as of May 31, 2019	6,004.70

MARSHALL HOME FUND EMERGENCY ASSISTANCE GRANT

Balance as of April 30, 2019	57.23
Amount Appropriated	6000.00
Amount Expended	0.00
Balance as of May 31, 2019	6,057.23

SENIOR CENTER REVOLVING FUND

Balance as of April 30, 2019	11,341.62
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Appropriated:

Donations	170.00
Flowers with Ernie	450.00

Sub-Total

11,961.62

Expended:

Fox Tours Deposit for June 20, 2019	150.00
MCOA Meeting	30.00
Verizon~ Bus Driver and Case Worker	142.97
MPLC Renewal	120.96
Yoga Blankets	293.69
Senior Services Directory Re-Order	885.00
Brain Games Refreshment	120.00
May Instructors	2,960.00
Supplies	123.08

Balance as of May 31, 2019	7,135.92
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June 12, 2019 COA Meeting

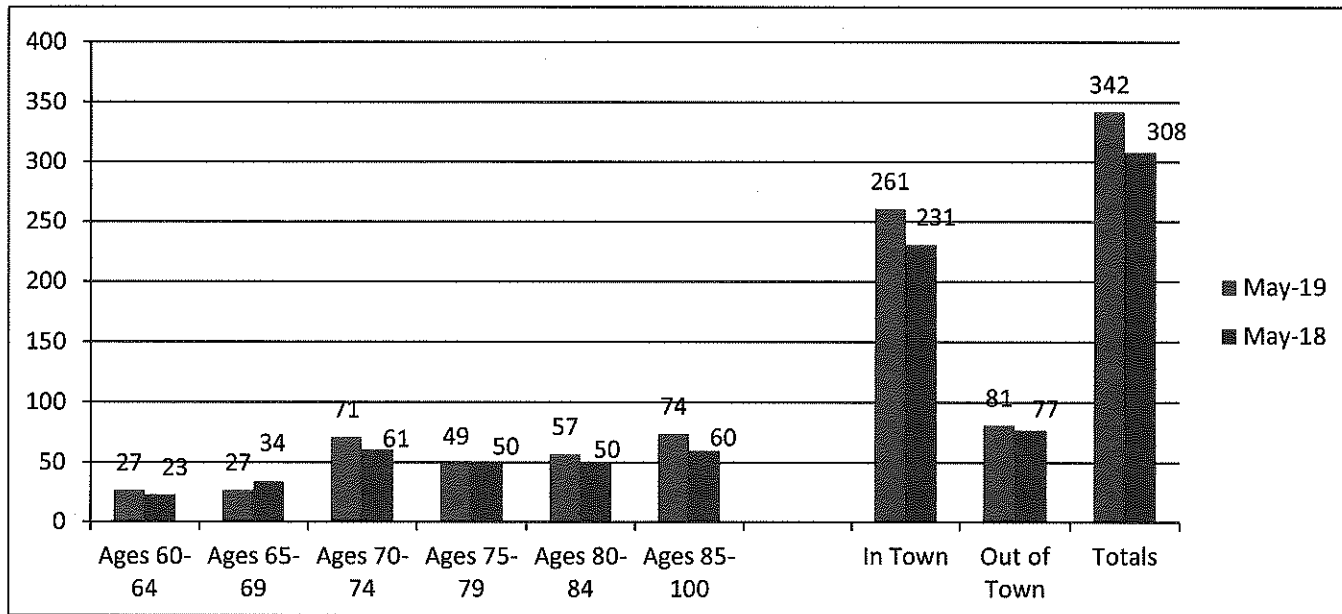
May 2019: 26 new MySeniorCenter registrations and 35 parking permits

Rides for Grocery and Mall Shopping April and May 2019: The numbers are **lower than normal** for these months due to an issue with our scanning device which captures rider information. The statistics show:

In April, we gave 64 rides to individuals with a total of 155 rides. In May, we gave 52 rides with a total of 98 rides. We have been averaging in the high 60's for riders with around 250 rides.

(The total # of rides includes those riders who go shopping more than once during the month. (ex. Margie goes shopping once during the month- she is 1 rider with 1 ride, Joe goes shopping 4 times during the month, he is 1 rider with 4 rides).

Person Statistics May 2019 vs. May 2018



Attendance Tracked in MySeniorCenter:

	May 2019	May 2018
Total Check in Count	1172	965
Monday	44	37
Tuesday	44	52
Wednesday	55	38
Thursday	64	39
Friday	53	52

Event Statistics:

	May 2019	May 2018
Coffee with Fire Chief	8	3
Flowers with Ernie	11	none
Coffee with Police Department	8	10
Make a Basket with Arlene	10	none
Dialogue with Director	4	new in 2019
Delvena Theater (Louisa's Girls)	13	none
Bruce Hambro- Barbra Streisand	13	none
Movie	17	11
Brain Games	10	9
ESOL	5	5
Volunteers	18	9
Just Visiting	46	49

New Events in May 2019:

Travel with Marilynne- England	20
Wee Tea (Friends event)	40

Exercise Statistics:

	May 2019	May 2018
Line Dancing	19	29
Chair Yoga	17	19
Exercise with Henry	6	15
Exercise with Joanna	17	20
Thursday Fit with Joanna	27	NEW
Exercise with Shannon	13	18
Mat Yoga	17	15
Seated Strength	6	9
Tai Chi	7	6

Social Worker's Report for January through May 31, 2019.

1. Clients Served:

	New Clients	Old Clients	Total Clients Served
January	18	17	35
February	6	15	21
March	11	16	27
April	5	24	29
May	8	21	29

New Clients The "New Clients" are those who first came to me this month. Currently, I am working with a group of 25-30 people (referred as "Old Clients" in the below table) who are regularly seeking assistance with me. Some come and/or call almost on a weekly basis to get their correspondence checked and household issues addressed, and others, at least once per month, to discuss a range of issues in the chart #4.

2. Applications Filled:

	Fuel Assistance	SNAP	MHF	Safe Link (phone)	Mass-Health
January	9	3	2	3	1
February	0	4	1	1	1
March	0	0	0	0	0
April	2	2	1	0	2
May	0	2	2	0	2

Numbers and types of applications worked on with clients:

Helping with entire application process starting from explaining making sure that clients have all the required documents, helping with filling out, sending, and, often, follow up with the agencies.

3. Issues Addressed:

	Housing Issues	SNAP	Fuel Assistance	Mass-Health	Safety	Bills Payment	Emotional Assistance	Information & Referral	Safe Link	English Class	Medicare SS	Emergency Assistance
January	5	2		3	1	3	4	8	4	2	1	7
February	4	5	5	2	1	2	5	5	3	1	4	6
March	3	5	3	3	1	2	10	15	2	1	3	6
April	5	4	5	6	1	1	12	11	0	5	2	5
May	0	5	1	5	2	1	9	14	0	0	2	4

These activities include telephone calls to the agencies, looking for alternative funding, talking to police and other social service providers, working with housing related agencies in Watertown and Boston.

4. Outreach Activities:

	Home Visits	Office Visits	Telephone Calls
January	9	22	65
February	6	16	40
March	12	26	60
April	10	18	75
May	14	19	55

Meetings/ Trainings Attended in March:

Went for a Mind Body Continuum Seminar on May 13, College of the Holy Cross, Worcester, MA