

**TOWN OF SUDBURY
COUNCIL ON AGING
MINUTES OF MEETING
January 8, 2013**

WEBSITE <http://sudbury.ma.us/departments/CouncilOnAging/>

Present: John Beeler, Barry David, Bob Diefenbacher, Debra Galloway, Robert May, Jack Ryan, , David Levington, Sam Merra

Absent: Approved Absences: Mary Lee Mahoney-Emerson, Phyllis Bially

Meeting called to order by Chairperson: David Levington

Guests: Tom Travers, President, Parmenter Community Health Board

Denise McQuaide, Chief Executive Officer, Parmenter Community Health

Cindy Mayher, Executive Director, Parmenter Foundation, Inc.

The Parmenter management team discusses their major programs for 2013. The new program which highlights the needs for seniors to be more focused on their Advanced Directives was discussed. The COA expressed strong support for this program and others to increase the awareness of age groups younger than 60 as well. The needs of the children of seniors to understand the issues and how they can help their parents was also discussed.

Minutes: Minutes of the December 11, 2012 regular meeting were approved with no changes.

DIRECTOR'S REPORT

1. EEOA report will be discussed at February meeting
2. The new Warrant Article was reviewed and approved subject to administrative changes as may be needed. A Motion was made to approve and unanimously passed.
3. Motion was made and passed unanimously to have the Chairman notify the Board of Assessors to budget \$40,000 for the Senior Community Work Program. This is a slight increase from this year's abatement of \$750 to \$800 for 100 hours of Service.
4. The COA Annual Report was presented, reviewed, and unanimously approved.
5. The final COA Bylaws have been accepted by the Town Manager after review of Town Counsel. COA voted unanimously to accept. Copy attached.

Chairman's Report

1. The Chairman appeared at the 12/12/2012 Town Planning Board to seek their support to allow for a change in the Bylaws for Senior Housing. Our proposal was to seek their support of a warrant increasing the allowable percentage of one-bedroom units to be allowed in new Housing projects to be twenty-five (25) percent.
2. The Chairman and others of COA will attend the January 8, 2013 meeting of the Sudbury Housing Authority.

BayPath Liaison Report

1. Several members of the COA will be attending upcoming Tuesday and Wednesday luncheons to observe the quality of food preparation and presentation.

2. Baypath is preparing a Grant request to build a Metro West Caregivers Web Connect Program. Some of the outcomes for such a program are expected to be:
 - a. Dedicate the site to the needs of the Caregivers in the 14 communities served by Baypath.
 - b. Centralize information on all caregiving programs into a single unique Web Page to assist Caregivers as they search for programs, and resources to serve the needs of their loved ones.

OLD BUSINESS

The date and time for the Second Annual COA planning meeting needs to be calendarized at the February meeting. Expectation is during the month of May, 2013.

Barry David and Sam Merra will discuss with Ron Riggert how to further ease the administrative burden of producing their routine reporting and come back to the COA at a future meeting.

Nominations for new COA Board members are due by the April meeting to be approved at May meeting. Nominations for changes to the officers will be accomplished at the same meetings. A Nominating Committee will be created at the February meeting.

Fairbanks Study Committee progress was reviewed by Jack Ryan. No major issues as yet.

NEW BUSINESS

Tabled to February meeting

Next meeting: The next meeting will be held on February 5 at 3:00 P.M. at the Senior Center. Note change in Time to 3:00 PM for all future meetings.

A vote for Adjournment was unanimous at 4:45 pm.

Submitted by:

Bob May, Secretary

Version 01.30.2013

Attachments: Attachment One: Future Items, Attachment Two: COA Bylaws, Attachment Three: 2012 Annual Report

ATTACHMENT 1

Possible Agenda Items for future COA meetings

UPDATED 01/30/2013

Carry Overs

First discussed =====	Topic =====
June, 2012	*Deb asked for assistance of the Board in putting together a personnel plan for future months and years ahead. This was suggested to be on the July meeting agenda as new business.
June, 2012	*Dave presented the “Over-85” report for review (copy attached). Approval will be requested at July meeting.
June, 2012	*Communication of importance of Tax rebate vote to Town residents. Jack Ryan. This was discussed on September 24 and October 2 as well. See minutes.
September 4, 2012	Report of meeting with Park and Recreation regarding needs in Fairbanks Complex. More meetings under way via the Fairbanks Building Committee which will include discussion of comprehensive Community Center and the need the roof repair of Fairbanks roof over the K-8 Wing.
October 2, 2012	Town of Sudbury 325 th Anniversary. Postponed till 2013.
November 13, 2012 plan.	Fairbank Space- We will work with Jim Kelly to develop a unified plan.
December 11	2012 EOEA report
December 11	Discuss how to respond to Cummins Grant requests.

Ownership of Recent Age Restricted Developments in Sudbury— A motion was made, seconded and approved unanimously to allow the chairperson to write a letter to the Selectmen and committee heads sharing our brief survey of ownership of the residences in several newer developments.

Veterans to gain access to Section 59-5N which is a tax work-off program similar to one offered to seniors. John Beeler will call the Sudbury veteran’s Agent to make them aware of administration resources needed.

Proposal to raise requirements for one-bedroom units from 10% to 20% in new developments. A motion was made, seconded and passed unanimously to authorize

the Chairperson to begin discussions of this issue with town manager. ACTION:
Under way in December , 2012.

Senior Center Major Projects

- *Bay Path Grant for Healthy Aging
- *Support staff planning. See Deb request above.
- *Volunteers, Volunteers!

COA Responsibilities

- * More budget from the Town for the Center: ACTION: Approved at 12/11 meeting
- * Center support staff plan—See Deb request above
- * Long Range Funding plan—Barry and Bob M with Friends
- * July 4th Float- Phyllis, Barry
- * Monthly Long Term Objectives updates
- * Facility short range updates—
 - Lobby redesign-
 - Lounge
- * Participation of younger generation from Sudbury

Version 01/30/2013

ATTACHMENT TWO

January 08, 2013 Minutes

BYLAWS OF SUDBURY COUNCIL ON AGING (PURSUANT TO SUDBURY TOWN BYLAWS, Article XI(a) and the Board of Selectmen-Town Manager Act)

SECTION 1. The Board of Selectmen shall appoint a Council on Aging to consist of nine residents of the Town. Appointments shall be for terms of three years. The Selectmen shall annually appoint three members. No less than two of the members shall be over sixty-five years of age. Members may serve no more than two consecutive terms. However, upon the expiration of one year after completion of a second consecutive term, a former member shall be eligible for reappointment.

SECTION 2. The duties of said council on aging shall be to:

- (1) Identify the total needs of the community's elderly population
- (2) Educate the community and enlist the support and participation of all citizens concerning these needs
- (3) Design, promote or implement services to fill these needs or coordinate present existing services in the community.
- (4) Promote and support any other programs which are designed to assist the elderly in the community.

SECTION 3. The Council on Aging shall cooperate with the Commonwealth of Massachusetts Office of Elderly Affairs and shall be cognizant of all State and Federal legislation concerning funding, information exchange and program planning which exists for better community programming for the elderly.

SECTION 4. The Council on Aging shall give an annual report, in writing, to the Board of Selectmen with a copy of that report directed to the Commonwealth of Massachusetts Office of Elderly Affairs.

In addition to the Town By-Law the COA has voted to following:

Administrative Guidelines for the members of the COA

I.

While performing its duties the Council shall maintain a positive working relationship with the Friends of Sudbury Senior Citizens, and the Sudbury Seniors Activities Committee.

II. MEMBERSHIPS

Members shall be appointed pursuant to Section 1 of Article XI (A) of the Town of Sudbury Bylaws. Members will be appointed for a three year term with no member serving more than two consecutive terms. All terms expire on May 31. Upon appointment and prior to participation in Council business, members shall be sworn to the faithful performance of their duties by the Town Clerk or a Notary Public. A member wishing to resign shall notify the Secretary or Chairperson of the Council and the Board of Selectmen in writing. Absences will be treated as required by Article III, Section B of the Town By-Laws.

III. OFFICERS

Section 1. Officers

The officers of the Council shall be a chairperson, vice- chairperson, secretary and treasurer. The officers of the Council shall be elected by the members, by majority vote, at the May meeting of the Council, and shall take office at the June meeting. If the office of chairperson shall become vacant, it shall be filled by the vice-chairperson for the remainder of the unexpired term. Vacancies in any other office may be filled by election at any regular or special meeting of the Council and said election shall be for the remainder of the unexpired term. No person shall hold the same office (that is, of officer) for more than two consecutive years.

Section 2. Chairperson

The chairperson shall be the chief executive officer of the Council on Aging and shall have charge of the business affairs of the Council in its general operations. Chairperson will preside at all meetings, appoint all committee members, and be an ex-officio member of all committees.

Section 3. Vice-Chairperson

The Vice-Chairperson shall, during the absence or disability of the chairperson, exercise all functions of the chairperson and, when so acting, shall have all the powers of the chairperson. Vice Chairperson shall take on additional responsibilities as directed by the Chairperson.

Section 4. Secretary

The Secretary shall:

- Record the proceedings of meetings of the Council;
- Provide all recordings and proceedings to the Director of the Senior Center for appropriate filing with the Town;
- perform all duties relevant to the office of secretary.

Section 5. Treasurer

The Treasurer shall: Work with the Director of the Senior Center to insure:

- Appropriate controls are in place for the Senior Center.
- Reporting for all accounts of all business or financial activity of the Senior Center.
 - Confirm that the above controls are approved by the Town Finance Director
- Quarterly reports are prepared of the financial condition of the Senior Center activities.
- An Annual Financial Report for the Senior Center is prepared following the close of each Fiscal Year. This report shall contain summaries of Grants Activity, Van Receipts, Donations, Payroll, and such other income/expenses as are pertinent to Senior Center operations;

IV. REPRESENTATION

Unless authorized by Council vote, no member person shall make written or oral representations on behalf of the Council.

V. MEETINGS

Section 1. Regular Meetings

All meetings shall comply with the Commonwealth of Mass open meeting law

Regular meeting of the Council shall be held once a month except during either July or August, when one meeting may be held, at the convenience of the Council. Special meetings of the Council may be scheduled at any time if requested by any three members.

Section 2. Exceptions

- a. When the scheduled meeting falls on a legal holiday or other day on which by law the meeting may not take place, the meeting shall be held within ten days or at other times per the Open Meeting Laws;
- b. The date of the meeting may be changed to accommodate special events.

Section 3. Annual Meeting

The annual meeting shall be held during the month of in June.

Section 4 Procedures governing Council Meetings

All meetings shall be conducted in accordance with Robert's Rules of Order. The presence of a simple majority of the members of the Council shall constitute a quorum for the transaction of business. Only those members present shall be permitted to vote.

VI. COMMITTEES

Section 1.

The Chairperson may appoint temporary or permanent committees as needed whose purpose and duration shall be defined at the time of initial appointment.

Section 2.

There shall be the following permanent committee of the Council:

The Nominating Committee to allow for open recruitment for new members.

The Nominating Committee shall have a minimum of three (3) members, and shall have the following duties:

- maintenance of a file of possible new members;
- convene no later than January to begin recruitment process for potential Council members to recommend as nominees to the full Council;
- present to Council for approval at the May meeting, the recommendations of persons to be recommended by the Council On Aging to the Board of Selectmen for appointment as members;
- provide an orientation program for new members;

VII. STAFF

Section 1.

In accordance with the Town personnel policies, to discharge its duties, the Council may request clerical or other assistance from the Town Manager, after consulting with the Town's Assistant Town Manager/Human Resources Director. Town Manager is the appointing authority and no one may be engaged without such appointment by the Town Manager. Town Manager signs all contracts for Town Boards and committees as well, which would cover any services engaged on a contract basis.

Section 2.

Annually, in April the Chairman shall meet with the Senior Center Director and the Assistant Town Manager/Human Resources Director to suggest annual goals as recommended by the COA for the Senior Center Director.

Section 3.

Annually, in March (the Chairperson shall prepare a memorandum to the Assistant Town Manager/Human Resources Director, with a copy to the Senior Center Director summarizing the performance of the Senior Center Director towards the goals established for the current year.

Section 4.

The chairman will convene an Annual Planning meeting of the Council once a year for the purpose of discussing and approving of the major priorities for the next fiscal year.

VIII. AMENDMENTS-AND REVIEW

The members shall review these guidelines that are set by the COA annually, or more often if necessary.

Amendments of these rules and regulations may be made upon the vote of a majority of the members of the Council at any regular or special meeting called for such purpose. The notice for the meeting shall include a summary of the proposed amendments, the full text of the amendments and a statement of the purpose of the amendments.

IX. EFFECTIVE DATE

The effective date of these amended rules and regulations shall be the date of that meeting of the Council at which they are approved.

SIGNATURES OF COUNCIL MEMBERS AS OF: DATE XXXX

Final 12/20/12

ATTACHMENT THREE

January 08, 2013 Minutes

Council on Aging Annual Report 2012

The Council on Aging is a nine member board whose duties are as follows: to identify the total needs of the community's older adult population; to educate the community and enlist the support and participation of all citizens concerning these needs; to design, promote or implement services to fill these needs, or coordinate existing services in the community; and to promote and support any other programs which are designed to assist older adults in the community.

The Council on Aging members help to guide the planning and policy making of the Sudbury Senior Center. Their mission is also to advocate for the needs of Sudbury residents who are 60 years of age and older. The latest Town Census report indicates that there are 3,370 residents who are 60 years of age and older representing 18.5% of the total population.

During May 2012, the Sudbury Council on Aging participated in a strategic planning session. The results of the session are in a report entitled: *Results of the Sudbury Council on Aging Planning Session May 19, 2012* and are available on the Sudbury Senior Center webpage. The planning session resulted in seven objectives:

- 1) To establish with the Town of Sudbury Board of Selectmen and other Town Boards, a formal integration of Council on Aging input into any discussion impacting seniors (within 6 months);
- 2) To design, promote and implement a defined community educational/public relations program (within 2 years);
- 3) To develop a formal proposal to the Town Manager to significantly increase the budget of the Senior Center (by January 2013);
- 4) To assemble a series of criteria to meet the needs of the senior citizens in a community center (within 3 years);
- 5) To create a capital development plan to accumulate \$1 million in 5 years (by December 31, 2012);
- 6) To develop one new strategy to improve opportunities for Sudbury seniors to have appropriately affordable housing and to advocate for it (within one year);
- 7) To develop one new strategy to address high property taxes in Sudbury (within one year).

The Sudbury Council on Aging has made much progress on the May 19, 2012 Plan objectives.

- 1) Council members have attended the Board of Selectmen meetings and have gained recognition from Selectmen that COA input will be sought on articles relevant to seniors in town.
- 2) The Public Relations subcommittee has met several times and has begun to interview community members about their knowledge of the Senior Center in an effort to design an effective public relations plan.
- 3) The Council on Aging approved a proposal to request from the Town an increase in the Senior Center budget, to include a new part-time Program Coordinator, as well as an increase in the Information Specialist position.
- 4) The Council on Aging has begun to research Community/Senior Centers in Massachusetts in order to develop criteria for a Sudbury Senior/Community Center.
- 5) The Council on Aging has extended the due date for the Capital Development plan to 12/31/13???
- 6) The Council on Aging proposed to the Planning Board a change to the criteria for developers that will increase the number of single bedroom apartments allowable from 5% to 10%??? In order to promote development of additional affordable options for seniors.
- 7) The Council on Aging helped to advocate for and educate the community about the recently passed Senior Tax Exemption that will allow financially eligible seniors to receive an addition Property Tax

exemption. The COA changed the due date for a new strategy to address high property taxes in Sudbury to 9/1/2013???

The Sudbury Senior Center

With the guidance of the Council on Aging, the Sudbury Senior Center serves the social, recreational, health and educational needs of people aged 60 and older in the community. This is accomplished through a variety of programs, activities and services. In FY 2012 (fiscal year), the Senior Center served approximately 2,000 individual seniors and 120 people younger than age 60.

While programs and activities are most visible at the Senior Center, many services are delivered in other settings. The Senior Center van provides door-to-door service to residents over 60 and younger residents with disabilities. Hot meals are delivered Monday through Friday to seniors who are eligible. Our Volunteer Coordinator oversees a number of programs that help people in their homes including: the Fix-it program, Friendly Visitor program, Grocery Shopping program, Medical Equipment Loan Closet, Sand Bucket delivery, the Lawn Cleanup program, the Mercury Recovery program, the Lockbox and Space Heater programs and the FISH (Friends in Service Helping) volunteer medical transportation program.

Special Focus Activities:

Education/Advocacy: During 2012, the Council on Aging continued a process of inviting members of Town Departments and Committees to their meetings. The goal of this process is to increase communication and understanding between the COA and various Town Departments and Committees and to share information about the needs of the growing population of residents over 60 years of age in Sudbury. This year, the Council on Aging met with Planning Board Chairman Michael Fee, Goodnow Library Director Esme Green, Chairman of the Community Preservation Committee Christopher Morely, and Park and Recreation Director Nancy McShea. The Council on Aging members will continue this education process into 2013.

Property tax relief: The Council on Aging continues to advocate for property tax relief measures to ensure that Sudbury remains affordable for people of all ages. This year the COA helped to educate about and advocate for the new Senior Tax Exemption proposal, which was approved by the Town electorate in December 2012.

Transportation: The Senior Center Director continues to serve as Sudbury's representative to the MetroWest Regional Transportation Authority (MWRTA), with the aim of improving public transportation for seniors and other Sudbury residents. The MWRTA continues to assume the costs of running the Senior Center van, including the van driver's salary, benefits, van insurance, and other expenses, while maintaining the van service for seniors and people with disabilities. The Senior Center van provided 2,300 one-way rides to ambulatory and non-ambulatory seniors and 1,283 one-way rides to people with disabilities.

Space Limitations:

Senior Center programs continue to be well utilized. In fact, there are times when seniors are put on a waiting list when a class or program is full due to space limitations in the Senior Center (this happens most often with Lifelong learning classes in which the room limitation is 55 people). Having enough meeting space is also a challenge. Some of the services we provide, such as assistance with health insurance issues, tax return preparation, legal advice, flu clinic and blood pressure checks, and Information and Referral assistance require office space for privacy. There are times when staff persons need to move out of their offices to allow these services to be provided, or the Senior Center utilizes Park and Recreation rooms that are not well designed for this type of service. In addition, the Senior Center also coordinates and shares space with the Park and Recreation Department in order to schedule fitness classes.

New Activities:

Current Events Group: The Senior Center started a Current Events group due to popular demand. A volunteer facilitator leads the Current Events group twice each month. Twenty-six different seniors participated in Current Events this year.

Mercury Collection and Removal Program: The Senior Center Volunteer Coordinator, Ed Gottmann, spearheaded a Mercury Recovery Program this year. Seniors and others in town were invited to bring their mercury-containing items to the Senior Center on three different Saturdays, and were able to receive in exchange a digital fever thermometer donated by Kaz, Inc. of Southborough. Thirty-eight families brought items to the collection; 96 different mercury-containing items were collected.

“Powerful Tools for Caregivers” series: This “Healthy Aging” evidence-based program offers caregivers support and education about keeping themselves energized and healthy as they care for a chronically ill parent, spouse or friend. Fifteen individuals participated in this valuable program offered in conjunction with BayPath Elder Services.

Summary of Activities and Programs for 2012:

Veterans: For the second year in a row, the Senior Center, in collaboration with the Sudbury Military Support Network, hosted a Veterans’ Day luncheon. The Senior Center was honored to have a local veteran, Capt. Thom Kenney speak at the luncheon about his tour in Afghanistan. Wayside Inn sponsored the luncheon with a delicious hot meal. Ninety-five people attended the Veterans’ luncheon.

Lifelong learning classes and lessons: One of the greatest strengths of the Sudbury Senior Center is its focus on continued intellectual development throughout the life span. Two hundred and six (206) individuals took part in various lifelong learning classes, including: American Art, The American Revolution DVD Series, Milestones in the History of Military Aviation, Great American Film Classics, Irving Berlin “Say It with Music!”, History of Ancient Egypt, The 1960s, the Poetry of Robert Frost, and “Significant Speeches of the 20th Century”.

Entertaining/Informational Talks: The Senior Center also invites interesting speakers to provide entertaining and educational talks. Some of this year’s offerings included: “From Purgatory to Podunk”, Consumer Assistance Bureau, “My Dear Girl: The Art of Florence Hosmer”, “Atticus” and “Weather and Meteorology”. Approximately 155 seniors took part in these programs.

Intergenerational Activities: Bridges Together Program: The award winning Bridges Together intergenerational program has been ongoing in each 4th grade classroom in Sudbury for over 10 years. This program brings older adult volunteers from the community into the classrooms to collaborate with children, forming friendships and increasing understanding while working on a curriculum that fits into the Mass. school standards. This program engaged 124 older adults with 380 4th grade students in 2012.

Teen Tech Workshops: An ongoing monthly Teen Tech Day has continued at the Senior Center in collaboration with Susan Frommer at Lincoln-Sudbury High School. As of September 2012, the Teen Tech workshops are scheduled for two Wednesdays each month. Thirty-nine older adults took advantage of our local high school students’ expertise with tech gadgets, cell phones, laptops and social networking during the year.

Health and Safety information and screenings: The Senior Center has a special focus on information and programs to maintain the health of Sudbury seniors and give them the tools they need to maintain their well being as they move into their later years.

A sampling of the health and safety talks this year includes: Brown Bag Medication Checkup, Get Ready to Get Fit, Focus on Your Eyes, “Eating Healthy, Living Healthy”, Mind Games: Techniques to Boost Your Memory, Life’s Little Emergencies, Learn about Acupuncture, Fall Prevention and Fall Recovery workshops, and “Understanding Osteoporosis”. 168 seniors took part in Health and Safety informational programming.

The Senior Center participates in National Memory Screening Day in November each year. Interested participants can schedule a confidential screening with the Sudbury Board of Health Nurse. This year 13 people were screened.

Every week, the Sudbury Board of Health Nurse offers blood pressure screenings and glucose tests. This year, 126 individuals participated in these screenings.

The center also collaborates with the SHINE (Serving the Health Information Needs of Elders) volunteer counseling program to offer assistance to seniors who would like help in assessing their health insurance choices. 132 individuals visited our SHINE Counselors for health insurance and Medicare counseling this year.

Arts and Crafts: The Senior Center continued its successful watercolor classes, and several series of these classes were held. We also have a weekly Crafts group and the Sudbury Garden Club offers an annual Boxwood Holiday Tree workshop. New arts programs this year included: Create Your Own Beads, Jewelry Making Workshop, and Beginner Drawing classes.

Together these programs provided arts programming for 90 individuals.

Physical Activity: In recognition of the important role physical fitness plays in successful aging, the Senior Center offered several opportunities for seniors to exercise. The Fit for the Future aerobics class continued to be offered 4 times each week, the Yoga class meets twice each week, while the Tap Dancers, the Better Bones strength class, and a new Zumba aerobics/dance class meet once each week. Zumba was new this year. In addition, during the fall and spring the Board of Health Nurse supervises a Walking club. Walkers cross the street to circle the 1 mile walking path around Haskell Field. Nine seniors participated in the Walking club.

Combined, 231 individual seniors participated in Fitness programs this year.

Legal and financial information and services: The Senior Center offered seminars on legal and financial issues and provided specially trained volunteers to assist seniors with income tax preparation free of charge. Together, these programs and services provided service to 104 individual seniors.

Socialization/Recreation: To provide seniors with a chance to meet others, socialize, and reduce their isolation, the Senior Center hosts card games, including bridge and bridge lessons, and cribbage; and offers bingo, movies and special luncheons and entertainments, often in conjunction with holidays such as Christmas, Independence Day, and St. Patrick's Day. With the assistance of two special volunteer chefs, the Senior Center is also able to offer a Men's Breakfast, twice a year. The two breakfasts brought together 35 men this past year.

Other events that offer a chance to socialize and enjoy music were: "An Afternoon of Jazz", Silent Movie Show (with the live piano), The Music of Barry Shapiro, The Sherborn Music Makers, and The Winiker Brothers Band. Altogether, approximately 325 individual seniors participated in recreational/entertainment programs.

Outreach and advocacy services: The Senior Center provided simple telephone referral information to approximately 700 callers this year, and 220 individuals were provided in-depth consultation with our Information Specialist.

Volunteer and Support services: Through the efforts of our Volunteer Coordinator, (funded by the Sudbury Foundation), this year the Senior Center provided:

- 307 grocery shopping trips for homebound seniors
- 402 friendly visits for socialization
- 82 minor home repairs
- 379 rides to medical appointments (FISH)
- 154 loans of durable medical equipment
- 96 sand bucket deliveries
- 20 emergency lockboxes were placed at residents' homes
- 4 seniors received new space heaters to replace old, unsafe ones (data is from last winter season- this winter season, already 18 people have exchanged space heaters)
- 29 seniors had their lawns cleaned up by a total of 250 volunteers

Taking into account all volunteer services, more than 11,159 hours were donated in 2012 with an equivalent value of \$186,825 according to a formula from the Executive Office of Elder Affairs. Each year the Senior Center hosts a Volunteer Appreciation Luncheon to provide a small thank you to all of the 248 volunteers

who help us to provide all of our services and programs. We hosted 92 volunteers at our spring luncheon this year. This is not including the volunteers (students, scouts, church groups) who assist with our biannual lawn cleanups (250 adult and child volunteers).

Trips: The Senior Center's volunteer Trip Coordinator planned both day and overnight trips, 182 individual seniors participated in a trip activity during FY 2012. Some of the trips this year included: Celtic Nights, Snowbird Escape to Florida, San Antonio Getaway, and a wonderful trip to Ireland.

Cultural Trips: The Senior Center is also fortunate to have a Cultural Trips committee. Cultural Trips that were offered this year included: John Adams Historic Park and the Cape Ann Museum. Overall, approximately 40 different individuals participated in the cultural trips this year.

Nutrition: The Senior Center continues to offer home delivered meals and a hot lunch at the Center. This past year 603 meals were served at the Senior Center and 5,010 meals were delivered to homebound elders. Lunch was offered on Tuesdays and Wednesdays. Home delivered meals are delivered by volunteers Monday through Friday.

Newsletter: The *Sudbury Senior Scene* newsletter is mailed free of charge to each Sudbury household where a residents is aged 60 or older. Postage for this mailing is provided by the *Friends of Sudbury Seniors*. Approximately 22,000 copies were mailed in 2012.

Hours of operation

The Senior Center is open from 9 AM to 4 PM Monday through Friday. It is staffed by a Director, Administrative Assistant, Van Driver, (all full time), and a Receptionist, Information and Referral Specialist, Volunteer Coordinator, and a Meal Site Manager (all part time). The Director, Administrative Assistant and part-time Information and Referral Specialist positions are funded by the Town. In addition, we are fortunate to receive the assistance of many devoted volunteers, without whom we would not be able to provide the kind of responsive service that best benefits Sudbury residents.

David Levington, Chairman

Phyllis Bially

John Beeler, Vice Chairman

Barry David

Robert May, Secretary

Robert Diefenbacher

Sam Merra, Treasurer

Mary Lee Mahoney-Emerson

Council on Aging Accounts with the Town of Sudbury FY12

The Town of Sudbury financially supports the Senior Center by funding salaries of the Director, Administrative Assistant, and part-time Information and Referral Specialist, and providing support for general operating expenses as well as for operating the physical plant. (See the Town Accountant's report in another part of this Annual Report.)

The following C.O.A. accounts are not reported in the Town budget because the revenue sources are not from the Town, but are nevertheless administered through the Accounting Office. The account activities for FY 2012 are listed in the table below.

<u>Account Number</u>	<u>Title</u>	<u>Beginning Balance FY12</u>	<u>Revenue FY12</u>	<u>Expenditures FY12</u>	<u>Ending Balance</u>
1171	COA Revolving - Activities ¹	\$5,204	\$25,006	\$22,650	\$7,560
1172	Transportation ⁶	\$1,223	\$0	\$0	1,223
1173	MWRTA Revolving ²	\$14,638	\$65,450	\$64,754	\$15,334
1323	State Aid/Formula Grant ³	\$2,207	\$19,172	\$17,371	\$4,007
1411	COA – Federal Title III- BayPath Grant ⁶	\$95	\$453	\$0	\$548
1412	Camcorder Grant ⁶	\$160	\$0	\$0	\$160
1413	Volunteer Coordinator Grant ⁴	\$6,704	\$15,000	\$11,781	\$9,923
1951	Friends' Gift Account ⁵	\$2,593	\$0	\$0	\$2,593
1969	LEPC/VIP Gift ⁶	\$31	\$0	\$0	\$31

¹ Activities/Program fees are collected and instructors and class expenses are paid from this account. The Town of Sudbury does not subsidize Senior Center events or activities. Student payments pay for instructors.

² Account for collection of reimbursement from the MetroWest Regional Transit Authority for the expenses of running the Senior Center van.

³ Annual Formula Grant Funds from the Executive Office of Elder Affairs: Helps to fund the Receptionist, the Sudbury Senior Community Work Program Coordinator, Bridges Coordinators, and FISH Coordinators.

⁴ Grant from the Sudbury Foundation for the part-time Volunteer Coordinator position.

⁵ Friends' of Sudbury Seniors gift account, utilized when State Aid grant is distributed late in the year.

⁶ Dormant accounts.