

**TOWN OF SUDBURY
COUNCIL ON AGING
MINUTES OF MEETING
May 7, 2013**

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

Present: Phyllis Bially, Mary-Lee Mahoney-Emerson, John Beeler, Bob Diefenbacher, Debra Galloway, Robert May, Jack Ryan, Sam Merra, David Levington, and Barry David

Meeting called to order by Vice Chairperson, John Beeler

Visitors: Hal Cutler, Co-Chairperson of the 375th Anniversary of Sudbury Committee.

Mr. Cutler reviewed the current early status for plans for the Anniversary Party for the Town. The Major events will occur between Jan 1, 2014 and September 6, 2014. He asked the COA for inputs and feedback as the year advances.

Minutes: Minutes of the April, 2013 regular meeting were approved as submitted.

DIRECTOR'S REPORT

1. All of COA was reminded to take the mandatory Ethics Training developed by the State
2. Volunteers' recognition lunch for May 1 went extremely well.
3. Met with Commission on Disability to understand how transportation options may be improved.
4. Deb with the help of Phyllis Bially, represented the activities and the facilities of the Senior Center at the Library open house.
5. Deb continues to work with James Kelly, Friends, and a volunteer designer for improvements to the décor of the Lounge at the Senior Center.

Chairman's Report NONE

New Members

1. Recommendations for new Members. Two excellent candidates were discussed. Action was deferred until July meeting by unanimous vote of the COA.

Town Meeting: In preparation for town meeting we took note of added articles 41, 42, 43.

Quarterly Reports

Sam Merra reviewed the quarterly financial reports of the Sudbury Senior Center and the Sudbury Senior Activities group. No significant issues in either report.

BayPath Liaison Report

John reminded the COA that we must update the Nutrition MOU with Baypath to help insure continued satisfactory meals are served.

John and Mary-Lee were voted upon and approved as COA representatives to Baypath.

OLD BUSINESS

The date and time for the Second Annual COA planning meeting is May 11, 2013 from 9-1PM pm.

Bob Diefenbacher distributed a proposed Agenda for the May 11 meeting.

COA members discussed and recommended these possible officers for the next Fiscal year. These were approved unanimously.

Nominees are:

Chairperson: Jack Ryan

Vice Chair: Barry David

Treasury: Bob Diefenbacher

Secretary: Bob May

Fairbanks Study Committee progress was reviewed by Jack Ryan. At this time it is anticipated that the recommendation will be to have the town partially fund a Design project from which a recommendation will be made as to the extent of repairs that will be made to the K-8 portions of the building roof. Added funding sources are being considered to total about \$55K to aid in the entire design project.

John Beeler presented some research on the issue of members participating in meetings via such remote tools as the internet. State regulations ALLOW it with some conditions. It was revealed that a “deliberation” is any meeting with a quorum.

The director will be seeking the annual approval for the MWRTA and COA Revolving Accounts at the annual town meeting.

Bob Diefenbacher will again work with James Raffel of the LS staff to do the Business Planning workshop as part of Mr. Raffel’s Econ class. However, the proposal for a new “Sages and Seekers” program was initially rejected. Bob feels added effort may produce a different result in future months.

NEW BUSINESS

Bob Diefenbacher reviewed how we might each select a unique Activity Assignment. See Attached Exhibit A.

We will try to connect with School Superintendent Wilson in the future to discuss shared issues.

Senior Citizens Tax Deferral Form—Sam Merra to test the prototype and offer suggestions.

Phyllis reviewed progress on the July 4th Parade project.

Next meeting: The next meeting will be held on June 4, 2013 at 3:00 P.M. at the Senior Center. Note that this meeting is also the Annual Dinner meeting and will go through 6 or 7 PM.

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

Submitted by:

Bob May, Secretary

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Attachments: Attachment One: Future Items,

ATTACHMENT 1

Possible Agenda Items for future COA meetings

UPDATED 05/20/2013

Carry Overs

<u>First discussed</u> =====	<u>Topic</u> =====
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.
October 2, 2012	Town of Sudbury 375 th Anniversary. Active planning underway
December 11	Discuss how to respond to Cummins Grant requests.-Closed
January 08, 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.

Senior Center Major Projects

- *Support staff planning. See Deb request above.
- *Volunteers, Volunteers!

COA Responsibilities

- * Long Range Funding plan—Barry and Bob M with Friends
- * July 4th Float- Phyllis, Barry

- * Participation of younger generation from Sudbury; Phyllis and Bob May

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Proposal: COA Member Activity Assignments

Move that...

Annually in July the COA chair shall appoint individual COA members to be responsible during the coming year for a specific area of COA interest. The COA member then may call on other members of the community to assist in working on the assigned area of interest during that year. The COA member shall make a monthly report to the COA Board on activities within the area of interest, and shall ensure the COA Chair and the Executive Director remain aware of all significant external contacts made by the COA member or individuals assisting the member. Neither the COA member nor the others helping the COA member may speak as a representative of the COA without prior COA Board approval.

Typical areas of interest include, but are not limited to:

- **Sudbury Senior Housing Advocacy**
 - Purpose: Study options for appropriate housing to meet the current and future needs of Sudbury’s elder population and propose appropriate actions to the COA Board.
 - COA Member assigned:
- **Community Outreach**
 - Purpose: Educate the Sudbury community about the needs of Sudbury’s elder population and enlist the support and participation of all citizens concerning these needs by proposing appropriate actions to the COA Board.
 - COA Member assigned:
- **Intergenerational Activities**
 - Purpose: Organize and conduct appropriate educational and social activities that bring youth and younger adults together with Sudbury’s elder citizens in positive settings and propose such programs to the COA Board.
 - COA Member assigned:
- **Fairbanks Community Center**
 - Advocate for improved facilities for the Sudbury Senior Center including participation in the Fairbanks Center Task Force and other appropriate activities, and propose actions for COA Board to take.
 - COA Member assigned:
- **Property Taxes**
 - Purpose: Monitor property taxes within the town and propose actions benefitting Sudbury’s elder population for the COA Board to take.
 - COA Member assigned: