



Town of Sudbury

Sudbury Housing Trust

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3386

<http://www.sudbury.ma.us>
SudburyHousingTrust@sudbury.ma.us

SMALL GRANT PROGRAM APPLICATION

Dear Sudbury Resident,

Thank you for your interest in the Sudbury Small Grants Program. The purpose of this program is to provide financial assistance to rehabilitate existing housing units occupied by income eligible households. It is sponsored by the Sudbury Housing Trust for the benefit of Sudbury residents.

The attached confidential application and grant process is designed to be simple and quick. There is minimal documentation required. A completed application, an estimate for work requested, and copies of recent tax returns are all that is needed.

Grant cycles are held twice a year: with application deadlines of March 30 and September 30, and grants awarded two months later by May 31 and November 30.

These grants are given on an unsecured basis; there is no repayment required of the funds awarded to you.

You must meet the following requirements to be eligible:

1. Property is in Sudbury and is the primary residence of the applicant, and applicant intends to remain a resident of Sudbury for the next 12 months,
2. Maximum income of 100% of the Area Median Income,
3. Property assessment is below the Town median,
4. Agreement to notify the Sudbury Housing Trust prior to listing your home for sale.

The grant limit for this program is \$5,000. Applications will be evaluated and prioritized based on health and safety considerations, and financial need of the applicant, including income and asset information.

The Sudbury Housing Trust, in line with its mission, continually searches for properties which can be added to the pool of properties in Sudbury affordable to teachers, police, firefighters and other members of the community. In accepting grants from this program, you are required to notify the Sudbury Housing Trust at least 60 days prior to listing your home for sale.

If you have questions regarding this program or if you require assistance in filling out the application, please contact us at the information below. Applicants are encouraged to discuss their needs with program staff prior to submitting a full application.

Submit application and attachments to:

James Kupfer
Program Administrator
Department of Planning & Community Development
978-639-3363
278 Old Sudbury Road
Sudbury, MA 01776

Office Hours: Monday-Friday 8:00 A.M.-4:00 P.M.

TO: Sudbury Housing Trust
FROM:
DATE: 30 March 2015
Re: Small Grant Program Application

Attached please find an application for a grant of \$TBD, to be used for my property [address] in Sudbury. This application contains the following materials:

- Signed and notarized affidavit (2 pages)
- Copies of Federal tax return
- Copy of current property tax bill
- Three estimates for work to be completed by professional contractor/mechanic
- Pictures of said areas to be worked on
- Copy of picture ID

Summary information on the above is provided where relevant.

Thank you for your consideration of this submission.

Elizabeth Ingersoll
150 North Rd. Unit #39
Sudbury, MA 01776

Jack Ryan, President
Sudbury Council on Aging
Town Hall
Sudbury, MA 01776

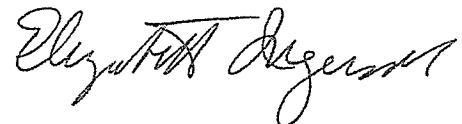
March 29, 2015

Dear Jack and Council Members,

It is with regret that I am writing to resign from the Council on Aging. I've just returned from 3 ½ months in California, and realized that my heart is looking westward more and more these days. I've also become involved with some intergenerational programs with the Berkeley Public Schools and the North Berkeley Senior Center, and will be traveling coast to coast over the next few months.

In my short time with the Council I've come to appreciate the hard work of Deborah Galloway at the Senior Center, and all the Council members. You really cover a wide range of interests and needs of the Town's senior population, and are busy addressing some future needs as well. I will miss being involved with some of those projects, particularly the transportation assessments, and wish the Council every success in its efforts.

Sincerely,

A handwritten signature in black ink, appearing to read "Elizabeth Ingersoll". The signature is fluid and cursive, written in a professional style.

Cc: Deborah Galloway, Director
Sudbury Senior Center

Board of Selectmen

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT TO
COUNCIL ON AGING

BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

FAX: (978) 443-0756
E-MAIL: selectmen@sudbury.ma.us

Name: JOHN BEELER

Brief resume of background and experience: ASSIT ADMINISTRATOR, BRISTOL HOSPITAL
BRISTOL, CT. - DISTRICT MGR - REGIONAL MGR. ARAMARK, SEILOR CORP.
ASSIT PROFESSOR, DEPT. HEAD ENDICOTT COLLEGE

Address: 57 WAGON WHEEL RD, SUDBURY Home phone: _____
Work phone: 978-443-9477

Years lived in Sudbury: 12.5 E-Mail Address: THE BEELERS@YAHOO.COM

Municipal experience (If applicable): 18 YEARS Bd. OF EDUCATION, WATERTOWN, CT.

6 YEARS SUDBURY Bd. CoA - Bd MEMBER, Bd MEMBER@LARGE BAY PATH

Educational background: B.S.-BA. W.VA. WESLEYAN COLLEGE

EMBA - UNIVERSITY OF NEW HAVEN

Employment and/or other pertinent experience:

RETIRED HOSPITAL ADMINISTRATOR

Reason for your interest in serving: CONTINUED ENTREST IN SERVING THE ELDERLY AND
TOWN OF SUDBURY.

Times when you would be available (days, evenings, weekends): AS NEEDED / REQUIRED

Do you or any member of your family have any business dealings with the Town? If yes, please explain:

No

JB (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement as adopted by the Board of Selectmen and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature John Beeler Date 3-1-2015

Mar. 25, 2015 3:54PM

Nashoba Nursing Service & Hospice

** Developing & overseeing a
Hearing Outreach
Program for
Nashoba Associated
Boards of Health*

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA

2015 MAR 26 A 9:26

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT TO
COUNCIL ON AGING

BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

FAX: (978) 443-0756
E-MAIL: selectmen@sudbury.ma.us

Name: Melissa R. Immonen, LCSW

Brief resume of background and experience:
MSW from Washington University in St. Louis. 10 years exp. in direct clinical practice in both Home Health & Hospice. 3 years Marketing & Business Development. Currently (see above)

Address: 7 Lepout Dr. Sudbury, MA. Home phone: (480) 659-9519 Work phone: (978) 772-3335 x357

Years lived in Sudbury: 1 E-Mail Address: mellimmonen@gmail.com

Municipal experience (if applicable): As part of my work with the Board of Health, I work closely with Town Municipalities and elected officials.

Educational background: BA - Psychology
MSW

Employment and/or other pertinent experience:
Social Worker Home Health & Hospice 2004-2012
Community Liaison/Bus. Dev./Marketing Home Health & Hosp 2012-2014
Community Health Social Worker for Nashoba Associated Boards of Health - Cement

Reason for your interest in serving:
I work closely with local COA/Senior Centers in my current role.

Times when you would be available (days, evenings, weekends): World love to serve my local comm. Late afternoon, evenings, Early morning weekends.

Do you or any member of your family have any business dealings with the Town? If yes, please explain:

NO

MRI (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement as adopted by the Board of Selectmen and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature Melissa R. Immonen, LCSW Date 3/25/2015

Melissa R. Immonen, BA, M.S.W.

7 Uplook Dr. Sudbury, MA 01776 * (480) 274-9594 * melimmonen@gmail.com

EXECUTIVE SUMMARY

- Over 10 years experience in the healthcare industry
- 8 years direct clinical social work experience in home health and hospice
- Leader and mentor, precepting new social workers
- 2 years experience in business development, community relations, and marketing within the healthcare industry
- Proven track record in sales with the largest increase in hospice referrals from new referral sources
- 3 years management and leadership experience within the non-profit, social service sector
- Excellent public speaker with several speaking engagements, as well as regular presentation and educational in-services
- Proficient in Excel, Outlook, Publisher, and PowerPoint

Driven*Dedicated*Goal-Oriented*Business Development*Relationship Management*Personnel Management*Leadership Skills*Healthcare Professional*Home Health*Hospice

ACADEMIC BACKGROUND

Master of Social Work, 2004, Washington University, St. Louis, Missouri
Scholarship Recipient.

Bachelor of Arts in Psychology, 1999, Suffolk University, Boston, Massachusetts.
Dean's High Honors List all 4 years.

WORK EXPERIENCE

Nashoba Nursing Service and Hospice, Shirley, MA
Community Liaison, January 2014-Present

Develop a trend based business strategy to retain and increase home health and hospice market share. Educate key stakeholders such as Assisted Living Facilities, Skilled Nursing Facilities and Rehabs, Physician Groups, and Hospitals on market trends and the benefit of partnership to reduce cost and increase positive outcomes. Develop and maintain value added marketing tools, including marketing literature, newsletters, Facebook page, and other external communications.

Hospice of Arizona, Phoenix, AZ

Provider Relations Coordinator, March 2012-December 2013

Work primarily within the Group Home Market of the East Valley to build upon and develop new partnerships to increase hospice market share. Specifically qualified over 400+ homes in the east valley. Serve as a liaison between the clinical team and community partners to prevent and resolve issues to ensure the highest level of clinical care. Provide and coordinate on-going education and training regarding the hospice benefit and specific aspects of hospice care. Extensive experience with Playmaker-CRM.

Hospice of the Valley, Mesa, AZ

Medical Social Worker, November 2007- March 2012

Provide all aspects of medical social services to patients and families on a specialized Assisted Living and Group Home Team. Assist in identifying and meeting the needs of multiple constituents, including facility owners and managers, with a specific focus on public relations and marketing. Serve as a mentor to new staff. Serve as an ethics champion, with the goal of bridging the gap between the ethics committee and the field staff. Responsibilities include consults to determine if an ethical dilemma exists and to assist with problem solving. Refer cases to the ethics committee, as needed. Develop case presentations to present to the staff to facilitate on-going education and awareness regarding ethical issues.

Serenity Hospice and Palliative Care, Phoenix, AZ

Medical Social Worker, September 2005- June 2007

Provide end-of-life care to patients and families through an interdisciplinary team approach. Complete psychosocial assessments used to develop care plans and coordinate care and services. Assist patients with all aspects of death and dying, including advanced directives, funeral/burial planning, potential placement issues and therapeutic support.

Maintain a close working relationship with state and community programs, such as the Arizona Long-term Care System (ALTCS), Area Agency on Aging (AAA) and Adult Protective Services (APS). Foster and nurture on-going relationships with skilled nursing facilities, assisted living facilities, group homes, and other community partners.

Norwell Visiting Nurse Association, Norwell, MA.

Medical Social Worker, November 2004- September 2005

Provide medical social services to patients and/or family members. Conduct in-depth psychosocial, spiritual and terminal care factors assessments. Develop care plans. Provide social work therapeutic intervention through counseling and education. Identify and collaborate with available community resources to assist in resolving patient's problems. Possess working knowledge of the Medicare and Medicaid programs.

Road to Responsibility, Inc., Marshfield, MA.

Career Specialist, January 2001 - July 2002

Collaborate with the Department of Transitional Assistance (DTA) to aid individuals with the transition from welfare to work, including job search, job placement and follow-up services. Develop and implement job training courses to facilitate self-sufficiency, as well as utilize marketing strategies to attract potential participants. Gained working knowledge of the Temporary Assistance to Needy Families program (TANF), including time limits and work requirements.

Program Manager, June 1998 - January 2001

Work in collaboration with both the Department of Mental Health (DMH) and the Department of Mental Retardation (DMR) to develop Individual Support Plans (ISP) for individuals with dual diagnosis. Responsible for the implementation and oversight of the ISP's. Responsible for the overall operations of the residential care home, including budgeting and staffing.

BOARDS AND COMMITTEES

Area Agency on Aging, Phoenix, AZ

Advisory Council, January 2007- January 2012

Advise the Area Agency on Aging (AAA) relative to developing and administering the area plan, conducting public hearings, representing the interests of older persons, and reviewing and commenting on all community policies, programs and actions affecting older persons with the intent of assuring maximum coordination and responsiveness to older persons.

Centennial Elementary School PTO, Gilbert, AZ

President, August 2012-December 2013

Provide oversight and management to the Executive Board and General Committees, specifically with regard to fundraising and financial priorities. Collaborate with teachers and staff to assess and meet the needs of school.

Volunteer Coordinator, August 2011-August 2012

Serve as a member of the Executive Board. Identify and address the needs of the school, including financial priorities. Recruit and mobilize volunteers. Maintain the volunteer database.

SPEAKING ENGAGEMENTS

Healthcare and Social Services Issues Day, Hosted by Gilbert Leadership

Panel Member Presenter, December 16, 2011

Early Childhood Development, ASU Class

Panel Member Presenter, January 31, 2012

PROFESSIONAL TRAINING

Missouri Progressive Vote Coalition, St. Louis, MO

Graduate Social Work Intern, January 2004 - May 2004

Partner with local organizations and political representatives to mobilize 250 social workers across the state to petition in opposition to pending foster care legislation. Write and publish reports, press releases and letters to the editor. Make television and radio appearances. Perform all aspects of campaign management, including finance plan, budget, targeting voters, canvassing, phoning, direct mailings, visibility, media, and GOTV,

Area Resources for Community and Human Services, St. Louis, Missouri

Graduate Social Work Intern, January 2003 - May 2003

Work with the Director of Workforce Development to organize a job fair at the Missouri Black Expo. Assist with the organization of all aspects of the job fair, including recruitment of businesses, development of training materials, and solicitation of in-kind donations.

TOWN OF SUDBURY
COUNCIL ON AGING
MINUTES OF MEETING
March 3, 2015

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

Present: Chairman: Jack Ryan

Members: Bob Diefenbacher, Robert May, Patricia Tabloski, Alice Sapienza, Phyllis Bially, Debra Galloway.

Excused: Elizabeth Ingersoll, Carmine Gentile, Barry David.

Meeting called to order by Chairman Jack Ryan at 3:00 PM

Minutes of February 11, 2015 unanimous approved.

Guests: None

Director's Report (Galloway): 1.) Attorney general's opinion of the open meeting law distributed. (See Attachment 1). Chair Ryan offered clarification and discussion ensued. 2.) Transportation: Two van rider training meetings held. Longfellow Glen and Musketahquid residents attended. Alice Sapienza took notes and material will be used to develop information booklet. Four more meetings scheduled. Two will be held at the Sr Center and two at the Coolidge House. 3.) Tax work-off: Josephine King has agreed to assume the Coordinator's position. Approval anticipated next week. The tax work-off program has generated a lot of interest.

Chairman's Report (Ryan): 1.) Deferred to Fairbanks Planning discussion (below).

BayPath (Tabloski): Report given. (See attachment 2).

Fairbanks Planning Team Report (Ryan/Sapienza): Analyses of Fairbanks Community enters Programs report distributed. Operating costs and discussion of other sites not analyzed in these analyses. Discussion ensued. Strategy is to promote the Center to benefit everyone in town. An information session will be requested at the upcoming 3/26 town meeting.

Transportation Planning Team Report (Sapienza): Alice Sapienza has requested information on how to proceed with official authorization to approach the condo boards of the over 55 housing developments in Sudbury. Identification of contact person in each housing development will be obtained in order to request assistance to plan and organize meetings in order to inform residents regarding the upcoming changes in van transportation. The process will be discussed at future meetings.

TOWN OF SUDBURY
COUNCIL ON AGING
MINUTES OF MEETING
March 11, 2015

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

Present: Chairman: Jack Ryan

Members: Bob Diefenbacher, Robert May, Patricia Tabloski, Alice Sapienza, Phyllis Bially, Debra Galloway.

Excused: Elizabeth Ingersoll, Carmine Gentile, Barry David.

Meeting called to order by Chairman Jack Ryan at 8:00 AM

Guests: John Beeler

Fairbank Planning Team Report – May, Sapienza, Tabloski

Powerpoint presentation to be used by Deb Galloway presented and reviewed. Discussion ensued and suggestions made. Presentation will be refined before the Town Forum to be held on March 26th.

Update on Fairbank Planning Meeting - Ryan.

Chair Ryan reported on a Fairbank Planning Committee meeting held on March 3rd. The Directors of Parks & Recreation and the Senior Center will speak at the Town Forum to be held on March 26th. An awareness is growing that 3rd Concept Plan to be presented by the architect (enhanced plan) reflects only current needs of Sudbury seniors and is not a plan that will be adequate to meet future needs based on the increased growth of the senior population.

Motion to adjourn by Bob Diefenbacher and seconded by Phyllis Bially. Meeting adjourned at 9:05 AM.