

TO BE REVIEWED at COA Meeting
TOWN OF SUDBURY
COUNCIL ON AGING
MINUTES OF MEETING
October 21, 2024
3:30 PM

ALL COA MEETINGS ARE RECORDED AND
AVAILABLE ON SUDBURYTV.ORG

COA meetings done over Town Zoom video.

Conference Account and In-Person at the Senior Center

WEBSITE: <http://sudbury.ma.us/departments/CouncilOnAging/>
Meeting Conducted in person and Via Zoom

Present: Chairperson: Marilyn Tromer

Members Present: Anna Newberg, Bob Lieberman, Paul Marotta, Patricia Tabloski and Don Sherman

Members via Zoom: None

Members Absent: Carmine Gentile

Also Attending: Debra Galloway, Director of Sr. Center

Guests via Video: None

Guests in person: Jeff Levine, Lisa Kouchakdjian, Liaison the Select Board

Meeting called to order by Chairperson Marilyn Tromer at 3:35 PM

Attendance by all those members above confirmed by roll-call affirmation.

Approval of Minutes The COA unanimously approved by roll call vote - the minutes as submitted with amendments and attachments from COA Meeting of September 16, 2024.

Director's Report: (Debra Galloway): New program coordinator and assistant director/ outreach have started. Still looking for a front desk person and interviews continue. Lunch and learn held today with fire department on fire safety. Oct 7th Program – Helaine Hartman Cohen spoke: My Father's War was a success and well-attended. Veterans Appreciation Luncheon to be held on November 13 at 12:00 Noon at the Wayside Inn. EV chargers to be installed in the parking lot outside the Senior Center. Drainage work continues in the front of the building. Two new accessible parking spaces added in the parking lot. EV installation work continues and should be completed shortly. Tech help walk-in is held every Thursday morning and has been extremely successful. Orchard Hill Assisted Living is celebrating 25 years in Sudbury. They will serve breakfast here on 11/6. More i-phone and other tech workshops will be held.

Transportation Committee Report (Bob Lieberman): Bob Lieberman updated the COA of the recent Transportation Committee meetings that were held on October 4th 2024

- 1) Agenda for a meeting:
 - a. Sudbury Doing Well event
 - b. Municipal Vulnerability Preparedness (MVP)
 - c. Upcoming Select Board Meeting
 - d. Metrics
 - e. Surveys
 - f. Uber rider data
- 2) Update from MWRTA:
 - a. Jim Nee- Director, Dan Fitch and Tyler Terrasi
 - b. Working on metrics for grant reporting for Catch Connect and Hospital shuttle
 - c. Mass DOT gets data
 - d. Survey for MWRTA Services
- 3) Catch Connect
 - a. Volume of ridership tapering off 60-70% of peak but still exceeding expectations
- 4) Hospital shuttle, just a handful of rides but meeting expectations.

Community Center Update – Debra

Senior Center Policies: See attachment. Draft distributed. Agenda item to be discussed at 12/9 mtg.

Liaison Update: Tromer Committee on Disabilities. Accessible trick or treat: Meadowbrook Lodge.

DEI now has 7 members. Have not met since June 5. Oct 29th meeting will be held. Consultant to look at mission statement and provide DEI training to Committee members.

Friends: Guest Jeff Levine reported the Friends of the Senior Citizens have hired an attorney to review the bylaws. Audit of Friends to assure compliance with 501 C3 requirements. Annual appeal letter to go out shortly. Friends spent \$130 thousand last year supporting the senior center (patio pergola, fireplace). Fund raising will be expanded with new ideas. New England Conservatory has outreach program supporting Senior/Community Centers. Music festival may be planned for the Spring. Elections will be held next month. Hoping to expand the Board. Community Fair Nov 2nd. Friends will participate.

Community Center Update (Debra Galloway): A brief update was given to include the recent ongoing drainage project that continues with an anticipated completion date in the next several months. As previously mentioned, the Audio-Visual equipment installations in the program

rooms was approaching completion and specific programming and staff training will follow. Access to the second parking lot is completed as an entrance to Park and Recreation programs.

Board of Health: (Tabloski) Flu and Covid vaccinations held for Sudbury residents.

Housing Plan and Housing Trust (Jeff Levine). Plan may be too conservative. Housing trust to revisit parcels. Parcels identified but trust urged to consider up to five parcels in the plan.

Lisa added: Topic was discussed at Oct 8th Select Board meeting. This topic is under discussion. Extension requested for further discussion of the Housing Production Plan.

Other Items: (Tromer) – Sudbury Doing Good will be held Saturday 11/2/24 from 11-2 PM at Curtis Middle School. Residents can walk through and talk to representatives from support services in Sudbury. Bob and Paul have Volunteered to help. Applications to the COA for our 2 openings will be distributed at this event.

Motion was made by Anna Newberg to adjourn. Second by Paul Marotta. Unanimously approved by roll-call vote. Adjourned at 4:45 PM.

The next regular meeting is scheduled for 3:30PM on December 9th, 2024, at the Senior Center with the agreement of all board members. The meeting will be hybrid via zoom. Viewable later on Sudbury TV (SudburyTV.org).

Respectfully submitted by
Patricia Tabloski.

EXHIBIT "A"

Director Report to Council on Aging - 10/21/24

Staff Update:

We just hired a new Asst. Director/Outreach Coordinator who started on Oct. 7. She has municipal and Senior Center experience and feels like a good fit for the Senior Center team. New Program Coordinator Palig Garabedian continues to do an excellent job.

And finally, we do have several applicants for the part-time Front Desk receptionist position and we have interviews scheduled for this week.

Programming News:

Looking at the rest of October, we have an iPhone workshop on Building Your Digital Library, as well as a SeniorU workshop on Social Media.

Another newer offering is Walk-in Tech Help with Patrick Carroll– which was immediately popular when it started in September. Patrick generously offered to host this walk-in clinic. His calm demeanor and patience, along with technical knowledge, are greatly appreciated by the participants in this program.

Looking into next month, we will repeat two popular iPhone workshops: Important Tools for iPhone and Staying Organized on iPhone and iPad. Orchard Hill Assisted Living of Sudbury celebrates their 25th anniversary in Sudbury with a breakfast at the Senior Center on Nov. 6.

Wayland Author Helaine Hartman Cohen came to speak about her new book "My Father's War" about her father's stories and experiences in World War II, along with her extensive research into the war.

Fitness Classes:

Our popular fitness classes continue. We've had 103 different people participate in fitness classes since July 1, 2024 (FY 2025).

Art Exhibit:

A new Watercolors Art exhibit will be installed on the Senior Center walls at the end of October. This exhibit features the artists who participate in our weekly drop-in Watercolors group as well as our Watercolors workshops!

Monthly Health/Safety Talk:

This month we hosted a talk with Health Dept. Director Vivian Zeng and another with Fire Dept. Captains Alex Gardner and Steven Glidden. We had SudburyTV videotape the Fire Dept talk on Home and Fire Safety.

Veteran's Appreciation Luncheon on Nov. 13:

The annual Sudbury Veteran's Appreciation Luncheon will be on Nov. 13 at the Wayside Inn. We had hoped to schedule the luncheon at the Senior Center but at the time we were scheduling everything, some of the construction dates were uncertain. It was safer to plan the luncheon for the Wayside Inn to ensure there were no last minute changes. The luncheon is sponsored by the 1Lt. Scott Milley Memorial Foundation. 1Lt. Milley grew up in Sudbury and his family continues to live here. His parents, Janice and Steve Milley, provide support for the luncheon every year.

SHINE/Medicare Counseling:

- Medicare Open Enrollment – through Dec. 7
- Two trained volunteer SHINE counselors continue to provide assistance with Medicare issues, and with evaluating new insurance plan offerings for next year
- Both will be expanding hours for fall Open enrollment for Medicare

Senior Center Participation:

Debra shared participation reports with the COA members from the Sudbury Senior Center's data in the MySeniorCenter database.

Report on Senior Center participation levels:

Numbers of new people -

FY 24 – 480

FY 25 – for July - September – 82

Community Center Update:

The new audiovisual (AV) equipment continues to be installed with just a few rooms left. After that, the AV contractor will program the equipment and then provide some training for staff.

The drainage work for the front lawn of the building continues.

EV (Electric Vehicle) chargers will be installed in the Senior Center parking lot.

Two new accessible parking spaces were added to the front of the Senior Center building to bring the total to 7 accessible spots.

For the Nov. 5 Presidential Election, all precincts will be voting at the Fairbank building. We've been asked to minimize programming that day.

Transportation – options in Sudbury:

- Connection Van
- GoSudbury
- Uber
- Taxi
- Catch Connect
- Sudbury-Wayland Hospital Shuttle

Catch Connect started on July 1; the Hospital Shuttle to start Aug. 6, 3 runs each day, Tuesdays, Wednesdays, and Thursdays.

Rider Surveys will be conducted for both programs in the coming months.

A Transportation presentation at Musketahquid Village is in planning stage with MWRTA. We also plan to provide transportation education at Longfellow Glen.

Sudbury Connection Van Ridership

89 different individuals used the van in FY 2024

45 so far in FY 2025

Most Rides:

Local Shopping, Work, Medical Appts., Events/Programs

Standards/Policies

I continue to work on updating our policies and procedures for the new building. I am sharing today some of our policies with regard to participation at the Senior Center. See Exhibit B.

Exhibit “B”

Sudbury Senior Center General Policies and Procedures

The Sudbury Senior Center’s programs are primarily designed for and targeted to people aged sixty and older¹. The Senior Center welcomes people of all races, genders, cultures, nationalities, **religious affiliation**, sexual orientation or gender identity, economic circumstance, physical ability, family and marital status.

¹ The Sudbury Senior Center welcomes people aged 60+ and when appropriate and space is available, may welcome those who are 50-59 years of age. Some services, such as transportation, are available to people who are aged 18 years of age or older living with a disability.

The Sudbury Senior Center welcomes both residents and non-residents, as well as adults under 60 years of age, with some restrictions, to participate in programs at the Senior Center. Adult residents 60 years of age and over have first priority and may have access to earlier registration. Most outreach and volunteer services are provided to residents only (for example, consultations with the Outreach Specialist, Fix-it services, Sand Bucket deliveries, etc.).

Programs are available to residents under 60 years of age based on space availability – please consult with Senior Center staff.

Please make note of the following **Standards** with respect to Senior Center attendance and participation in any program, including riding on the Senior Center van and taking Senior Center trips:

Participation Guidelines

1. The Sudbury Senior Center uses a check-in system called MySeniorCenter to keep track of participation statistics. Participants at the Senior Center must complete the Participant Information Form and provide the staff with the name(s) and contact information of a person(s) to reach out to in case of an emergency. Participants will be issued a key tag to scan at check-in when entering the Senior Center. Participants should update their contact and emergency information when it changes, or at least annually.
2. Participants must be respectful and courteous to other guests, volunteers and staff persons. Participants must be respectful of others who participate in a Sudbury Senior Center program or service and of their rights to utilize shared equipment, food, games, computers, etc. The Senior Center may have limits and guidelines for such equipment. Participants are expected to follow guidelines and may lose access to the program/equipment should they persistently fail to follow those guidelines.
3. A guest who fails to follow guidelines or fails to behave in a respectful manner, will receive a verbal warning; a second offense will result in a verbal and written warning, as well as loss of access to the Senior Center for period of time to be determined by the Director of the Senior Center. A

third offense will result in a verbal and written notification of suspension from the Sudbury Senior Center.

4. A request for reconsideration can be made in writing to the Senior Center Director within 2 weeks of suspension. The Director will make a determination in writing within 1 week.

5.

Health and Medical

1. Safety or medical incidents within the Senior Center, in the parking lot, or off-site during a Senior Center program, should be brought to a staff person's attention immediately. The staff will call 911 if a participant has a fall, injury, and/or appears to have symptoms of serious illness. If a participant experiences a medical problem while on the premises, it is hoped the participant will follow the recommendation of the Senior Center staff to seek appropriate medical attention.
2. Participants are responsible for their own health, medical and personal care, including the taking of medications, monitoring special diets, personal hygiene, continence, and eating. Senior center staff **may not** provide assistance with medication, personal health and medical care unless it is a case of emergency, and only if the staff person is trained to do so.
3. Participants should follow general public health guidelines. Avoid coming to the Senior Center when sick - staying home when there are symptoms of a cold, flu or virus, including but not limited to : fever in the last 24 hours, runny nose, cough, sore throat, vomiting or diarrhea. **Participants should also use the usual hygienic habits, such as coughing into the elbow, using tissues and disposing of them properly, and not touching food directly with hands.**
4. Mental health issues: If a patron experiences a mental health episode, but is otherwise capable of conforming their conduct to these standards, then reasonable accommodation requests will be considered. If a participant cannot meet the required standards, staff is available to share resources and discuss options. The staff is committed to providing a welcoming atmosphere for as many community older adults as possible.

Mobility and Cognitive Guidelines

1. Participants must be reasonably oriented, capable of independent decision making and capable of planning their own activities, with regard to transportation, lunch, financial transactions, etc., as well as able to independently ambulate without assistance from staff or volunteers. **Participants who are unable to plan their own activities, are welcome to participate and attend with the assistance of a family member or aide. Please notify the Outreach Coordinator or Director in advance of participating, and/or if you or a family member has any questions about, or needs any assistance in, participation in a program.**

Guidelines for Behavior

2. Participants must refrain from smoking, drinking alcohol or using illegal substances on the premises. Participants who are **inebriated or otherwise under the influence** will be asked to leave immediately.
3. Participants must avoid causing disturbances or disruptions, and to show respect for Senior Center participants and staff, building facilities and personal property of others. Participants are to refrain from using vulgar and/or sexualized language, as well as profanities.
4. Violence or threats of violence are not permitted and will result in the participant being asked to leave. When inappropriate behavior is witnessed or reported, the staff will use discretion to take corrective action, including asking the participant to abstain from the inappropriate behavior, and warning that if necessary, staff will contact the police, doctor, ambulance or emergency contact person. Repeated violations will result in the participant being asked to leave. A possible permanent suspension of Senior Center privileges may result.

Cellular Phones

Participants should be respectful of others and use cell phones to call others or to answer calls only in private areas, as well as outdoors. Cell phone calls are not permitted in the lobby or program room areas of the Senior Center.

Parking

Please use extra care when parking and walking across the Senior Center parking lot. Should an accident occur, please notify the Senior Center staff and leave your contact information for the other driver.

Inclement Weather Policy

In the event that the Senior Center is closed, the information will be posted on the Senior Center's website (sudburyseniorcenter.org), and updated on the Senior Center's main phone line voicemail (978-443-3055).

As a general rule, when the Sudbury Public Schools are closed, the Senior Center cancels all programs and activities for the day. It is always best to check by calling the Senior Center at 978-443-3055 or checking the Senior Center website at www.sudburyseniorcenter.org.

If the schools are delayed, the Senior Center opening will be delayed as well. Information will be shared on the main phone line voicemail as well as the Senior Center website.

When the Senior Center is closed due to weather, the staff is generally onsite at work. However, there are times when the weather is severe enough that the Town Manager determines that Town buildings will be closed. In that case, the Senior Center staff may work from home. Information will be shared on the main phone line voicemail as well as the Senior Center website.

Revised 8/2018 New Revisions: 8/9/2024

F:\policies and procedures\standards for participation in Senior Center programs