

## 1/10/2017 - Minutes

### I. CALL TO ORDER

The Meeting was called to order by Lori Durno at 6:01 p.m. at the Town Hall, Main Street, Conference Room B

### II. ACCEPTANCE OF MINUTES

Motion made by Phil Durno to accept the meeting minutes from November, 2016 Motion seconded by Peter Nordberg minutes accepted.

Peter Nordberg had a question on the minutes – the \$500 grant for the choir, what was the purpose? Susan answered, pay for the pianist and copys of music.

### III. SIGN VOUCHERS

### IV. OLD BUSINESS/NEW BUSINESS

#### IV.1. Directors Report

**New Van Driver:** Bill Talbot is an awesome addition to our van service. Unfortunately, the Saturday run has not been well attended the last 3 weeks. There will not be service this Saturday. We will reassess in January whether we continue with our Saturday service. Not supporting itself. In November we only had 3 or 4 people. In December we had 3 weeks with no one. They go to Market Basket and Walmart. Runs from 9 a.m. to 1p.m.

The cost to take the Van is \$3.50. Using gift money to pay the salary for van driver. Phil Durno suggested that Susan make an announcement at her next open forum meeting to let everyone know that the Van on Saturday may not continue unless more people use it. Susan will do that.

**Training and Cleaning of Kitchen:** I trained the staff on cross contamination, Correct food temperature, had washing and cleaning of surfaces. The training went well and we had very good feedback overall. Roxanne Chamberlin will be bleaching the walls and containers monthly.

**Outreach:** Michelle and I have been working very closely with the Town Nurse, Tamara Bedard around several Families. It is an excellent collaboration and Tamara has been a great asset to our team with families in crisis. We have 2 or 3 right now.

**Veterans Ceremony:** We had 26 veterans attend this year's veteran's ceremony. It was a very moving tribute to our fearless veterans who have protected and served this country for many years. At the ceremony, this year we called them up individually and announced their branch and rank. We also pinned them with a beautiful flag lapel pin that was donated by one of our seniors. We had 84 participants for lunch and our veterans ate first, free of charge.

**SHINE:** Over 34 people scheduled and met with Ann Sheldon to go over their medical coverage. If you took part in this program in past years and found it to be helpful, please reach out to our state representatives and let them know. This program is an essential part of seniors choosing the correct health plan. If you have ever visited the Medicare web sites or had to choose a plan yourself, you know it's not easy. Unfortunately, this program may not exist in our future and that is why we ask you to reach out to your representative today! You have a voice! Let it be heard!

Now, I would like to thank Ann Sheldon for her many years of service and dedication to our ever-growing community. Thank you, Ann, from the bottom of our hearts.

Lori Durno asked if the Sr. Center will continue to have the program to help people do taxes. Susan assured that program will continue this year.

**Meals Program:** The meals program is going very well. We served 194 meals in the month of November and around 180 in December. What's not to love? A discussion took place about the Meals on Wheels program.

**Thanksgiving Dinner:** A wonderful time had by all. A great deal of complements on the food, thanks to our Chef, Dennis Valcourt and his trusty assistant Moe Trembley. Dennis worked tirelessly throughout the weekend to create a fabulous menu. I would also like to thank the Friends of the Pepperell Seniors for the incredible Turkeys that they provided and thank you Kimball Farms for the squash. The entire meal was a hit! Thank you to the Business associates who served us. 140 served, with volunteers there were 190.

**Christmas Dinner:** First I would like to thank the Pepperell Police Association for sponsoring our meal every year. They are amazing to do it and everyone really appreciates it. Dennis and Moe once again did an excellent job cooking the meal. I also would like to thank all the town employees for coming out to serve the food and clean up after. As they say, many hands make light work. Thank you. Serving went Great! We serve Family style. Went so smooth. This year we had the Singing Trooper, who was fantastic. His wife Mary could come with him this year, and it really made the day very special. We served 199 people a delicious meal.

**Meetings:** I attended the Business Association breakfast in November to remind everyone about the Thanksgiving Dinner. I had a great department head meeting, I met with several Directors from this area which we will be doing monthly, to share ideas and help one another. The Directors will be meeting at our Center on February 2nd. We are also on our 5th episode of Center Stage. It's a lot of fun!!

I'm working on the annual report. It is due first week in February. I'm gathering Stats and Photos to highlight our center. We have had over 200 new members in the last 2 years. Overall, it has been a very busy 2 month, energy high with new members coming through the door.

Irene made a motion to accept Director's report, Seconded by Peter.

IV.2. Sign Approved Revision Of Buiding Policy

We signed and approved the revision of the Building Policy.

IV.3. Review And Approve Next Subcommittee Revision- Peter Nordberg

Reviewed and approved the subcommittee revisions of the Council on Aging Manual Standard Operational Procedures.

Proposed change to Mission Statement "The Pepperell Council on Aging is a home-away-from home environment, dedicated to providing nourishment of the mind, body and soul offering support systems, social interaction, education, and physical activity for our senior citizens." We hope that by wording it this way we would give people who were reading the statement a comprehensive view of what we were doing and why we were doing it. Other changes were reviewed.

Motion made to accept all changes made to Standard Operational procedures by Phil Durno, seconded by Fran Bergeron.

V. Other Matters That May Arise That The Chair Didn't Reasonably Anticipate

Bob had a question on Van. He suggested that we should do some more advertising about the Saturday Van.

Susan will consider that.

Scheduled a time for the subcommittee to meet again to review documents. It will be Wednesday, January 25, 2017. At 3:00.

Bob, President of "Friends of Seniors" indicated that this Board is working so well with the Friends etc. and

he wanted to say Thank you to all. Congratulations to Bob for being nominated for President of Friends once again.

Volunteer reports reviewed- motion made by Irene Letty, seconded by Sheila Jones to approve.  
Outreach Report reviewed- motion made by Fran Bergeron, seconded by Peter Nordberg to approve.  
Everything Approved

Activities reports reviewed – motion made by Sheila Jones, seconded by Peter Nordberg.

VI. COMMENTS

VII. NEXT MEETING

Next meeting will be on February 21, at 6:00 p.m. at Town Hall

VIII. ADJOURNMENT

Meeting Adjourned at 7:08 p.m.

Respectfully submitted by: Sheila Jones  
Council on Aging, Secretary