

AGENDA



Council on Aging Board Meeting

Date of Posting: Wednesday, October 19, 2022
Date of Meeting: Thursday, October 27, 2022
Time of Meeting: 10:00 AM
Location: COA Center

Agenda

1. Attendance
2. Jim Johnson, Town Administrator
3. Review of September Meeting Minutes
4. Center Updates
5. Outreach Review
6. Finance Update
7. Old Business
 - a. Friends of Norton Update
8. New Business
 - a. Walpole Housing Authority Update
 - b. Master Plan Update
 - c. Friends of Walpole Elders
 - d. Select Board Update
 - e. Topics/Speakers for upcoming meetings
9. Open Forum

Walpole Council on Aging Board Meeting

October 27, 2022
10:00AM
Old Colony

Attendance

Jim Johnson, Town Administrator

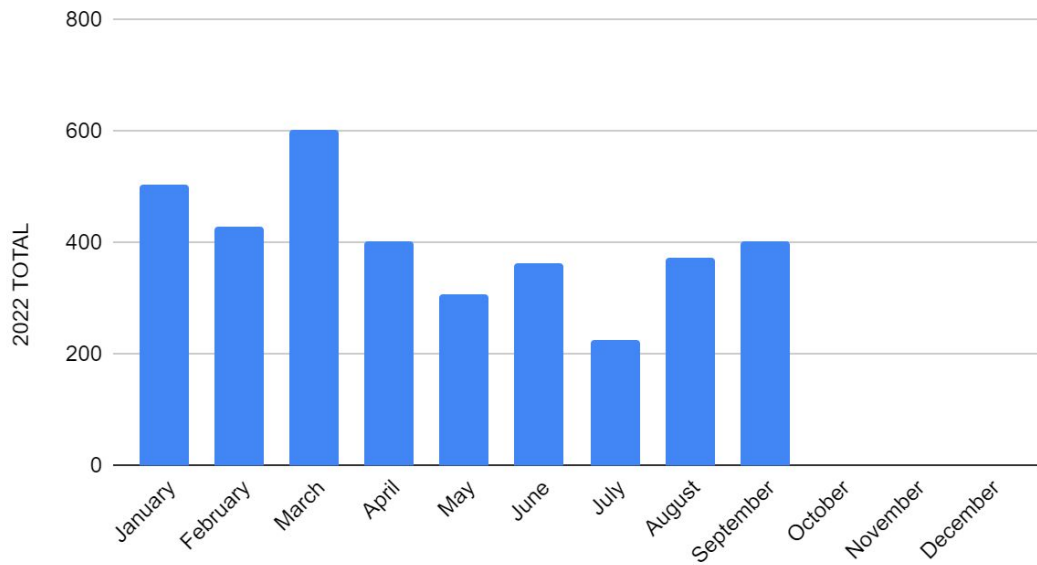
Review of September Meeting Minutes

Outreach Review

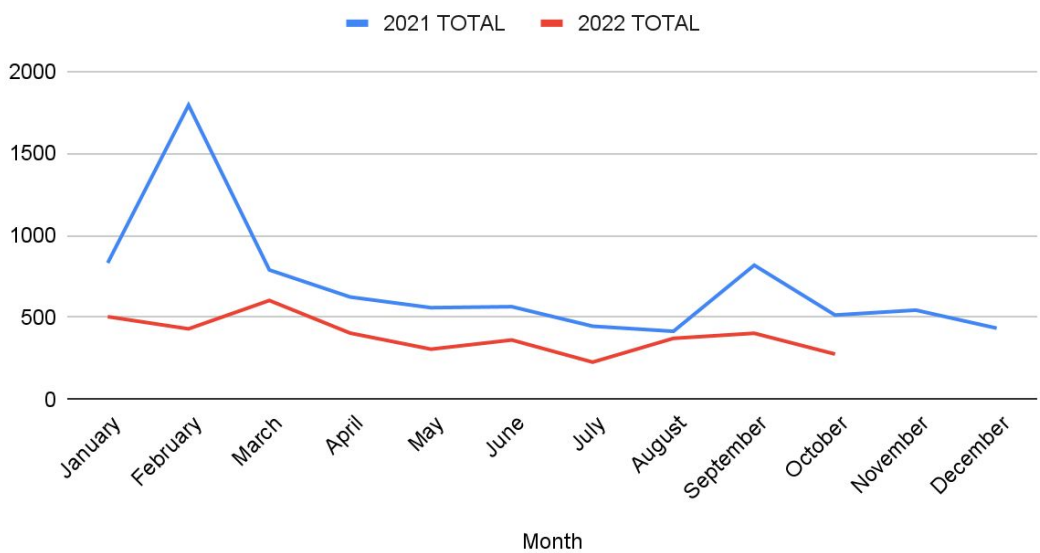
September by the Numbers:

- **403** total Outreach to **239** unique individuals
- Most Common Outreach methods
 - Phone - 235 calls
 - In Person Office Visit - 122 visits
- Most Common Referral method
 - Self - 287
 - Family Member - 54

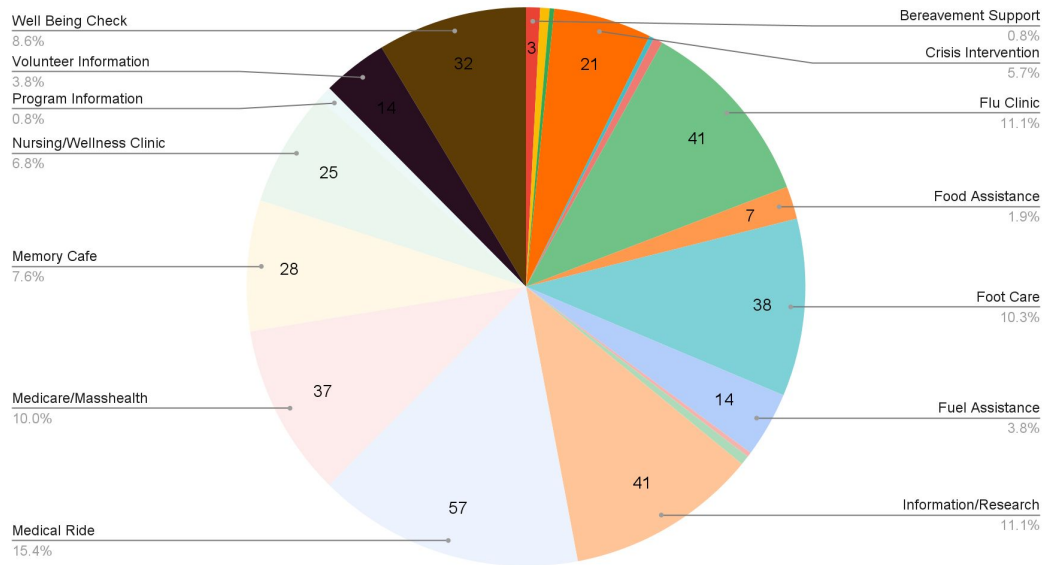
2022 Outreach Month Over Month



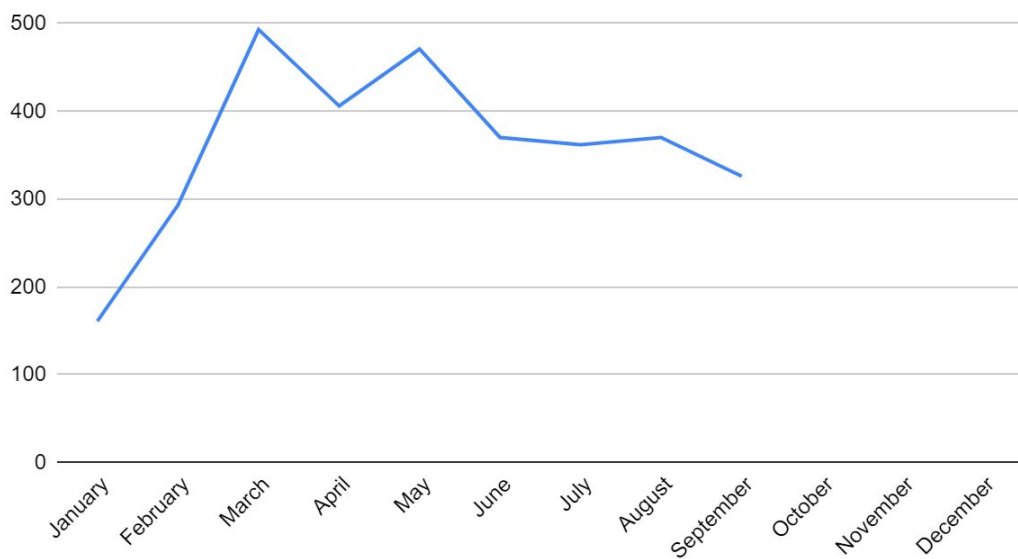
Outreach Year Over Year



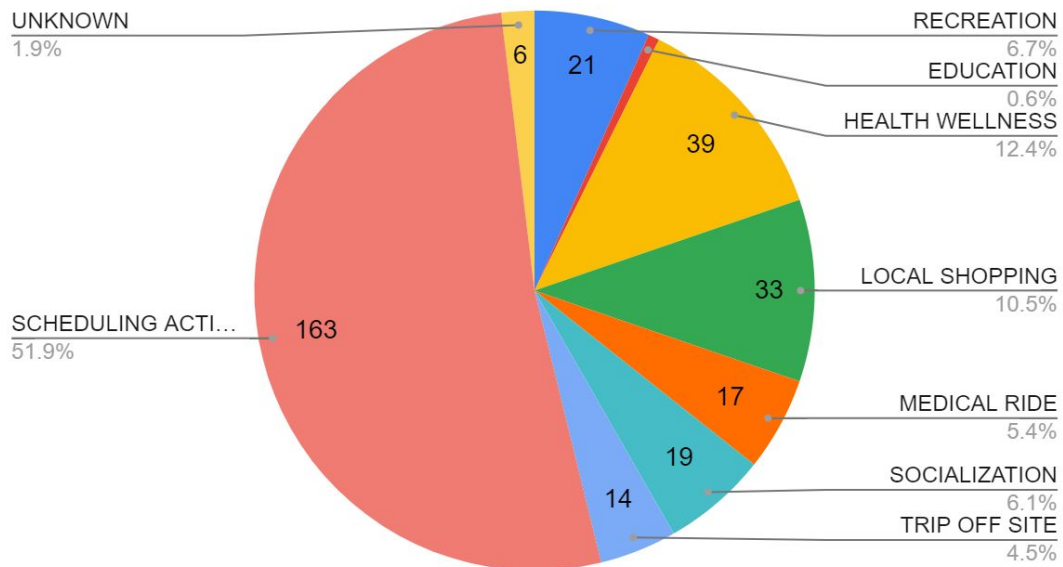
SEPTEMBER OUTREACH BY CATEGORY



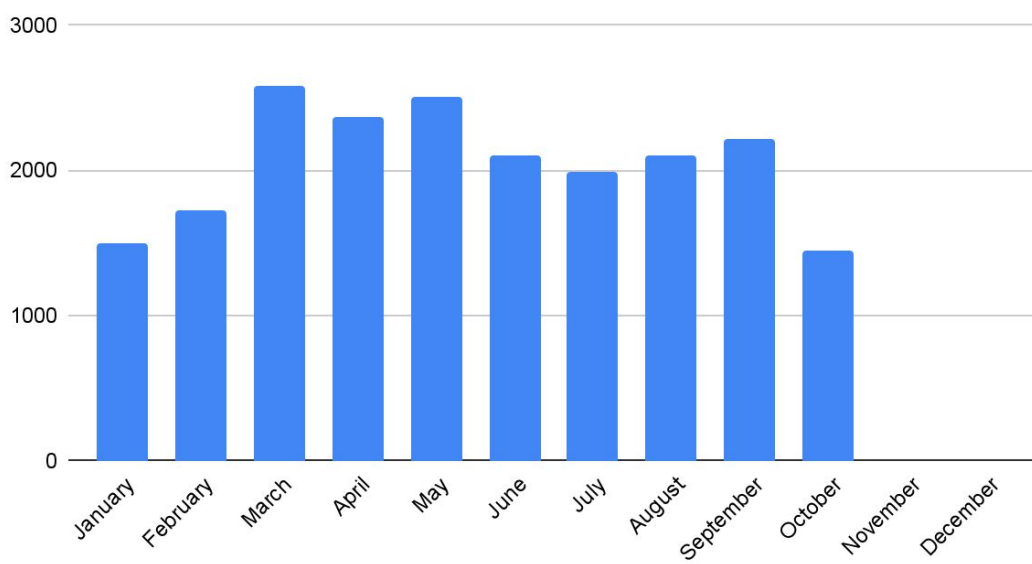
Total Rides by Month 2022



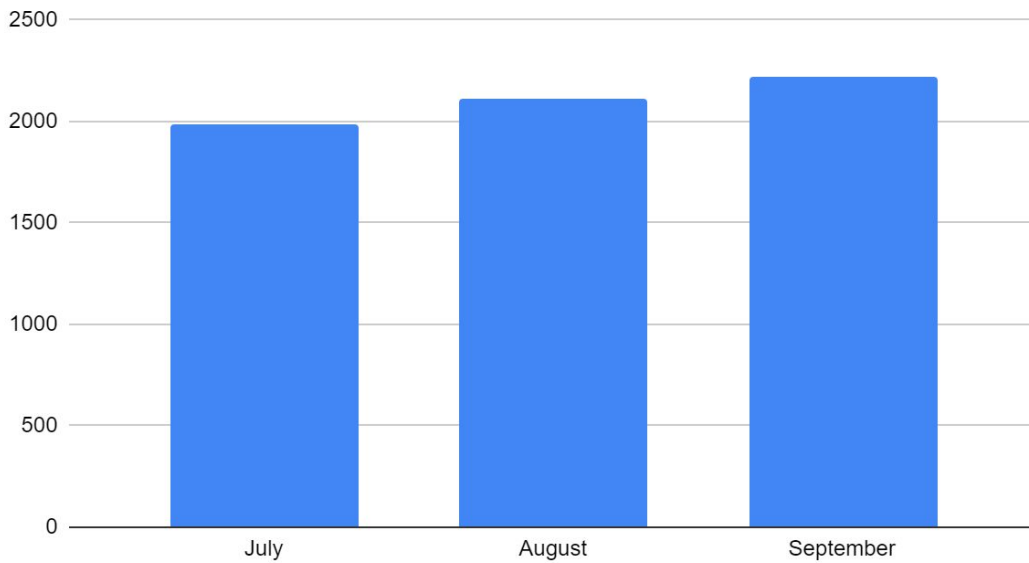
Transportation - September 2022



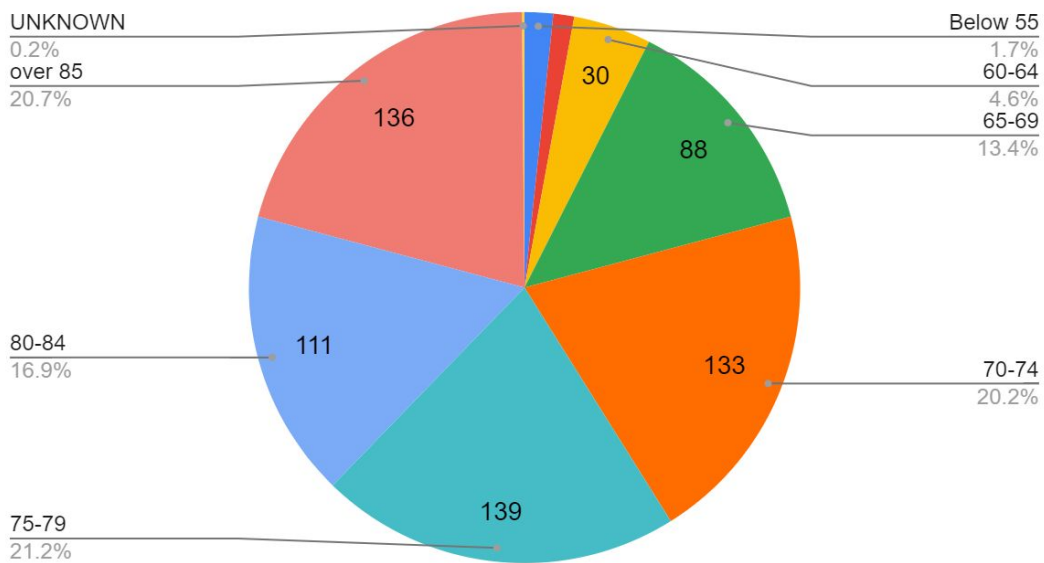
Check In Count 2022



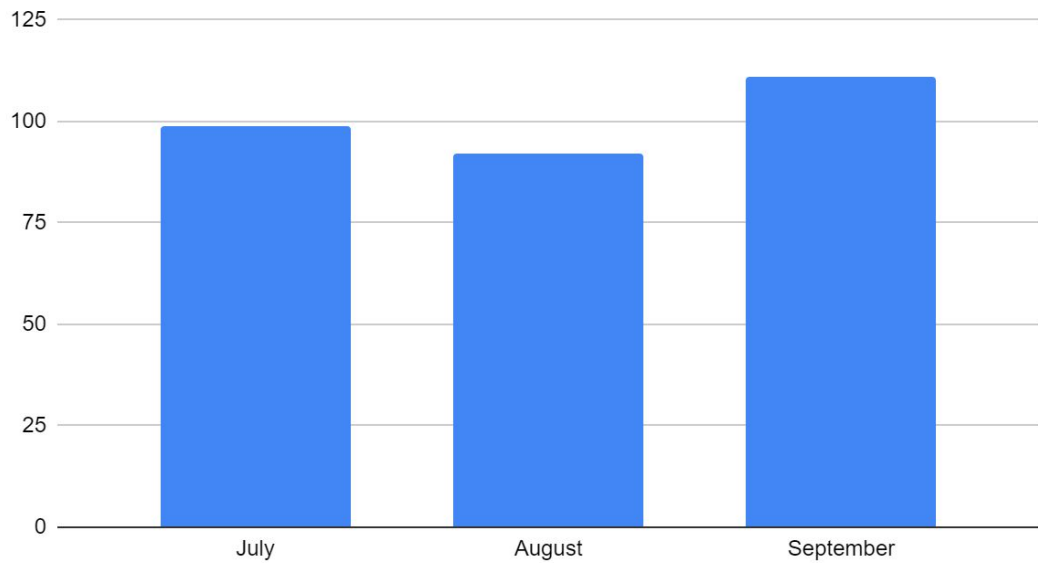
Check in Count FY23



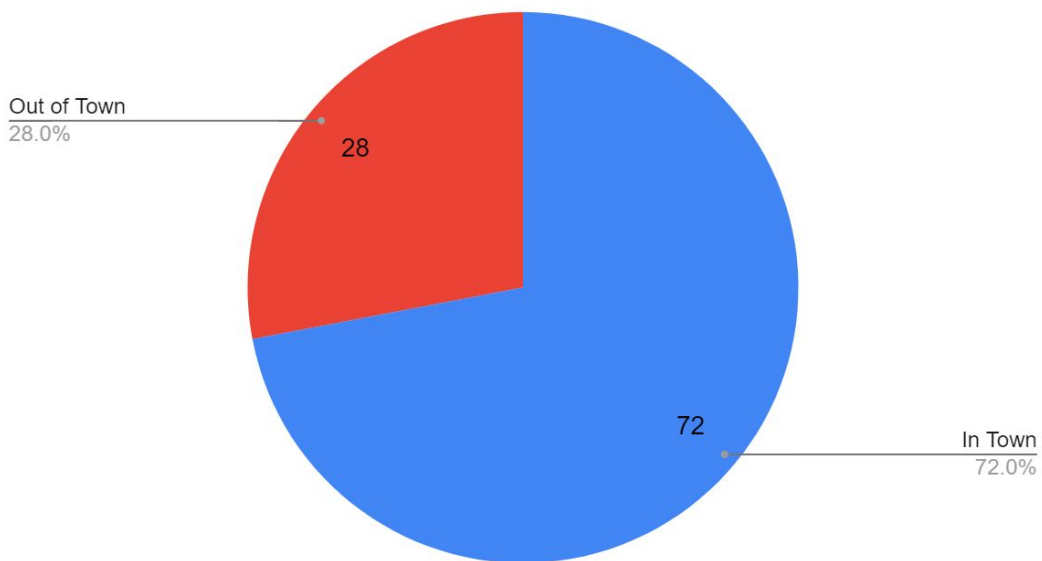
Check in by Age Group



Average Daily Attendance FY23

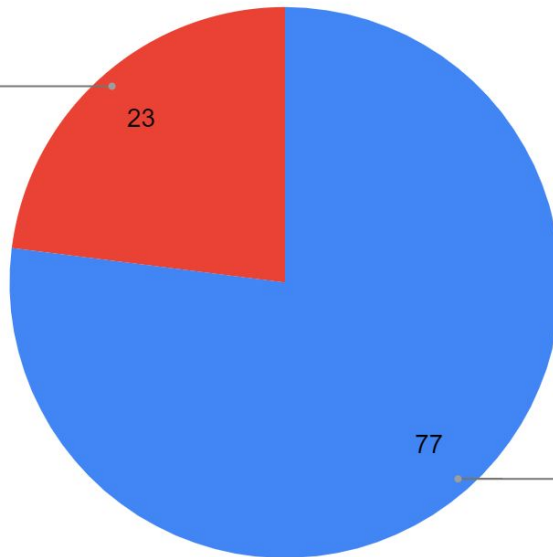


Current Participation



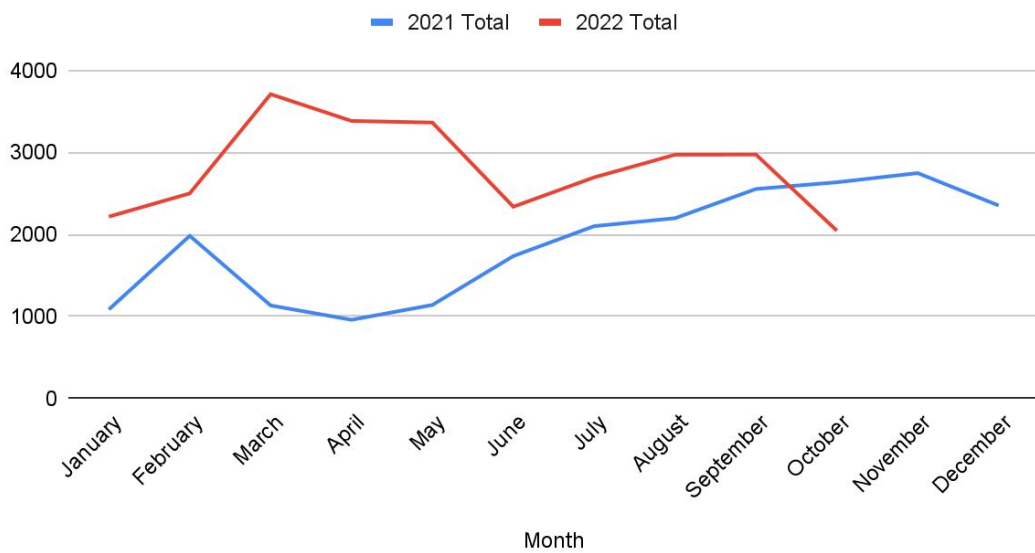
Current Participation

Male
23.0%

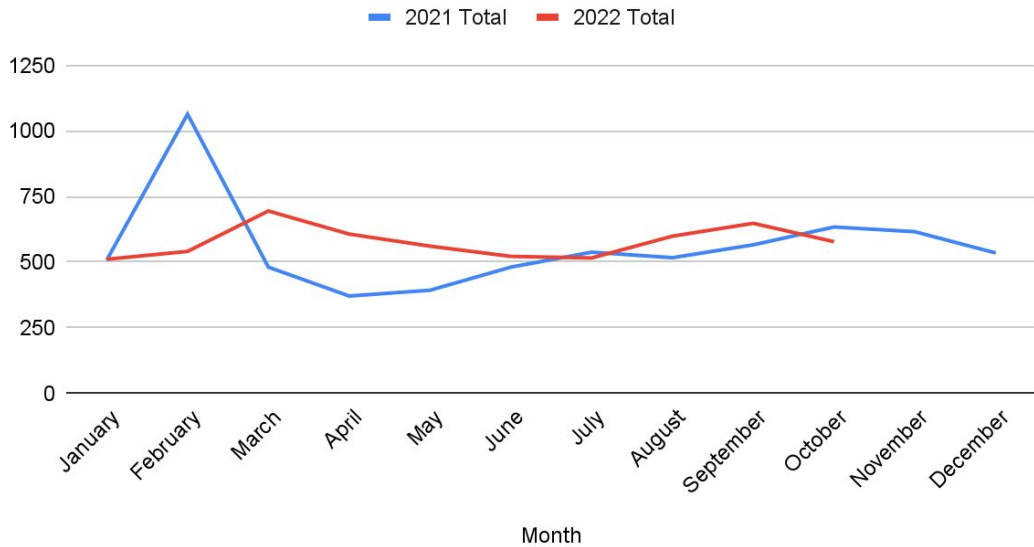


Female
77.0%

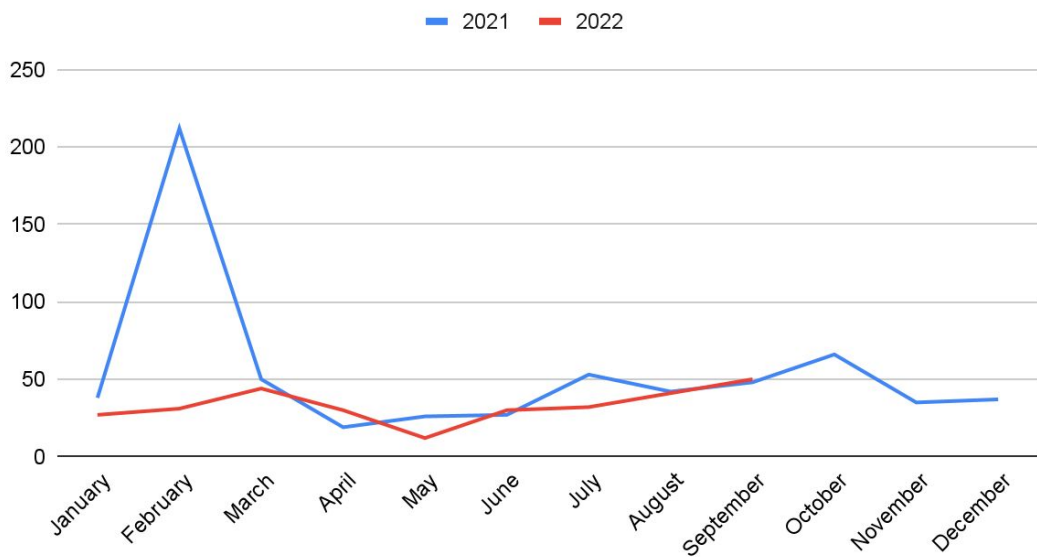
Year Over Year Total Served



Year Over Year Unique Served



Year Over Year New Members



Trending

July 2022 - present

CATEGORY	DUPLICATED	UNIQUE
Fitness/Exercise	3099	280
Recreation	1983	298
Social Event	1142	323
Community Education	633	237
HESSCO	240	47
Cultural Event	144	107

*increases across every category both in duplicated and unique

Center Update

- September Events
 - Floral Design - very successful program, larger holiday arrangements for Nov and Dec with a slightly higher fee
 - Patriot's Hall of Fame and Lunch at Olive Garden (14 participants)
 - Norwood Theatre - Elvis - (48 participants)
- Breakfast Tasting Event
 - Full event with 50 residents tasting the new Breakfast Cafe Menu
 - Breakfast launched the first Monday in October
 - As a reminder, this program is possible through a collaboration with WPS
 - Many of the items purchased to set up this new program have been supported by the generous gifts we received over the summer - that accounting is forthcoming in October

Upcoming

NOVEMBER

- Morning of Remembrance
- Veteran Pancake Breakfast for Veterans and their families
- Norwood Theatre Lunch and Theatre Combo - Conrads and Beauty and the Beast
- The American Heritage Museum - Veteran Program using our transportation
- Coffee Hour with Senator Rush
- Thanksgiving with Blessed Sacrament School Kindergarten
- JWCW Ice Cream Social
- Lions Club Thanksgiving Community Meal

Outside Use Policy

Review and Discussion of Policy and Application for Outside Use

- Application based on pre-existing applications for other Walpole Outside Use (Blackburn, Schools, Adams Farm)
- Permit requirements for Food and Alcohol in line with existing Town policies
- Building use would be for the entire building, not a space by space basis
- Fees determined after consultation with Buildings Department for Buildings coverage and comparison with other rentable spaces in Town
- Non Profit Fee available to 501c3 organizations
- Case by Case review by team in consultation with Town Administration if needed

Outside Use Policy

- Policy itself is an expansion of the application terms
- Each specific space available is considered for size and set up to assist potential renters in determining best space
- Room Set Up and Break Down will be the responsibility of the renter
- All renters will sign a standard release from liability, indemnity, and hold harmless for the Town
- Board has been provided the complete application, policy, internal tracking tool, BOH Food Permit, Town of Walpole One Day Liquor License, and Waiver of Liability, Indemnity, and Hold Harmless for review

Finance Update

Council on Aging Operating Budget

Total Budget
\$43,600.00
Expenses
\$5,821.66
Balance
\$37,778.34

Expenses



EXPENSES	TOTAL THIS MONTH	TOTAL THIS YEAR	APPROPRIATION	REMAINING	% REMAIN	% USED
Electricity	\$ 920.71	\$ 1,764.36	\$ 12,000.00	\$ 10,235.64	85.30	14.70
Water	\$ -	\$ 313.36	\$ 4,000.00	\$ 3,686.64	92.17	7.83
Equipment and Repairs	\$ 170.00	\$ 170.00	\$ 3,000.00	\$ 2,830.00	94.33	5.67
Training and Education	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	100.00	0.00
Postage and Courier	\$ 11.88	\$ 28.41	\$ 400.00	\$ 371.59	92.90	7.10
Printing and Copying	\$ 14.25	\$ 14.25	\$ 1,200.00	\$ 1,185.75	98.81	1.19
Gas & Oil	\$ 615.19	\$ 1,171.04	\$ 8,000.00	\$ 6,828.96	85.36	14.64
Office Supplies	\$ 294.87	\$ 1,000.84	\$ 7,000.00	\$ 5,999.16	85.70	14.30
Travel In State	\$ 14.63	\$ 23.75	\$ 500.00	\$ 476.25	95.25	4.75
Due and Memberships	\$ -	\$ 1,190.40	\$ 3,500.00	\$ 2,309.60	65.99	34.01
Meetings and Conferences	\$ -	\$ -	\$ 500.00	\$ 500.00	100.00	0.00
Miscellaneous	\$ -	\$ 10.75	\$ 750.00	\$ 739.25	98.57	1.43
Office Equipment	\$ -	\$ 134.50	\$ 1,250.00	\$ 1,115.50	89.24	10.76
	\$ 2,041.53	\$ 5,821.66	\$43,600.00	\$ 37,778.34	86.65	13.35

*Updated to September 30, 2022

Finance Update

Council on Aging Operating Budget Formula Grant		
Total ESTIMATED Budget	\$30,000.00	
Expenses	\$3,359.21	
Balance	\$26,640.79	
<div> <div>Formula Grant</div> <div> <div>Total Budget</div> <div>Expenses</div> </div> </div>		
EXPENSES	TOTAL THIS MONTH	TOTAL THIS YEAR
Supplies	\$ -	\$ 194.80
Fitness Wellness	\$ 1,327.11	\$ 2,161.47
Repairs and Maintenance	\$ -	\$ -
Equipment/Furnishing	\$ -	\$ -
Facility Maintenance	\$ -	\$ -
Print Copy	\$ -	\$ -
Postage	\$ -	\$ -
Dues and Licenses	\$ 85.80	\$ 171.60
Newsletter Printing	\$ 307.33	\$ 641.34
Conference Education	\$ 190.00	\$ 190.00
Volunteer Recognition	\$ -	\$ -
Breakfast Program	\$ -	\$ -
TOTAL Utilized	\$ 1,910.24	\$ 3,359.21
Remaining		\$26,640.79
% Remaining		88.8
% Used	100.0	11.2
Formula Grant Information		
Balance Forward from Previous FY	\$	20,139.94
Total FG FUNDING FY22	\$	59,520.00
FY23 FUNDING TO BE SET AT DONAHUE INSTITUTE ESTIMATES - 6,889 seniors in Walpole		
Total Estimated FG Funding for FY23	\$	85,392.00
Total Estimated Increase in FG Funding in FY23	\$	25,872.00
Total Estimated FG Salary for FY23	\$	45,000.00
Delta Estimate	\$	40,392.00

UPDATED 10/21/2022 EOEa

Finance Update

GIFTS SEPTEMBER 2022

GIFTS RECEIVED	
\$ 150.00	Gift in Memory of Mary Murphy - K and M Liljegren
\$ 5,000.00	Charann Charitable Fund Gift
TOTAL \$ 5,150.00	

GIFTS UTILIZED	
\$ 655.92	Expenses Events
\$ 341.76	Other Expenses
TOTAL \$ 997.68	

EXPENSES EVENTS ITEMIZED	
\$ 280.92	CRISP Swing Night Dinner Dance
\$ 375.00	MOOD SWINGS Swing Night Dinner Dance
\$ 655.92	

OTHER EXPENSES ITEMIZED	
\$ 173.96	Boston Bean Difference 9.13.22
\$ 167.80	AMZ Mexican Train Dominos
\$ 341.76	

GIFT ACCOUNT INFORMATION	
\$ 19,979.73	PREVIOUS MONTH BALANCE
\$ 5,150.00	SEPTEMBER GIFTS
\$ 997.68	SEPTEMBER UTILIZED
\$ 24,132.05	TOTAL GIFTS AVAILABLE

Old Business

- Friends of Norton Update

New Business

- Walpole Housing Authority Update
- Master Plan Update
- Friends of Walpole Elders
- Select Board Update
- Topics/Speakers for upcoming meetings

Open Forum

NEXT MEETING

November 17, 2022