

# AGENDA



## Council on Aging Board Meeting

Date of Posting: Monday, November 14, 2022  
Date of Meeting: Thursday, November 17, 2022  
Time of Meeting: 10:00 AM  
Location: COA Center

### Agenda

1. Attendance
2. Review of October Meeting Minutes
3. Outreach Review
4. Center Updates
5. Finance Update
6. Old Business
  - a. Outside Use Policy – Discussion and Vote
7. 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

November 17, 2022  
10:00AM  
Old Colony

## Attendance

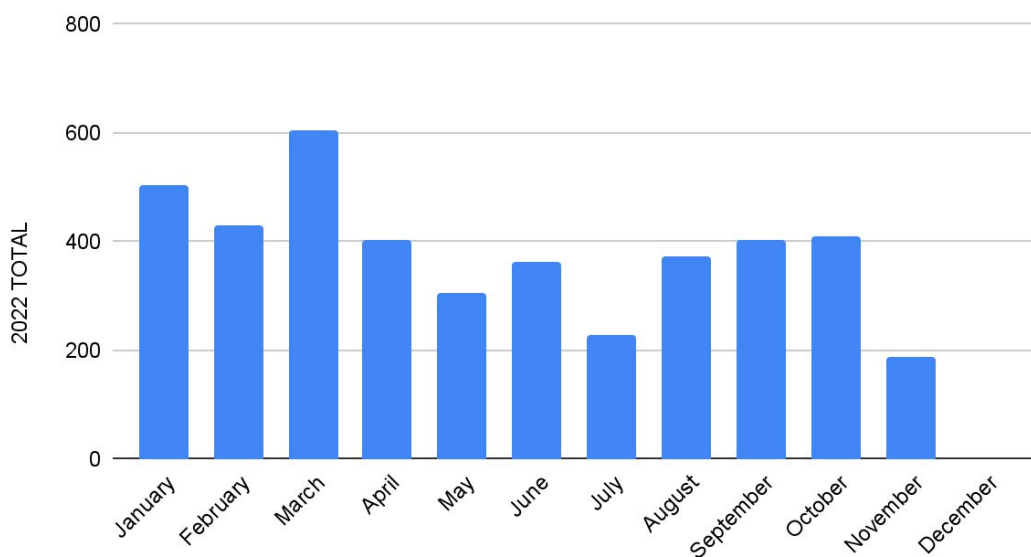
## Review of October Meeting Minutes

# Outreach Review

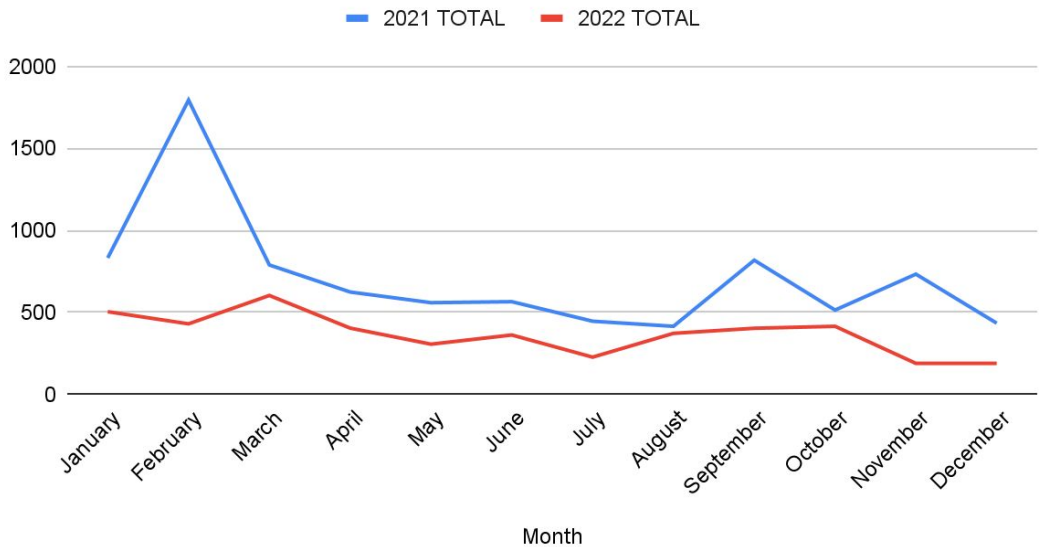
October by the Numbers:

- **415** total Outreach to **235** unique individuals
- Most Common Outreach methods
  - Phone - 228 calls
  - In Person Office Visit - 132 visits
- Most Common Referral method
  - Self - 287
  - Family Member - 41

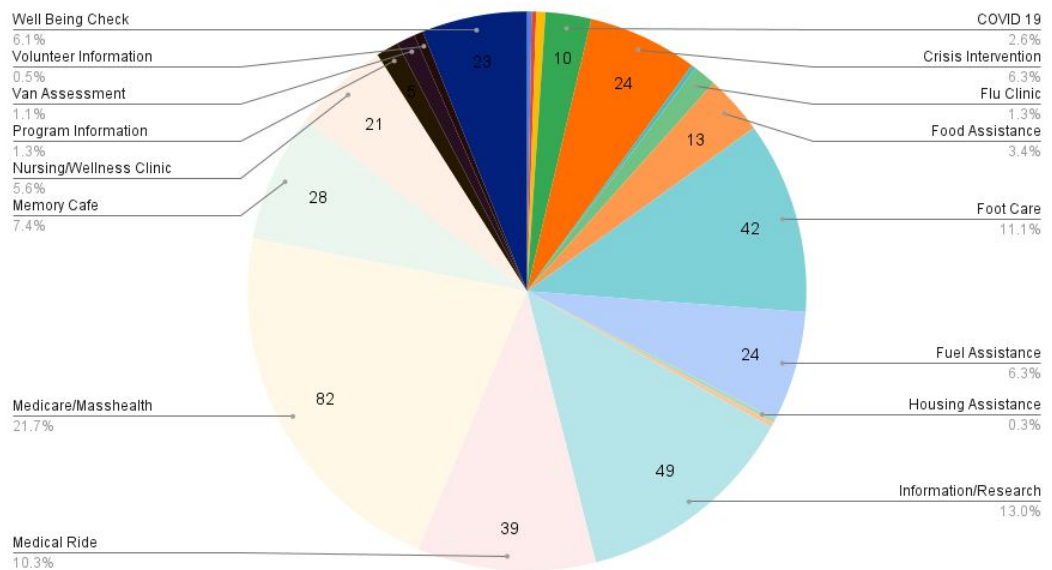
2022 Outreach Month Over Month



## Outreach Year Over Year

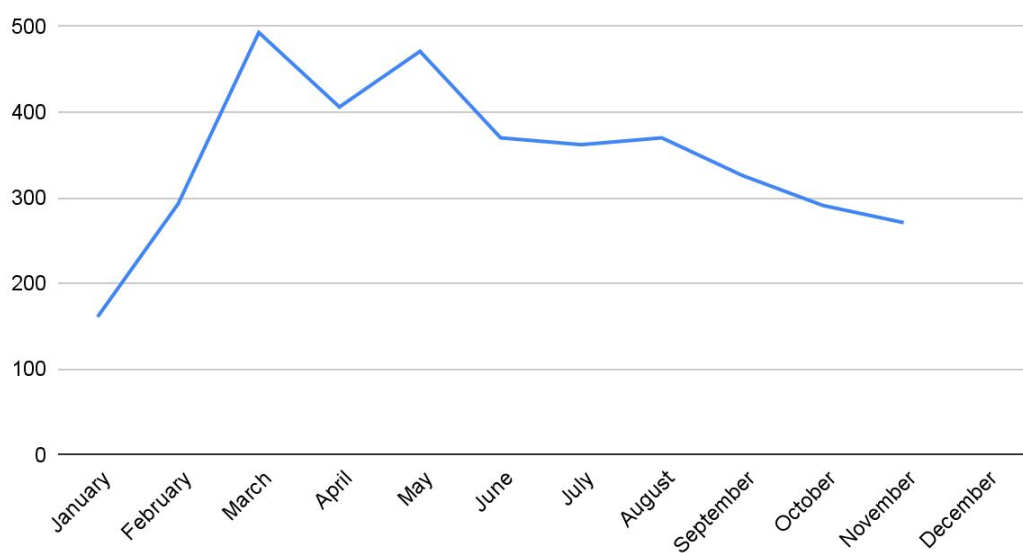


## OCTOBER OUTREACH BY CATEGORY

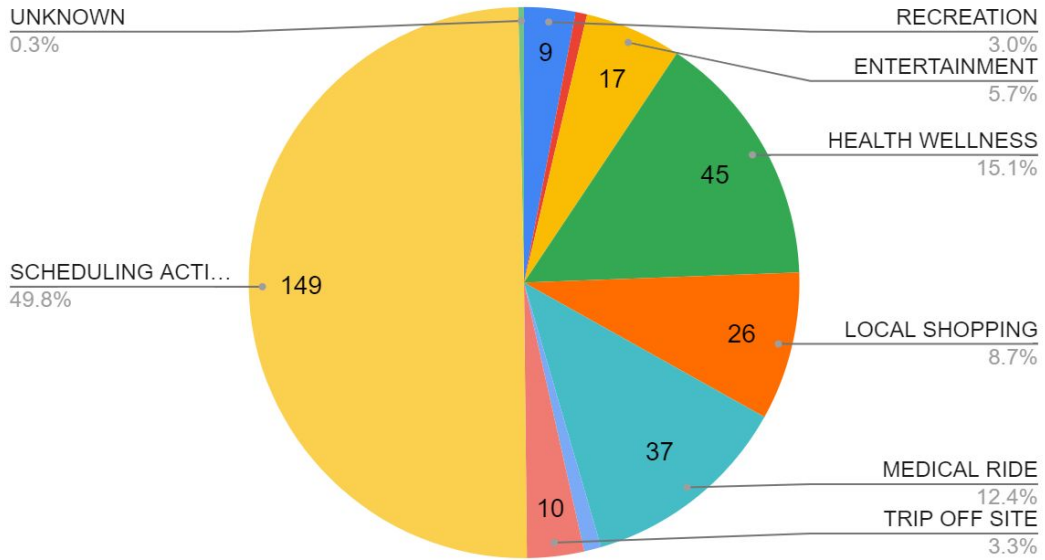


# Outreach Review

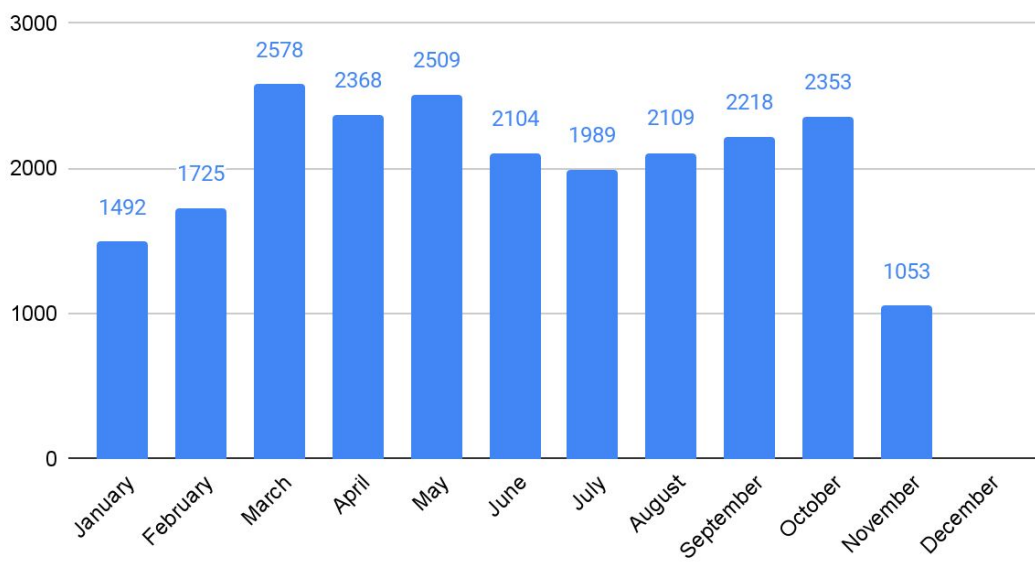
Total Rides by Month 2022



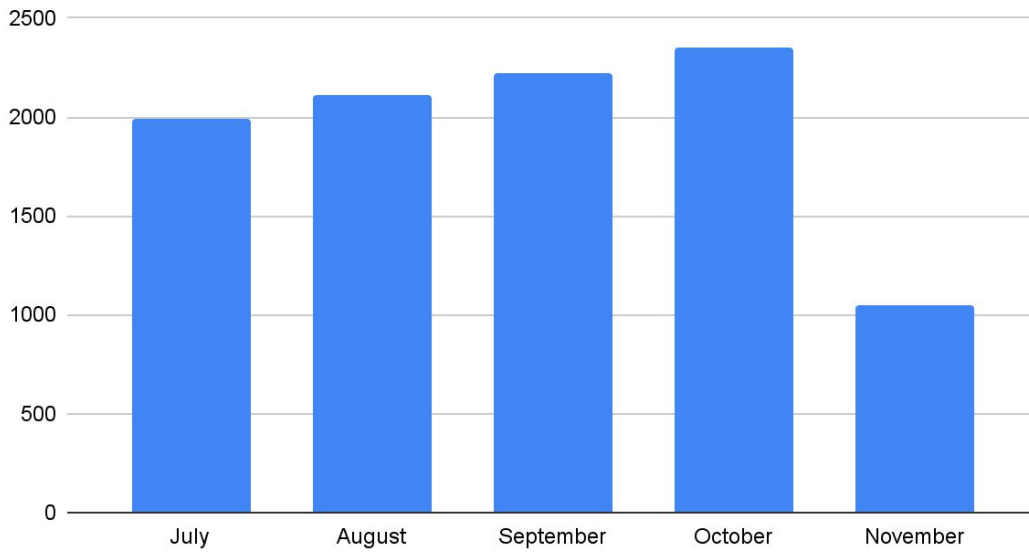
## Transportation - October 2022



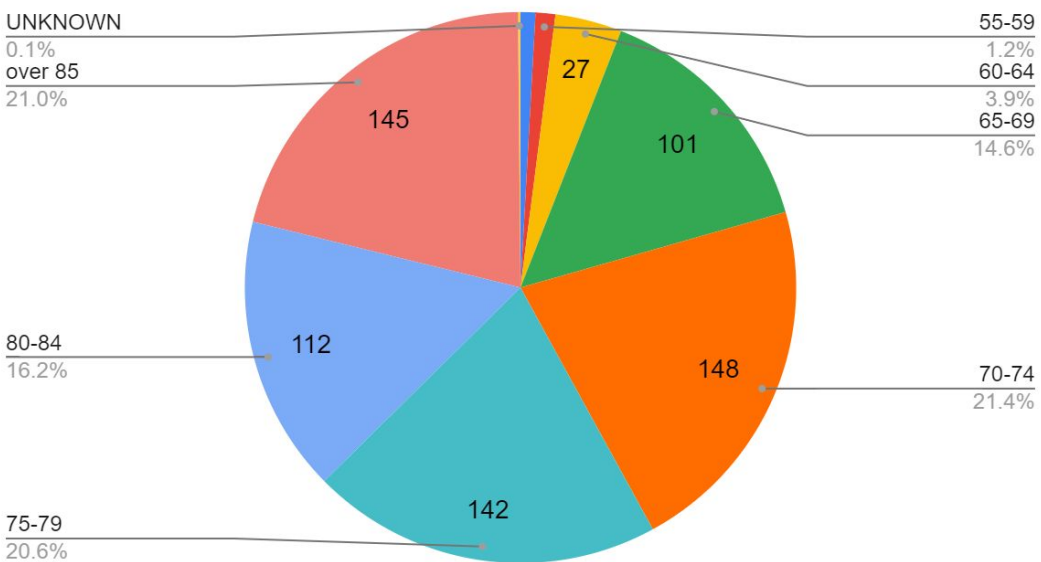
## Check In Count 2022



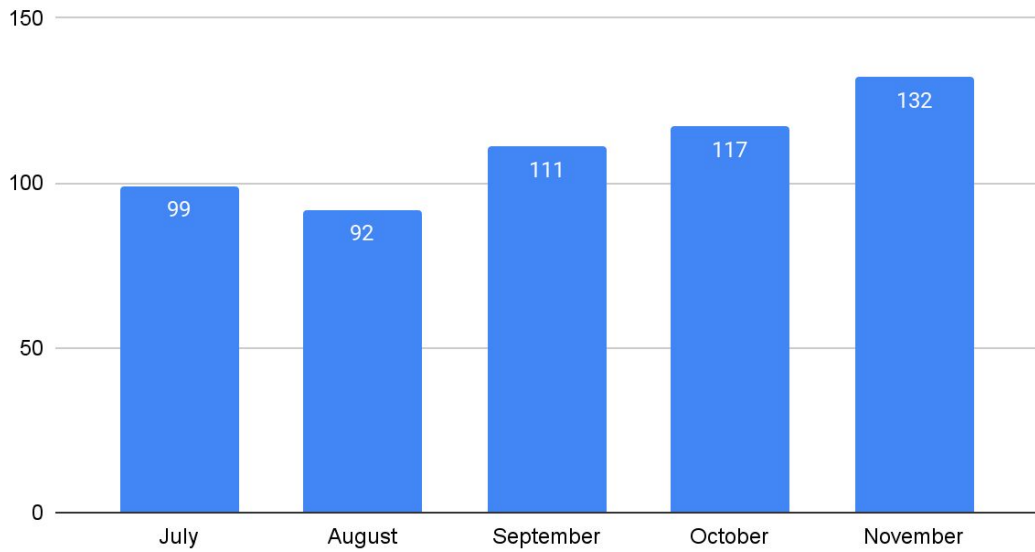
## Check in Count FY23



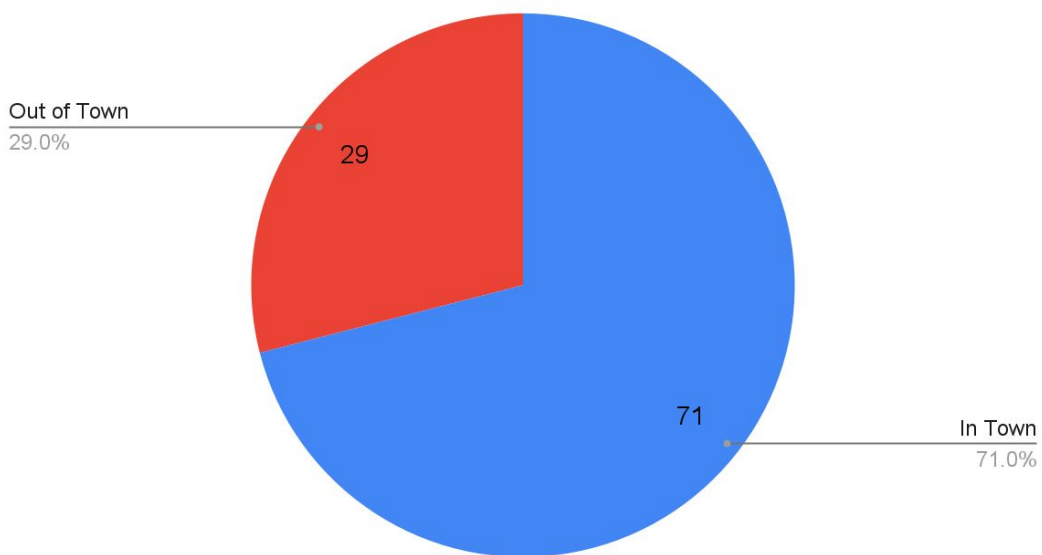
## Check in by Age Group



### Average Daily Attendance FY23

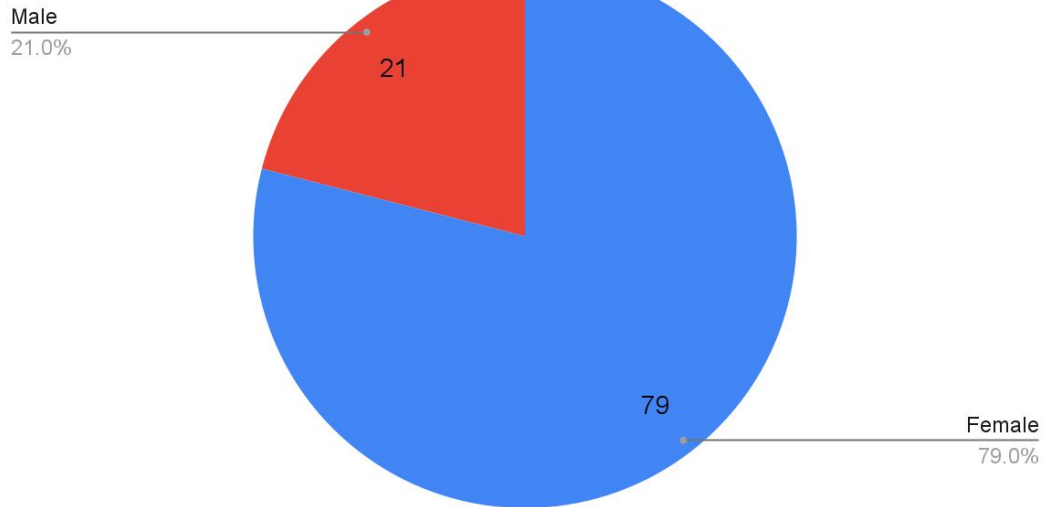


### Current Participation

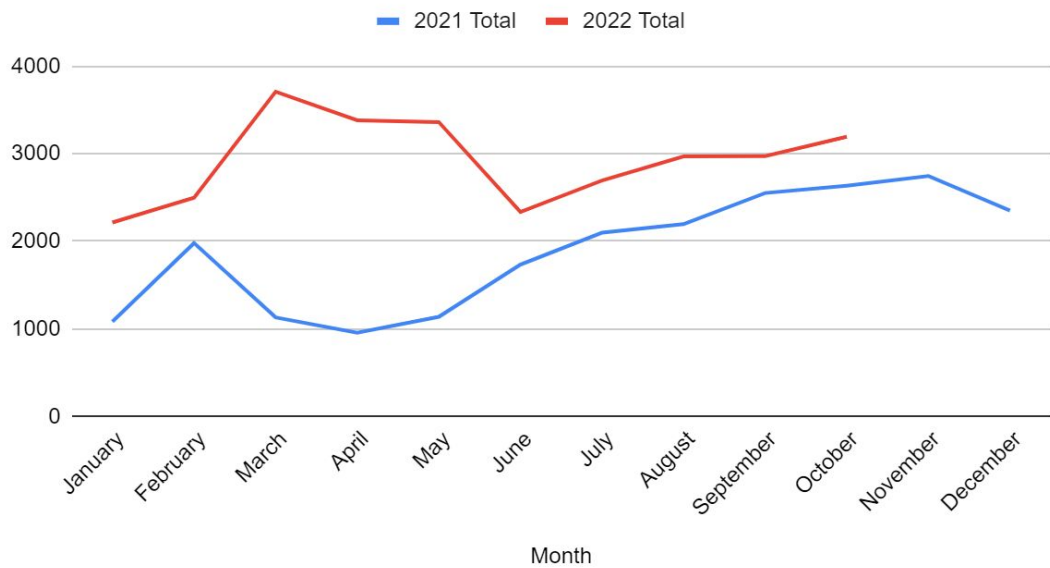




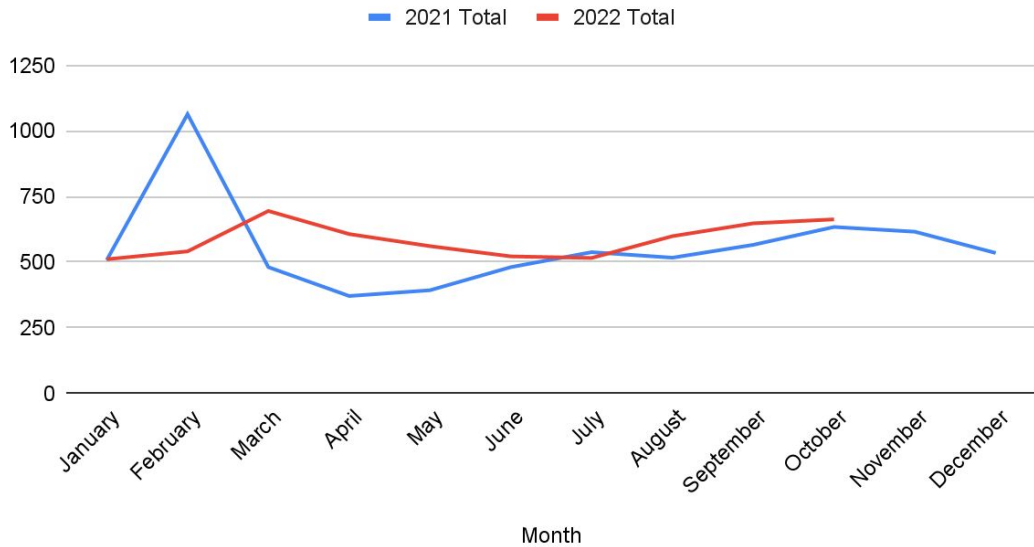
## Current Participation



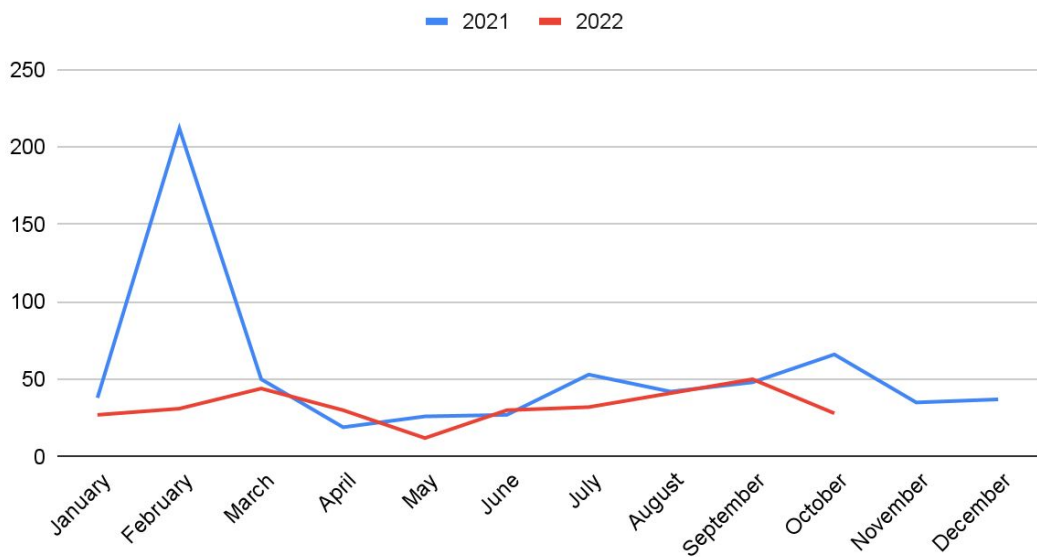
## Year Over Year Total Served



## Year Over Year Unique Served



## Year Over Year New Members



# Trending

July 2022 - October 2022

| CATEGORY            | DUPLICATED | UNIQUE |
|---------------------|------------|--------|
| Fitness/Exercise    | 3761       | 305    |
| Recreation          | 2395       | 322    |
| Social Event        | 1486       | 388    |
| Community Education | 733        | 252    |
| HESSCO              | 287        | 53     |
| Cultural Event      | 144        | 107    |

\*increases across every category both in duplicated and unique with the exception of CULTURAL EVENT - SAME

## Center Update

### OCTOBER

- Breakfast Cafe officially opened for daily breakfast in the cafe
- Collaboration with BOH for Flu Clinic and Health Fair (highest participation to date)
- Soup & Songs Luncheon with the Paul Nolan Experience Band (55)
- Lunch and Learn with Eddie Martucci of Big Y (45)
- An Afternoon with Willow Tree Winds (35)
- Movie Matinee (27)
- Breakfast with New Pond Village (54)

# Upcoming

## DECEMBER

- Fire Safety Luncheon
- Until Help Arrives (rescheduled)
- Holiday Lights Tour
- Holiday Open House
- Holiday Songs and Trivia with Blessed Sacrament

## SHINE UPDATE - Part D Open Enrollment

- Update from Marv in early November
- Total Beneficiaries - 117
- Number of recommendations to change plans - 52 (44%)
- Average projection cost savings per beneficiary with recommendation to change plans - \$751 in 2023
- Deadline to request a Part D Review is next week, any requests after are referred to HESSCO

# SHINE UPDATE - Part D Open Enrollment

- Marcia St. Louis wants to share that she completed her inquiry with Marv and will save \$338.40 next year
- This is a big savings for her and she would be happy to speak to anyone about her positive experience with this process.

## Finance Update

Council on Aging Operating Budget

| Total Budget |
|--------------|
| \$43,600.00  |
| Expenses     |
| \$7,618.83   |
| Balance      |
| \$35,981.17  |

Expenses



| EXPENSES                 | TOTAL THIS MONTH | TOTAL THIS YEAR | APPROPRIATION | REMAINING    | % REMAIN | % USED |
|--------------------------|------------------|-----------------|---------------|--------------|----------|--------|
| Electricity              | \$ 865.87        | \$ 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       | \$ 3,000.00   | \$ 2,830.00  | 94.33    | 5.67   |
| Training and Education   | \$ 45.00         | \$ 45.00        | \$ 1,500.00   | \$ 1,455.00  | 97.00    | 3.00   |
| Postage and Courier      | \$ -             | \$ 16.53        | \$ 400.00     | \$ 383.47    | 95.87    | 4.13   |
| Printing and Copying     | \$ -             | \$ 14.25        | \$ 1,200.00   | \$ 1,185.75  | 98.81    | 1.19   |
| Gas & Oil                | \$ 393.79        | \$ 1,564.83     | \$ 8,000.00   | \$ 6,435.17  | 80.44    | 19.56  |
| Office Supplies          | \$ 354.53        | \$ 1,332.37     | \$ 7,000.00   | \$ 5,667.63  | 80.97    | 19.03  |
| Travel In State          | \$ -             | \$ 23.75        | \$ 500.00     | \$ 476.25    | 95.25    | 4.75   |
| Dues and Memberships     | \$ 990.00        | \$ 2,180.40     | \$ 3,500.00   | \$ 1,319.60  | 37.70    | 62.30  |
| Meetings and Conferences | \$ -             | \$ -            | \$ 500.00     | \$ 500.00    | 100.00   | 0.00   |
| Miscellaneous            | \$ -             | \$ 10.75        | \$ 750.00     | \$ 739.25    | 98.57    | 1.43   |
| Office Equipment         | \$ 48.73         | \$ 183.23       | \$ 1,250.00   | \$ 1,066.77  | 85.34    | 14.66  |
|                          | \$ 2,697.92      | \$ 7,618.83     | \$ 43,600.00  | \$ 35,981.17 | 82.53    | 17.47  |

\*Updated to October 31, 2022

# Finance Update

| Council on Aging Operating Budget Formula Grant  |                  |                         |
|--|------------------|-------------------------|
| Total ESTIMATED Budget   | \$30,000.00      |                         |
| Expenses   | \$4,990.88       |                         |
| Balance  | \$25,009.12      |                         |
| <div> <div>Formula Grant</div> <div> <div>Total Budget</div> <div>Expenses</div> </div> </div> |                  |                         |
| EXPENSES   | TOTAL THIS MONTH | TOTAL THIS YEAR         |
| Supplies   | \$ 33.99         | \$ 228.79               |
| Fitness Wellness   | \$ 247.00        | \$ 2,775.98             |
| Repairs and Maintenance  | \$ -             | \$ -                    |
| Equipment/Furnishing   | \$ -             | \$ -                    |
| Facility Maintenance   | \$ -             | \$ -                    |
| Print Copy   | \$ -             | \$ -                    |
| Postage  | \$ -             | \$ -                    |
| Dues and Licenses  | \$ 89.30         | \$ 392.20               |
| Newsletter Printing  | \$ 311.23        | \$ 641.34               |
| Conference Education   | \$ 190.00        | \$ 952.57               |
| Volunteer Recognition  | \$ -             | \$ -                    |
| Breakfast Program  | \$ -             | \$ -                    |
| TOTAL Utilized   | \$ 871.52        | \$ 4,990.88             |
| Remaining  |                  | \$ 25,009.12            |
| % Remaining  |                  | 83.4                    |
| % Used   |                  | 16.6                    |
| 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 - 7116 seniors in Walpole                |                  |                         |
| Total Estimated FG Funding for FY23  | \$ 85,392.00     | UPDATED 10/21/2022 EOGA |
| 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     |                         |

# Finance Update

GIFTS OCTOBER 2022

| GIFTS RECEIVED   |  |
|--|--|
| \$ 200.00  | Gift in Memory of Drucilla Broccoli - JD Murphy                  |
| \$ 100.00  | Gift in Memory of Carolyn Bailey - Functional Integrated Systems |
| <b>TOTAL \$ 300.00</b>   |  |
| GIFTS UTILIZED   |  |
| \$ 655.92  | Expenses Events  |
| \$ 828.00  | Other Expenses   |
| \$ 1,496.25  | Breakfast Café Expenses  |
| <b>TOTAL \$ 1,483.92</b>   |  |
| EXPENSES EVENTS ITEMIZED   | OTHER EXPENSES ITEMIZED  |
| \$ 119.74 Olive Garden Lunch Partial Payment   | \$ 570.00 Three Board Members MCOA One Day Conference            |
| \$ 250.00 Willow Tree Winds Performance  | \$ 258.00 Installation of Pure Water Partners Machines           |
| <b>\$ 369.74</b>   | <b>\$ 828.00</b>   |
| BREAKFAST CAFÉ EXPENSES ITEMIZED   |  |
| \$ 295.00 Breakfast Tasting Event Difference from program fees (total was 445)                                 |  |
| \$ 136.37 Cleaning Supplies WB Mason, Cutlery Holder, Bagel Slicer, Spoons, Cash Box                           |  |
| \$ 100.00 Sean Fullerton Acoustic Guitar for Breakfast Tasting Event, balance paid in part by Cultural Council |  |
| \$ 31.88 A and D Microwave   |  |
| \$ 561.00 A and D Fridge   |  |
| \$ 372.00 American Bus Solutions - Mark Resnick - Aprons and Hats for volunteers                               |  |
| <b>\$ 1,496.25</b>   |  |
| GIFT ACCOUNT INFORMATION   |  |
| \$ 24,132.00 PREVIOUS MONTH BALANCE  |  |
| \$ 300.00 SEPTEMBER GIFTS  |  |
| \$ 1,483.92 SEPTEMBER UTILIZED   |  |
| \$ 22,948.08 TOTAL GIFTS AVAILABLE   |  |

## Old Business

### - Outside Use Policy

- 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

## Old Business

### - 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

## 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

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December 15, 2022