

Minutes - COA/LCC Meeting

January 11, 2020 at 8:30AM.

Lancaster Community Center via ZOOM

Join Zoom Meeting:

<https://us02web.zoom.us/j/84439317311>

Meeting ID: 844 3931 7311 (Town of Lancaster ZOOM Account)

Attendees: Michele Macdonald (MM), Ann Mazzola (AM), Jo Agnes Santangelo (JS), Alix Turner (AT), David James (DJ), Sheila Casey (SC), Judie Maclean (JudieM), Deb Ducharme (DD), Jay Moody (JM), Linda Cutler (LC), Nicole Kanis (NK)

Meeting called to order at 8:30 by Nicole Kanis (NK)

Approval of Minutes

- December 14th minutes were approved unanimously with one spelling change.

Friends Updates: (Jay or Designee)

- Sheila Casey (SC) reported a balance of \$23,394.87. Over \$2000 received from census insert.

Director's updates (Alix)

- Covid-19 update and effect on programs/activities-BOH updates
 - Rollback to Step 1 of Stage 3 has little impact on already curtailed activities
 - Pickleball has been suspended by the Board of Health until additional rules and guidelines are posted and people adhere to mask/face covering policy. Violations were observed by someone (we know not who) viewed the video and anonymously reported the violations to the BOH.
 - Fitness classes continue on ZOOM. Gym is an option, but too cold for most.
 - Looking to expand fitness classes in January for both emotional and physical fitness support.
 - Tai Chi has resumed class in the gym (maximum 4 attendees) and broadcasting via ZOOM.
 - New exercise class started January 9th via ZOOM, led by Kristen Higgins. Focuses on strength and balance.
 - Jo Agnes Santangelo's (JS) card making classes very popular, and sell out each time. Next date is February 4th.

- “Cheers for the Holidays” program was a TREMENDOUS success!
 - Spearheaded by Jane Ann Crossman and Joanne Maclaughlin
 - 75-80 deliveries first three weeks; 125 the last week!
 - Recipients were selected by isolation/loneliness criteria, not financial need.
 - Valentines bags are being prepped for February 12.
- PR/Marketing
 - No update
- Budget Status
 - COA will be at the Finance Committee meeting on January 12
 - Preliminary proposal reviewed by Nicole Kanis (NK) and Michele Macdonald (MM)
 - Alix Turner (AT) went over the highlights of the budget requests
 - AT is requesting another part-time CSL position (Outreach) due to the increased need we have experienced.
 - 19 hours per week is not enough, particularly now
 - Turnover in the position is very detrimental
 - Salary needs to be increased to attract (and keep) qualified people.
 - The consensus of the board was that AT should pursue and request a full-time CSL position in lieu of the current part-time. This was unanimously approved by the board.
 - Since FY starts July 1, we hope to be back up and running and serving lunches. Hence, Meals Coordinator line item restored.
 - Other line items were restored to pre-pandemic levels.
 - Following a brisk discussion, the board voted unanimously to endorse and support the proposed budget request (attached)
- Gardening Updates (Sheila)
 - No update – meeting later this month (January 21st)
- Building Updates. Cleaning etc.
 - No update – status quo
- Food service updates- MOC etc. (Alix)
 - Food service continues to be a big demand.
 - Regular Meals-on-Wheels go out each day to 18-22 people
 - Sandee’s is a wonderful and welcome addition to the program
 - MOC is offering commodities (staples) though USDA
 - Stow Food Pantry provided a complete turkey dinner to participants, thanks to a donation by a Stow resident.
- Dementia/ Age Friendly updates (Alix/Nicole) – no update
- By-law review and updates (Nicole and Alix) – no update
- Programming:
 - Exercise (Alix and all) – see first bullet under COVID updates

- Grants (Alix)
 - Alix (AT) has submitted a Cultural Council Grant request
- Administrative and Personnel
 - MM presented the following letter that she drafted to the BOS and Orlando Pacheco:

When working with COA director, Alix Turner, on the department budget the board learned that she works without a contract. She is not a member of one of the town's unions. Without a personnel board there is no redress for her.

Most concerning is that she does not receive the same pay increases of other town workers as there is no framework in place. The pay of our current COA director is already at the lowest end of similar positions in the North Central region of Massachusetts. This region is on the low end statewide.

If Alix were to leave finding a qualified replacement at such a low salary would prove difficult. We have already lost two Community Service Liaisons due to taking better paying jobs. Our current liaison has given her notice.

Alix deserves parity with town employees of her management status. She should at least be receiving comparable salary increases.

As the COA director and Community Center director, Alix directs the largest social service provider agency in Lancaster. The work Alix, Dave and Judy have done to keep residents connected to services has been vital and has been praised by the many town residents.

Please share the contents of this email with members of the finance committee. Their emails are not readily available.

The Lancaster Council On Aging

- Board unanimously approved the letter which will now be sent to Orlando and the Board of Selectmen and Finance Committee.
- CSL position
 - Judy Zmijak is leaving mid-January. She would like to stay, but issues with her kids and school transportation make it impossible to commit to a workable schedule.
- Liaisons or Subcommittee Review (all) – no update
- Winter/Spring planning
 - Planning a Valentine's Day Grab-n-Go at Sandee's for February 10th
 - 12th Day luncheon VERY successful, with 85 meals served!
 - These are being funded by monies from the MOC lunch program (suspended by pandemic)
 - Michele (MM) suggested monthly events. All concurred!

- Liaison update and report – no report

New Business that could not be anticipated

- MM brought up the subject of the tax work-off program in Lancaster
 - Very few people are taking advantage of the program
 - Reason: very difficult to apply
 - Assessors are asking for all kinds of financial information, including:
 - Tax returns
 - Bank statements
 - Investment account statements
 - MM considers this to be very intrusive and an overreach:
 - Two previous senior tax abatement workers today expressed frustration with the complexity of our form. With online banking, applicants need a printer to produce bank statements.
 - The program is intended to both help the town with workers and allow seniors stay in their homes. In its present incarnation it is helping neither.
 - Streamlining the application process should yield more applicants, including previous workers who have opted out.
 - The town of Harvard's ONE PAGE application is attached, and reflects all that should be required.
 - The town of Shirley's application is only two pages.
 - This is a WORK program, not an ABATEMENT.
 - Nicole (NK) mentioned that she had spoken with Orlando about this in the past.
 - The board unanimously concurred with her comments and observations
- Next meeting date – 2/8/2021

Meeting adjourned at 10:20.

Respectfully submitted,

David James, Administrative Assistant

DRAFT

10/21/2020 11:03 | TOWN OF LANCASTER- V11.2 LIVE
 NEXT YEAR BUDGET HISTORICAL COMPARISON
 PROJECTION: 2022 GENERAL FUND BUDGET REQUESTS

| P 1

| bgnyrpts

ACCOUNTS FOR:	FY17	FY18	FY21	FY21	FY21	FY22
GENERAL FUND	ACTUALS	ACTUALS	DEPT REQUESTS	ATM	STM	DEPT REQUESTS
6940 COMMUNITY CENTER						
1694100 511010 COMM CNTR DIRECTOR	10,885.60	26,209.60	27,851.00	27,851.00	27,851.00	29,500.00
TOTAL COMMUNITY CENTER	10,885.60	26,209.60	27,851.00	27,851.00	27,851.00	29,500.00
5410 COUNCIL ON AGING						
1541100 511010 COA DIRECTOR	25,920.80	26,209.60	27,851.00	27,851.00	27,851.00	33,500.00
1541100 511020 COA LIASSON - FULL TIME	12,860.91	17,896.07	21,298.00	21,298.00	21,298.00	49,200.00
COA LIASSON						
1541100 511030 MOW/ASST. DIRECTOR	7,890.48	8,344.08	11,281.00	11,281.00	11,281.00	10,062.00
1541100 513001 COA EXTRA HOURS	1,067.68	1,126.24	0.00	0.00	0.00	0.00
	47,739.87	53,575.99	60,430.00	60,430.00	60,430.00	92,762.00
1541200 C.O.A. EXPENSE						
1541200 524000 REPAIRS & MAINTENANCE	1,085.00	506.33	2,500.00	1,000.00	2,000.00	3,500.00
1541200 527100 MEALS COORDINATOR	10,261.56	11,242.81	12,000.00	9,000.00	9,000.00	12,500.00
1541200 534400 POSTAGE	23.75	37.20	0.00	0.00	0.00	0.00
1541200 542000 OFFICE SUPPLIES	1,754.98	912.91	1,500.00	1,500.00	1,500.00	1500 -\$667.50 / \$757.50
1541200 545000 COA CUSTODIAL/HOUSEKEEPING	102.95	0.00	0.00	0.00	0.00	0.00
1541200 571000 IN-STATE TRAVEL	1,220.90	502.79	1,000.00	0.00	300.00	750.00
1541200 571001 MEALS ON WHEELS MILEAGE	434.38	410.22	750.00	750.00	450.00	500.00
1541200 571100 MEETINGS & CONFERENCES	243.65	1,183.33	1,000.00	0.00	500.00	1,000.00
1541200 578000 PROGRAMMING	981.00	357.50	1,100.00	600.00	600.00	1,000.00
1541200 578001 COA TRIPS	87.62	0.00	500.00	0.00	0.00	500.00
1541200 578002 COA VOLUNTEER APPRECIATION	0.00	0.00	250.00	250.00	250.00	0.00
1541200 578003 COA FOOD	53.34	265.61	250.00	250.00	250.00	500.00
TOTAL COUNCIL ON AGING	16,249.13	15,418.70	20,850.00	13,350.00	14,850.00	20,250.00

5% reduction would be best taken from Office Supplies. Reduce Office by \$667.50 Expenses we need, but our real concern is staffing.



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Harvard Council on Aging
TAX WORK-OFF PROGRAM
2021 Application

Name _____ Telephone _____

Address _____ Email _____

Date of Birth _____ Age _____ Cell phone _____

I (or spouse) am at least 60 years of age and have owned and occupied a home in Harvard, MA as my/our primary residence for a minimum of one fiscal year (as of July 1, 2019).
YES _____ NO _____

I have read the program guidelines.

YES _____ NO _____

If I qualify for the Property Tax Work-Off Program of Harvard, MA and perform up to 125 hours of work, I may earn up to \$1,000 per household that will be rebated to my Fiscal Year 2021 (Third & Fourth Quarter) Property Tax bills. I understand that if I work less than 125 hours, the rebate amount will be pro-rated accordingly based on \$8.00 per hour.

This work must be performed in calendar year 2021 with no carryover allowed.

Signature _____ Date _____

Skills and interests _____

Time availability _____

Please return your completed application by January 30, 2021 to: Council on Aging, 13 Ayer Road, Harvard, MA 01451

For more information, please call Debbie Thompson at 978-456-4120.