



**Town of Arlington, Massachusetts**  
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## Council on Aging Minutes 03/15/07

The following are the minutes of the Mar 15, 2007 board meeting which were approved at the April 19, 2007 meeting of the COA.

ARLINGTON COUNCIL ON AGING  
 27 Maple Street  
 Arlington, MA 02476-4909

Robert Tosi, Jr., Chair  
 Paul West, Vice Chair  
 Shirley Chapski, Secretary

Regular Meeting of the Council on Aging  
 March 15, 2007

### MINUTES

Place and Time of Meeting: Arlington Senior Center, 27 Maple St., Arlington, 7:40 p.m.

Members Present: Robert Tosi, Jr., Karen Nichols, Paul West, Ann MacGowan, Harry McCabe, Mildred Hurd, William Carey and Shirley Chapski.

Others Present: John Jope, COA Executive Director; Elisa Lopez, President, Arlington Seniors Association, Inc. (ASA)

Quorum Identification/Call to Order: Bob Tosi, Jr. presided and Shirley Chapski kept the minutes. A quorum of 6 was present. Mildred and Bill joined the meeting at 8 p.m. Minutes of the February 15, 2007 Regular meeting: Paul moved to accept the Minutes of the February 15, 2007 meeting, Ann seconded. There being no corrections to the minutes, all voted in favor. Motion carried.

Citizens' Open Forum: Bob shared a letter he received from Vera Bernacchi with her comments on a recent issue of the new sletter, Senior Notes. Ann, Elisa, John and Joan Pippin are aware of certain problems and are working on improving future issues.

REPORT OF THE CHAIR: Referring to the action items outlined in the Feb. 15 minutes, Bob thanked those who submitted ideas to John for potential new s articles; the Transportation Cte. met on Mon. March 12 prior to the Selectmen's hearing on CDBG grants; Bill Murphy and Don are considering a COA transportation user to serve on the Transportation Cte.; Bill Murphy attended the Joint ASA/COA committee meeting on March 5th and spoke on outreach concerns; and the Budget Committee met this evening prior to the regular board meeting. There is an opening on the COA board. It is being posted in The Advocate and Senior Notes. This is an immediate as well as an ongoing action item.

- The board congratulated Mildred Hurd who has agreed to serve another term.

- John, Harry and Bob attended FINCOM committee and spoke on behalf of the warrant articles for the Harry Barber Community Service Program and for the Town's Fair Share assessment of Minuteman Senior Services. Both were voted on favorably.

- Paul, Harry, Dr. Ruth Palombo, John and Bob attended the Selectmen's meeting on behalf of the COA CDBG Funding Request for FY08.

EXECUTIVE DIRECTOR'S REPORT: The report is attached hereto and made a part of the minutes. John made the following additions:

•Item 7 Walk the Rink Program: The six-week program will begin in May. Details are in place and the program will be advertised in the April newsletter. Participants will be required to sign a release form.

•MCOA News: (a) The Governor's proposed budget for FY08 recommends no increase for municipal councils on aging in Line Item #9110-9002. The MCOA is encouraging members to contact their state representatives and senators to help the MCOA meet the goal of \$7/elder/year by adding \$900,000 to line item #9110-9002. Currently, we are receiving \$6.30/elder/year.

(b) A number of senior centers are conducting surveys to ascertain their clients needs and expectations. Discussion followed on "information sharing," and Harry said it would be helpful to assess the results of these surveys before we proceed with one of our own. Bob felt there should be a clearinghouse for recording the results and John explained that part of the \$900,00 increase in funding, if granted, would be used towards technology to create a data bank that would be accessible to everybody.

(c) A paragraph entitled, What Do You Call It? is looking for feedback on alternative names for senior centers. COA Vans and Taxi Program: An article will be in the April issue of Senior Notes on the transportation program and the financial constraints it is faced with. It is planned to submit a similar item to The Advocate and to feature it on local cable TV.

•Minuteman Meals on Wheels: Mildred asked if Minuteman plans to serve meals on weekend days. John said he hadn't heard anything on this but it may be in Minuteman's plans. Mildred offered to call Minuteman and find out if such a plan is contemplated.

#### OTHER REPORTS:

•COA Representative/Liaison to Minuteman Senior Services: Harry spoke on the Minuteman fund raiser — coupons for Papa Gino's who will donate 20% of sales on Fridays in March to Meals on Wheels upon submission of a coupon.

•COA Representative/Liaison to the Seniors Association: Mildred was unable to attend the last meeting of the ASA and suggested including the ASA meeting notices in the COA minutes. Elisa said that was fine with her but she would also see that notification of meetings be mailed to Mildred.

•Arlington Seniors Association Representative to COA: Elisa said the newsletter is moving along more smoothly now. There is concern about a white van with a town plate on it that is constantly parked in ASA space. John said it belongs to BOH and is used from time to time. Bob suggested it be parked elsewhere until it is needed. The next meeting of the ASA board is Friday, April 13, 2007 at 1 p.m.

•Budget Committee: The committee met this evening and Bob asked that members, who can, meet with the FINCOM subcommittee on Monday, March 19.

•Letter to Town Manager. Copies of a letter dated Feb. 21, 2007 to Brian Sullivan, Town Mgr. cc: to FINCOM subcommittee members; C. Connolly and J. Jope were distributed. The letter delineates steps being taken by the COA to insure the long-term health of the COA transportation program.

•Minuteman Senior Services Assessment for FY07. In 2006 FINCOM voted "no action" on Warrant Article 56, Minuteman Senior Services assessment, and recommended the COA use its discretionary funds to help fund its assessment. The question before the board is whether or not it intends to comply with this suggestion. Harry moved that \$9625 be taken from the Gift Fund to pay Minuteman Senior Services' FY07 fair share assessment and Bill seconded the motion for purposes of discussion. Discussion followed, after which Bob restated the motion that the Minuteman's fair share assessment for Arlington for FY07 be paid from the Gift Fund, two voted in favor, six voted against, Motion not carried.

•Transportation Committee: The committee needs another member to fill a vacancy. Harry asked if we had acquired a member from ASA to serve and Bob said it was discussed at the Joint ASA/COA meeting and Elisa Lopez will bring it up the ASA board meeting.

•Elisa Lopez departed the meeting at 9 p.m.

•Sevoyan Policy Task Force: After review of the Sevoyan Policy Task Force's recommendations as set forth in the February 13, 2007 draft of the Charles P. Sevoyan Charitable Trust Policy, Paul moved to adopt the recommendations as final, Bill seconded. After discussion, seven voted in favor to accept the revisions to the Charles P. Sevoyan Charitable Trust Policy, one abstained. Motion carried.

•Joint COA/ASA Committee: The committee met on March 5th. A highlight of the discussion was the possibility of issuing a special edition of the newsletter Senior Notes as a means of reaching out to all Arlington seniors. The next meeting will be April 2, 2007 at

10:30 a.m.

UNFINISHED BUSINESS:

•Donation Envelopes: Discussion took place on placing donation envelopes in funeral homes and medical offices. The cost of printing the materials would be about \$250 for a 1000 and Ann has looked into the cost of plastic stands to hold the envelopes. John has also checked with John Maher to see if the words, "Donations are tax deductible to the full extent of the law ." could be included and Mr. Maher said it was fine.

NEW BUSINESS:

•Vial For Life: The Arlington Fire Department and Housing Authority have been encouraging the use of the Vial For Life in its units. The program involves placing a vial containing health information in the participant's freezer and putting an identifying sticker on the outside door of the freezer. The Fire Dept. will obtain the vials. A format for the information sheet is being worked on and Paul offered to bring a sample Housing Authority information sheet to Capt. Kelly of the Fire Dept. The COA would get the forms printed and order stickers and magnets. Discussion followed and it was recommended that community sponsors be considered to subsidize the project. John will let Christine Connolly know the board likes the idea of the Vial For Life and would like to try to obtain community funding. She is anticipating a kickoff date of May 24 but that can be extended.

•COAs as Fund Raisers: John said that Elder Affairs has always implied that as municipal agencies, COAs are prohibited from fund raising but they can accept donations. Recently, he learned that there is no law that precludes a COA from fund raising. He called Elder Affairs who said you should be able to fund raise but you need to avoid any conflict of interest. John will call other COAs to learn what success they have had in this activity and will report back on this issue at a subsequent meeting

•Sevoyan Bequest Committee: Harry submitted his resignation as Chairman of the Sevoyan Bequest Committee. Bob thanked Harry for his diligence in overseeing the fund.

There being no further business to come before the meeting, Paul moved to adjourn; Karen seconded; all in favor. Motion carried. Adjourned at 9:30 p.m.

Shirley Chapskim, Secretary

Next Regular COA Meeting April 19, 2007 at 7:30 p.m.

ARLINGTON COUNCIL ON AGING:  
EXECUTIVE DIRECTOR'S REPORT  
April 19, 2007

the mission of the council on aging is to provide advocacy and support services  
to help arlington elders live dignified and independent lives

1. Met with the COA finance committee on March 19.
2. As the MCOA president, I was an invited speaker at the Belmont Council on Aging's first annual Legislative Breakfast. Such events are held regionally to join with our state legislators, and highlight issues of importance to seniors and their families. Members of the Belmont Board of Selectmen, Belmont town Administrator, and State Representatives William Brownsberger (Belmont, *and who also represents Arlington precincts two and four*) and Steven Tolman (Belmont) also addressed the participants.
3. Attended ACTV's Producers' Reception on March 22 with three Golden Opportunities crew members (*one of whom is a COA board member*); we must keep our face visible while we regroup. New equipment was on display and demonstrations were impressive. Training will be available on this new equipment and we will sign up for this.
4. Met with VNCH to arrange for their Physical Therapists to serve as our "Walk the Rink" (May 8 - June 14) program instructors.
5. Council on Aging directors and boards, along with "Friends of COA" boards, are cordially invited to attend a (regional) COA board training. The programs are free of charge and are conducted by Elder Affairs staff. These informative sessions

cover a variety of subjects including the roles and responsibilities of board members, staff and volunteers, as well as topics relating to COA services and activities and an overview of the aging network in Massachusetts. The sessions emphasize best practices as well as shared experiences: audience participation is strongly encouraged. As a courtesy, please call the host agency at least one week in advance of the scheduled date to make your reservations so that proper accommodations can be made. Registration begins ½ hour before scheduled start. Most trainings last about 2 ½ hours.

Event is scheduled for Friday, April 27<sup>th</sup> at the Billerica COA, 25 Concord Road, Billerica, MA. Registration 8:45 AM. Program runs 9:15 AM to 11:45 AM. To reserve call 978-671-0916.

6. Bob, Shirley and I, along with Elisa Lopez, Charles Schwab and Joan Pippin met as the joint boards committee on April 2.
7. With a COA board member, made initial visits to selected individuals in town to begin outreach effort re: transportation program status and needs, and to generate community awareness and support.
8. The transportation article in the April newsletter didn't make the 3/29 edition of the Advocate; hopefully they will have room for it in the 4/01 issue. The editor seemed quite interested when we spoke.
9. This monthly information package has been sent out earlier than usual due to my vacation the week of April 9. However, I will still preside at two MCOA meetings on Friday April 13: the Advisory Council and Board of Directors meetings.