

City of Chicopee
Council on Aging
February 14, 2017

Members Present: C. Gemme, S. Michalik, S. Tawrel, E. Laflamme, H. Lenhart, K. Rousseau, E. Laflamme, & Joe Lukasik, M. Rider, & C. Bernash

Staff: S. Manyak

Excused: S. Phillips, E. Doucette, S. Alvera

I. Call to order

- The meeting was called to order at 4:45pm. There was no request to record the meeting.

II. Public input

- A. Picard is the President of Chicopee Senior Citizens INC and this group is responsible for fund raising to meet the loans taken out for RiverMills. Currently there is about \$470,000 that remains to be collected as part of the original funding plan. E. LaFlamme heads the capital campaign. A request was made for all members of the COA board to be members of this group and assist with their fundraising efforts.
 - A meeting will be held March 2, 2017 from 9 – 11 to discuss plans to complete this fundraising and a request was made for participation from all COA board members
- Jim Ricillo announced that people from the class of 1957 will have a 60th Reunion meeting at RiverMills. This will be in September at some point.
- Jim also presented some information that had been collected about the services at RiverMills that had been developed in 2006 titled City of Chicopee and Partners: A services Survey. He commented that although the numbers for visits is about 1000, this is only a small portion of the number of seniors in Chicopee. He suggested the previous documents should be reviewed for budget proposals for next year that would include extended hours. He was concerned that the

proportion of city funds that are allocated to seniors citizens vs the youth in Chicopee.

- H. Angelo is the program coordinator at RiverMills. She provided an overview of her role, which is to provide an overall monitoring of all programming, including those that she manages herself. The programs include
 - Grandparents as Parents (GAP), which meets monthly and have about 13 families that participate. Information is available in the schools to help with referrals.
 - SALT meets monthly, this groups brings seniors together with Law enforcement together. There are a number events, and currently there is a plan to have an event to help educate seniors about drug addiction
 - Birthday programs- there are birthday parties are held each month. These parties include entertainment and they also call and send a card to every senior over 80.
 - Veterans program is held monthly. There is a guest speaker each month as well as refreshments
 - Tuesday evening programs are held on the second Tuesday of the month. A TV trivia is planned for March and Song Birds of the Northeast is scheduled for April.
 - There is a volunteer dinner held each year.
 - She has worked to add a number of other events including Pitch and other card games, Teas, and Movies.
 - She also helps to schedule all room requests, such as mat weaving for the homeless.
 - The Arbors has asked to have a monthly “Memory Café”. This will be a place for people who have dementia and their family members can come and relax and enjoy.
 - Arbors has been very generous to RiverMills, including a recent \$600 donation to the building fund
 - She helps to organize the travel committee and assist with travel planning.
 - A question was raised about assistance for her activities
 - There are two assistants, currently the morning person is out on leave however the 12 – 3 person works to assist her in planning events.
 - At times she helps with the meal site as well as with the Café, as well as Lifetimes.

III. Review of minutes

- Minutes were reviewed from 1/17/2017 and accepted as written.

IV. Maintenance Department Report

- J. Croteau circulated a summary report regarding building maintenance. Key points include:
 - Electricity is being installed to the storage shed.
 - HVAC work related to the new coil that was installed the end of 2016. This should be completed 1/13/17. Additionally glycol will be introduced to the system.
 - Heating issues in the Garden room and kitchen are being assessed on 1/17/17
 - Defective light ballasts were replaced by vocational students. The ballasts had been during out after the end of the warranty and the contractor had donated 25.
 - E. Laflamme noted that the ballasts were defected from the beginning and the electrical contractor should have installed the ballasts.
 - A larger water filter has been delivered and will be installed soon. It was discovered that there was never a filter installed in the unit.
 - Kids have been noted to be on the roof so fencing was added to limit access.
 - A question was raised as to whether the cameras in the parking lot are functional. S. Lapollo reported they are not functional. They need to be installed. J. Croteau will discuss the issue with B. Liswell.
 - Report was accepted as written.

V. Financial Report

- The financial report was circulated with meeting materials.
- A question was raised about the salaries that are supported by grants. Examples include the wellness, as well as the program coordinator.
 - The financial report was unanimously accepted as written
- The Director will be working with the Mayor and the City Auditor to develop the budget for 2017/18.

- C. Gemme asked to form a committee to help with the planning process
 - H. Lenhart and E. LaFlamme have offered to assist.
 - C. Gemme has asked that the budget include separate lines for each of the programming to help identify where the funds are being spent.
 - This way funding for wellness versus social or other types of activities can be monitored and will match the needs of the population.
 - There will be an assisted living organization developed next to RiverMills
 - K. Rousseau offered to assist with budget planning if needed.

V. Director's Report

- The Director's Report was distributed.
 - A comment was made about the clarity and inclusiveness of the report by the new Director
 - A question was raised about the use of the kitchen at the Center. Currently the meals that are served are prepared offsite.
 - Some keypoints from the director's report include:
 - Joanne Gagnon left 2/10/17. Unfortunately, none of the staff is cross trained. Coleen Aberdale is being crosstrained with Auditing and the Treasurer's Office. S. Maynyak is working to cross train the staff to help with coverage.
 - The aging grant mastery program should be awarded, and we are currently waiting on confirmation
 - An alternate vendor has been identified as opposed to Big Y, which has been costly.
 - CPR and First Aid training was identified as a serious gap for staff and this is being addressed.
 - Additional classes are being investigated. There is an issue with payment for instructors which needs to be clarified
 - Sherry is visiting other COA to seek information and guidance. She recently visited South Hadley who had suggestions about how to reduce costs for the

newsletters. Currently it costs \$2400 for each mailing. This is normally funded through the Formula Grant.

- It was identified that the page sponsors have not been paying for their sponsorship for many years. All sponsors have been deleted but now new sponsors need to be sought.
- Approximately 8,000 are sent out on a monthly and about 10,000 are printed for use overall.
- It was noted that any funds that are donated for activities or in response to requests in the LifeTimes go to the city and are not returned to RiverMills. Sherry will be talking with the Business department to identify a system for this.
- Peoples bank had donated some chairs to the Center and have offered to donate other items that are held in their storage warehouse. This will be investigated moving forward. Currently there are funds allocated as part of the Formula grant and this could be re-appropriated.
- There are tablets in storage. There is a plan to anchor them in a variety of locations so that people can use them when they are in the sitting areas.
- Marissa will be providing a technology information session for participants. If this works the ability to have students come to help teach the seniors about smart phones and other technology.
- A question was raised about whether cable can be acquired for the televisions.
- The need for an internal paging system has been identified. There needs to be training for emergencies as soon as possible. Glen Ladd from Emergency Management Training is coming for an assessment.

VI. SALT Report

- S. Michalik reported the last SALT meeting was 1/13/17
- The poster contest will be focused on reduce, reuse and recycle. This is important because of the change in trash collection.
- Lt. K. Collins still has funds for free smoke detectors for homes built before 1975.
- April 7th there will be an identity theft program.
- Next meeting is March 10, 2017.

VII Awards

There are 2 awards that are presented each year. S. Tawrel presented information about the process for selection.

- Adam Marcinowicz Award – works with people ages and backgrounds and works to meet the needs of the community
- Excell Award – A person who is not a senior who has served the community or the senior center.

There will be a committee with 2 representatives from the COA and 2 from the Friends. The call for nominations are communicated in the newspaper and LifeTimes. An Event is planned for May 24 for the awards.

VIII Hand Dryers

Because this is a green city, electric hand dryers are being investigated.

This will protect the environment and will also save money on supplies.

There are funds available due to the change for the filters that has resulted in a cost savings. The group will review the

VII Chairperson Update

- The report about recommendations for RiverMills has been circulated. This has caused some concern among the staff. One staff member sent a letter about her concern about the report.

XI. Meeting adjourned at 6:20 pm.

- The next meeting is March 14, 2017 at 4:45pm.

Submitted by



Karen S. Rousseau