



**TOWN OF TEWKSBURY**  
**COUNCIL ON AGING/SENIOR CENTER**  
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ROSE MCKENNA, CHAIR  
LORENE PATCH, VICE-CHAIR

LINDA BRABANT, DIRECTOR  
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**Meeting Minutes for  
February 24, 2014**

The meeting was called to order by the Chair, Rose McKenna, at 12:34 p.m. at the Tewksbury Senior Center.

Members Present: Rose McKenna, Lorene Patch, Marie Durgan, Peg Keefe, Mark Wood, Joel Deputat, Virginia Desmond, Warren Layne, Joanne Aldrich (late arrival).

Members Absent: Joan Unger and Paul McNaught

Others Present: Linda Brabant, COA Director, and Melissa Johnson, Recording Secretary.

**1. Approval of Meeting Minutes – November 20, 2013 and January 15, 2014**

**MOTION:** Mr. Deputat made the motion to approve the November 20, 2013 meeting minutes; seconded by Ms. Desmond and the motion carried 8-0.

**MOTION:** Ms. Durgan made the motion to approve the January 15, 2014 meeting minutes; seconded by Ms. Keefe and the motion carried 8-0.

**2. Finances**

**a) List of invoices processed since last meeting – Copy #1**

The members reviewed the list of invoices. Mr. Deputat noted that there are three charges to National Grid: January (gas) \$866.81, January (electric) \$3,447.89, and January (gas) \$1,111.42. Ms. Brabant will look into this.

**b) FY14 Weekly Budget Report from Munis dated February 24, 2014**

The total available operating budget as of February 24, 2014 is \$9,264.08 with an additional \$24,890.48 being encumbered.

**MOTION:** Mr. Deputat made the motion to approve the operating budget report through February 24, 2014; seconded by Mr. Layne and the motion carried 8-0.

**3. Unfinished Business**

**a. Use of Building Policy**

A copy of the Use of Building Policy was previously provided to the members. The Council discussed items 1-6 of the policy at a previous meeting.

#7 Mr. Deputat read Section 7 aloud and the following changes were discussed: add “no alcohol on premises”, eliminate “Town Manager”, and change the language to read “police coverage may be required”

**MOTION:** Mr. Deputat made the motion to approve Section 7 of the Use of Building Policy as amended; seconded by Ms. Durgan and the motion carried 8-0.

#8 Mr. Deputat read Section 8 aloud. No changes were suggested.

**MOTION:** Mr. Deputat made the motion to approve Section 8 of the Use of Building Policy as presented; seconded by Ms. Durgan and the motion carried 8-0-1. Mr. Layne voted present.

#9 Mr. Deputat read Section 9 aloud and the following changes were discussed: add “use of building” to clarify.

**MOTION:** Mr. Deputat made the motion to approve Section 9 of the Use of Building Policy as amended; seconded by Mr. Layne and the motion carried 9-0.

#10 Mr. Deputat read Section 10 aloud and the following changes were discussed: eliminate “vandalism” and change “areas vandalized” to “the damaged areas” and change “in a timely manner” to “90 days”.

**MOTION:** Mr. Deputat made the motion to approve Section 10 of the Use of Building Policy as amended; seconded by Ms. Aldrich and the motion carried 9-0.

#11 Mr. Deputat read Section 11 aloud. Ms. Brabant noted that she is working with the Town Manager regarding insurance policies requirements, amounts, etc.

**MOTION:** Mr. Deputat made the motion to table Section 11 of the Use of Building Policy until the Town Manager reviews; seconded by Ms. Desmond and the motion carried 9-0.

#12 Mr. Deputat read Section 12 aloud. Discussion took place on the following changes: change “applied” to “adjusted”.

**MOTION:** Mr. Deputat made the motion to approve Section 12 of the Use of Building Policy as amended; seconded by Ms. Aldrich and the motion carried 9-0.

#13 User Fee Responsibility Chart

Discussion took place on having a separate category for Town Boards and Committees as they do not pay a fee.

**MOTION:** Mr. Deputat made the motion to insert a separate category for Town Boards and Committees with no fees charged; seconded by Ms. Durgan and the motion carried 9-0.

**MOTION:** Mr. Deputat made the motion to accept the State and Federal Committees fees as currently stated; seconded by Ms. Desmond and the motion carried 9-0.

**MOTION:** Mr. Deputat made the motion to charge day rental and after hour fees for nonprofit chartered organizations and groups; seconded by Mr. Layne and the motion carried 9-0.

**MOTION:** Mr. Deputat made the motion to eliminate “Sponsored Political Forums, Debates, Presenters from multiple parties will be invited to attend”; seconded by Ms. Aldrich and the motion carried 9-0.

**MOTION:** Mr. Deputat made the motion to accept the Other Charter Organization fees as currently stated; seconded by Ms. Desmond and the motion carried 9-0.

**MOTION:** Mr. Deputat made the motion to accept the Individual One Time Seminars fees as currently stated; seconded by Ms. Desmond and the motion carried 9-0.

**MOTION:** Mr. Deputat made the motion to accept the Business Presentation fees as currently stated; seconded by Ms. Desmond and the motion carried 9-0.

#14 Mr. Deputat read Section 14 aloud and no changes were suggested.

**MOTION:** Mr. Deputat made the motion to accept Section 14 as stated; seconded by Ms. Desmond and the motion carried 9-0.

#15 Mr. Deputat read Section 15 aloud. Mr. Wood asked if this is something that has been done in the past and Ms. Brabant confirmed this.

**MOTION:** Mr. Deputat made the motion to accept Section 15 as stated; seconded by Mr. Wood and the motion carried 9-0.

#16 Mr. Deputat read Section 16 aloud and no changes were suggested.

**MOTION:** Mr. Deputat made the motion to accept Section 16 as stated; seconded by Ms. Desmond and the motion carried 9-0.

#17 Mr. Deputat read Section 17 aloud and no changes were discussed.

**MOTION:** Mr. Deputat made the motion to accept Section 14 as stated; seconded by Ms. Desmond and the motion carried 9-0.

#18 Mr. Deputat read Section 18 aloud and discussion took place on the following changes: eliminate “all forms of” and add “Zingo” as a nonprofit activity.

**MOTION:** Mr. Deputat made the motion to accept Section 14 as amended; seconded by Ms. Aldrich and the motion carried 9-0.

#19 Mr. Deputat read Section 19 aloud and no changes were discussed.

**MOTION:** Mr. Deputat made the motion to accept Section 19 as stated; seconded by Ms. Aldrich and the motion carried 9-0.

#20 Mr. Deputat read Section 20 aloud and it was suggested tabling this section to allow the Town Manager to clarify the insurance limits.

**MOTION:** Mr. Deputat made the motion to table Section 20 until the town manager clarifies the insurance limits; seconded by Ms. Aldrich and the motion carried 9-0.

#21 Mr. Deputat read Section 21 aloud and no changes were discussed.

**MOTION:** Mr. Deputat made the motion to accept Section 21 as stated; seconded by Ms. Desmond and the motion carried 9-0.

#22 Mr. Deputat read Section 22 aloud and no changes were discussed.

**MOTION:** Mr. Deputat made the motion to accept Section 22 as stated; seconded by Ms. Aldrich and the motion carried 9-0.

#23 Mr. Deputat read Section 23 aloud and no changes were discussed.

**MOTION:** Mr. Deputat made the motion to accept Section 23 as stated; seconded by Ms. Desmond and the motion carried 9-0.

#24 Mr. Deputat read Section 24 aloud and the following changes were discussed: add the language no political endorsements, petitions, etc. are allowed in or on Senior Center grounds.

**MOTION: Mr. Deputat made the motion to accept Section 24 as amended; seconded by Ms. Desmond and the motion carried 9-0.**

#25 Mr. Deputat read Section 25 aloud and discussion took place on whether this section is needed. Ms. Aldrich suggested putting Section 25 at the bottom of Section 13.

**MOTION: Ms. Aldrich made the motion to move Section 25 to the bottom of Section 13; seconded by Mr. Deputat and the motion carried 9-0.**

Mr. Wood suggested town counsel also review the Use of Building Policy. Ms. Brabant will look into this.

Mr. Deputat thanked all of the members for their hard work while reviewing the Use of Building Policy.

**b. Warrant Article for May Annual Town Meeting**

A copy of the draft article has been provided to the members. Ms. Brabant explained that the purpose of the article is to eliminate the three alternate positions, change the chairperson appointment to be made prior to June 30, and to change the election of officers to take place within thirty days of appointments. Discussion took place on whether the time frame allowed should be thirty or sixty days. The town clerk, Denise Graffeo, has suggested that the Council elect all of its officers at the first meeting. It was the consensus of the council members to allow at least 60 days for the elections.

Discussion took place on how the current member's terms would be addressed and it was the consensus to extend the existing memberships by 6 months.

**MOTION: Mr. Deputat made the motion to change 30 days to 60 days; seconded by Ms. Aldrich and the motion carried 8-1. Mr. Wood was opposed.**

Ms. Brabant noted that Ms. Graffeo also suggested adding that a vacancy to serve the remainder of term be filled immediately if a member resigns.

Ms. Brabant read the Executive Summary aloud.

**MOTION: Mr. Deputat made the motion to accept the warrant article as amended; seconded by Ms. Patch and the motion carried 9-0.**

Ms. McKenna asked if there was any other unfinished business and there was none.

## 5. New Business

### a) Request for using building for meetings #3

Ms. Brabant explained that she has received a request to use the building by Liam Nation on the second Monday of every month from 7:00 p.m. to 9:00 p.m. Ms. Desmond explained that Liam Nation is a town organization that raises funds to help support special needs children in town. They are requesting to use the building free of charge. Discussion took place on the requirement of a representative from the senior center being present. Ms. Brabant noted that currently band is held on Monday nights and suggested allowing Liam Nation to use the building if it is already open at that time for the band.

Ms. Desmond left.

**MOTION: Mr. Deputat made the motion to allow Liam Nation to conduct its meetings at the Senior Center on Monday nights from 7:00 to 9:00 p.m. consistent with the use of the building by the band, should the band cease in the future during Monday nights the fee schedule shall be referred to or a different night the building is already being occupied shall be chosen; seconded by Ms. Aldrich and the motion carried 8-0.**

### b) Events in March

Sunday, March 2, 2014	Breakfast
Friday, March 7, 2014	Corned Beef Dinner
Saturday, March 1, 2014	Yard Sale

Interviews for the COA Director position are taking place this Tuesday and Wednesday.

Ms. McKenna asked if there was any other new business.

Mr. Deputat noted that on Friday, February 28, 2014, the Tewksbury Lions Club and Sons of Italy will be hosting a multi service club dinner/dance event. Approximately 90 people attending and each of the heads of several organizations will speak to the services of their organization. State Representative Tierney will also be present.

**Adjourn.**

**MOTION: Mr. Deputat made the motion to adjourn at 2:42 p.m.; seconded by Ms. Desmond and the motion unanimously carried 8-0.**

**Approved: March 19, 2014**

**Documents Discussed and/or Presented  
February 24, 2014**

- 1) **COA Meeting Agenda Handout**  
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 2) **Use of Building Policy**  
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 3) **Annual Town Meeting Warrant Article**  
A copy can be found with the Council on Aging Director or the Town Manager