



TOWN OF TEWKSBURY
COUNCIL ON AGING/SENIOR CENTER
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VIRGINIA DESMOND, CHAIR
JOEL DEPUTAT, VICE-CHAIR

ASHLEY STUART, DIRECTOR
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Meeting Minutes
March 18, 2015

The meeting was called to order by Virginia Desmond, at 12:37 p.m. at the Tewksbury Senior Center.

Members Present: Lorene Patch, Peg Keefe, Joanne Aldrich, Paul McNaught, Marie Durgan, Joan Unger, Arlene Wright, and Kathy Walsh.

Members Absent: Joel Deputat and Patty Sasso

Others Present: Ashley Stuart, COA Director, Janice Conole (late arrival), and Melissa Johnson, Recording Secretary.

Also present was Rose McKenna and Cynthia Trudeau.

Ms. Desmond noted that Ms. Stuart has made some changes to the agenda format in an effort to simply the information as well as save resources.

1. Approval of Meeting Minutes – February 18, 2015

It was noted that Mr. McNaught, Dr. Aldrich, and Ms. Keefe were not present at the February 18, 2015 meeting minutes. As a result, there was not a quorum present to vote on the minutes.

MOTION: Dr. Aldrich made the motion to table the approval of the February 18, 2015 meeting; seconded by Ms. Durgan and the motion carried 9-0.

2. Finances

a) FY 15 Budget Report and List of invoices processed since February 18, 2015

Ms. Patch read the budget report aloud. The total available operating budget as of March 18, 2015 is \$10,800.22; with \$23,962.39 being encumbered.

Ms. Sasso inquired about the snow removal costs and Ms. Stuart noted that the cost was approximately \$20,000 and the town manager is addressing this.

Ms. Desmond noted that the list of invoices format has also been changed. Rather than listing each vendor, Ms. Stuart has shown each line item and the amount spent. Ms. Stuart explained that there are three accounts: formula grant, revolving account, and operating account. The total expenses from February 18, 2015 – March 17, 2015 are \$13,098.36.

Ms. Patch asked about the charges to WB Mason and Ms. Stuart explained that this is for the salad bar.

MOTION: Mr. McNaught made the motion to approve the operating budget report through March 18, 2015; seconded by Ms. Unger and the motion carried 9-0.

3. Announcements and Correspondence

a) Upcoming Events:

- Friday, March 6, 2015: 9:30 a.m. Parkinson's Support Group
- Monday, March 9, 2015: 12:30 p.m. Cootie Party
7:00-9:00 Liam Nation
6:00-9:00 Band practice
- Thursday, March 12, 2015: 9:00-12:00 Men's Group
- Tuesday, March 17, 2015: 3:00-4:00 Swinging Seniors Chorus
- Wednesday, March 19, 2015: 12:00 p.m. COA Board Meeting
1:00 p.m. Powerful Tools for Caregivers
6:00-9:00 p.m. Red Hat Buffalo Bingo
- Friday, March 20, 2015: 9:30 a.m. GAC Meeting
7:00 – 10:00 p.m. Silvertones dance
- Monday, March 23, 2015: GAC Villa Roma Trip
Band Practice 6-9.
- Tuesday, March 24, 2015: GAC Villa Roma Trip
3:00 p.m. - 4:00p.m. Swinging Seniors Chorus
- Wednesday, March 25, 2015: GAC Villa Roma Trip
1:00 p.m. Powerful Tools for Caregivers
- Thursday, March 26, 2015: 9:00 -12:00 p.m. Men's Group

- Saturday, March 28, 2015: Yard Sale
- Monday March 30, 2015: DJ Jon Dance
- Tuesday, March 31, 2015: 3:00 – 4:00 p.m. Swinging Seniors Chorus

AARP Tax Assistance will take place on March 10, 2015, March 12, 2015, March 17, 2015, March 19, 2015, March 24, 2015, March 26, 2015 and March 31, 2015.

4. Director's Report

COA Board Member Training

Ms. Stuart, Ms. Conole, and five Board members were in attendance for the training. In addition, five other communities were present. Ms. Stuart reviewed some of the suggestions made by Emmett Schmarsow from EOEA and provided the members with two handouts: Population Growth over the Next 20 Years/MA Aging Network and Executive Summary – Council on Aging Board Highlights. These suggestions and handouts can be found in the Directors Report dated March 18, 2015 as well as with Ms. Stuart.

Discussion took place on the Council having Associate members; which would recognize members with expired terms or frequent attendees, but they would not have voting powers.

COA Policies and Procedures from Other Councils on Aging

Examples from Taunton, Sterling, and Shrewsbury have been sent to the members via email and copies are available in Ms. Stuart's office.

Ms. Stuart reviewed some of the sections she would like to see included in the manual. These suggestions can be found in the Director's Report.

Ms. Desmond feels that Sterling and Shrewsbury are the closest to Tewksbury's needs. Mr. McNaught requested a copy of the smaller policies be provided to him and noted that he was unable to print the policies from Worcester, Taunton, and Plymouth. Mr. McNaught will work with Ms. Stuart on obtaining copies of the policies.

Bringing Baby Boomers to the Senior Center

Ms. Unger noted that Lynn Murphy, Program Director at Bayberry, will be attending the next meeting to discuss possibilities of bringing the baby boomers in to the center by hosting events specific to that age group and read an email aloud that she received from Ms. Murphy.

Ms. Stuart suggestions for this include: Fifty & Fit Exercise Class, Yoga, and Strength training taught by Joan Lawrence (age range 50-60 year olds with exceptions made on a case by case basis), paint and sip night, golf/putting lessons, and spa/wellness night with free chair massage.

Ms. Desmond noted that her daughter hosts paint nights and would be willing to participate at the senior center.

Breakdown from AppleFest Craft Fair

The total amount deposited from the craft fair was \$403.00. The full breakdown can be found in the Director's report.

General Updates

- The LRTA van donation is still on track. Mr. Montuori would like to incorporate drivers into the year-long senior tax work off program.
- Work on the woodworking shed will resume the week of March 16, 2015. Ms. Stuart asked if both kilns are going in the shed and the Council members confirmed this.
- Mr. Montuori has approved Sandy Ray to work on Saturdays to promote more cleaning at each facility, including the senior center.

Ms. Desmond explained that the work being done by Ms. Ray is in addition to the typical work done by Mr. Noel.

Ms. Wright asked why the older bathrooms by the craft room are out of order. Ms. Stuart explained that she has had discussions with Ms. Ray on this and will look into it further.

- There are no major updates on the salad bar. Ms. Stuart is hoping to have the salad bar up and running by summer. Assisted living facilities in town have expressed interest in providing soup every week.

Discussion took place on the training required for the salad bar. Ms. Stuart noted that the course is \$150.00 per person. Ms. Walsh noted that she would be willing to pay for her own certification. Ms. Stuart will look into this.

MOTION: Mr. McNaught made the motion to appropriate \$300.00 from the revolving fund for Ms. Stuart and Ms. Conole to attend the necessary certification training for the operation of the salad bar; seconded by Ms. Unger and the motion carried 9-0.

- Improvements to the Snooti Patooti continue. Money remains from the Formula Grant for new displays.

Ms. Stuart explained that she brought in Burt's Bees and other new merchandise is continually being added. Ms. Trudeau had a specific ginger snap company she had suggested bringing in and Ms. Stuart will be looking in to this. Ms. Stuart will be working on the eye appeal of the shop and would also like to see the shop open on evenings when certain events are being held. Ms. Walsh noted that she worked Monday evenings for six months while events were held and she never had a sale.

Ms. Trudeau noted that there is currently a sale going on for 25% of everything. Ms. Desmond suggested advertising the Snooti Patooti sales as many people are not aware when there is a sale.

- Outreach has been limited and hoarding remains a prominent issue. Ms. Stuart attended Hoarding Level 1 Training with the Board of Health Director and the Veteran's Agent. Hoarding Level 2 Training takes place on Thursday, March 19, 2015. Ms. Stuart and those attending the training will be taking this information to Police and Fire to inform them of things to look for and what to report.

Ms. Unger noted that there was recently an event held at the library on how to clean up clutter and organize; what to keep and what not to keep, that she found very helpful.

Ms. Stuart noted that on February 28, 2015, the family they were most recently working with that had hoarding issues returned to their home that they were required to vacate on August 8, 2014.

5. Unfinished Business

Building Use Policy

Ms. Wright noted that at the previous meeting there was discussion about raising the usage fees for the cleanup of the kitchen and building after groups use the building for events. Ms. Wright explained that she was present at the kitchen cleanup last Friday evening and the kitchen is a "disaster area". Ms. Wright discussed the condition of the stove, sinks, etc. and noted that this was not just from one night of cooking. Ms. Stuart asked if Ms. Wright would be in support of having the building cleaned and Ms. Wright confirmed this and noted that she is fully in support of having a crew fully clean the kitchen.

Mr. McNaught noted that the dumpster area is also a mess. Ms. Stuart agreed and explained that the snow was an issue for awhile. Ms. Stuart noted that Mr. Noel will be back to work on Monday; however, she has requested Mr. Montuori allow Sandy Ray to still come in on the weekends to clean as Mr. Noel will be going back out on medical leave. Ms. Ray has been working on having the prisoners come to clean every floor. Ms. Walsh noted that Mr. Deputat was opposed to having the prisoners at the center. Ms. Desmond requested the prisoners do the work during a weekday rather than a weekend.

Ms. Unger discussed the problems the Garden Club had with the stove pilot as one of the pilots is very high. Ms. Stuart explained that it has been looked at and cleaned and has been determined safe. Ms. Stuart noted that the pilot needs to remain lit. Ms. Walsh suggested putting a sign in the kitchen indicating that this is the norm for the pilot and it should remain lit.

Mr. McNaught asked if there is currently a sexual harassment/bullying policy in place at the center. Ms. Stuart explained that the items listed in the director's report are her suggestions for items to be contained in the policy and bullying/sexual harassment is included in that.

6. New Business

Ms. Desmond noted that Dr. Aldrich has provided a newspaper clipping photograph from 1994 with many of the members shown in the photograph. Ms. Stuart noted that the conference room would be a great place to display these types of items.

Ms. Unger noted that the Garden Club would like to make a donation to the center and asked if anything is needed. It was the consensus to do some type of spring outside yard work or a bird bath. Ms. Unger will work with Ms. Stuart on this.

Mr. McNaught requested Ms. Stuart determine the number of people using the facility and the activity they participated in. Ms. Stuart noted that there are over 100 activities in the database and that she will work on providing something. Mr. McNaught requested just the amount of people who have signed in if the activity cannot be provided. Ms. Stuart requested Mr. McNaught come see him regarding this.

Mr. McNaught asked what the cost of advertising in the monthly newsletter is and Ms. Stuart explained that she can provide a breakdown of this and noted that she believes it is rather costly.

Adjourn.

MOTION: Dr. Aldrich made the motion to adjourn at 1:47 p.m.; seconded by Ms. Patch and the motion unanimously carried 9-0.

Approved: April 15, 2015

Documents Discussed and/or Presented

March 18, 2015

- 1) **COA Meeting Agenda Handout**
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 2) **Meeting minutes of February 18, 2015**
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 3) **Munis Report through March 18, 2015**
A copy can be found with the Council on Aging Director or the Finance Director
- 4) **Director's Report, Attachments, and Related Documents**
A copy can be found with the Council on Aging Director
- 5) **Council on Aging Policies**
A copy can be found with the Council on Aging Director