



**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  
March 19, 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, Marie Durgan, Peg Keefe, Mark Wood, Joan Unger, Virginia Desmond, Warren Layne, Paul McNaught, and Joanne Aldrich (late arrival).

Members Absent: Joel Deputat and Lorene Patch

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

**1. Approval of Meeting Minutes – February 24, 2014**

**MOTION: Mr. Layne made the motion to approve the February 24, 2014 meeting minutes; seconded by Ms. Aldrich and the motion carried 9-0.**

**2. Finances**

**a) List of FY14 invoices processed since last meeting – Copy #1 and 2**

Mr. Wood inquired about the charges to Dr. Smith for the podiatry clinic. Ms. Brabant explained that this will be Dr. Smith's last visit as he is no longer insured. A podiatrist with the appropriate insurance will be sought.

Discussion took place on the charges to Looney Enterprises for \$402.50. Ms. Brabant explained that this was for the printing of the survey that was sent to over 10,000 households.

**b) FY14 Weekly Budget Report from Munis dated March 19, 2014**

The total available operating budget as of March 19, 2014 is \$6,295.14 with an additional \$24,299.18 being encumbered.

**MOTION: Ms. Aldrich made the motion to approve the operating budget report through March 19, 2014; seconded by Mr. Layne and the motion carried 9-0.**

**3. Announcements and Correspondence**

- a) The Town Manager has appointed Ashley Stuart as the new COA Director. Ms. Stuart is presently the Program Coordinator at the Amesbury Council on Aging. She will be in for one day, Thursday, March 27, 2014, to review business procedures with Ms. Brabant. Ms. Brabant will host a “Meet the New Director” social hour from 9:00 a.m. to 10:00 a.m. Ms. Stuart will begin working on Monday, April 7, 2014.

Discussion took place on Ms. Stuart only working with Ms. Brabant for one day. Ms. Aldrich noted that it was her belief that Ms. Stuart was to work with Ms. Brabant for at least two weeks. Ms. Brabant explained that there were some delays and the budget was also being prepared at the same time. Ms. Aldrich asked if Ms. Brabant would consider extending her time for another week and Ms. Brabant declined. Ms. Aldrich noted that she would prefer to see at least one week of shadowing. Ms. Desmond explained that Ms. Stuart will be meeting individually with all of the groups at the center. Ms. Stuart has been made aware of the importance of maintaining the senior center’s volunteers. No changes will be made for a period of one year.

b) Upcoming Events:

- 1) The Silvertones will hold a dance this Friday, March 21, 2014 at 7:00 p.m. Their next dance will be held on Friday, April 11, 2014 in celebration of the former band manager, Tom MacPherson. Plans are now underway.
- 2) TRIAD “Coffee with the Chiefs” was held today. The Police Department will be holding a RAD program for seniors at the Center beginning next Friday morning.

Ms. Brabant noted that the “Coffee with the Chiefs” event was successful. There were approximately 100 people in attendance.

- 3) A volunteer event will be held this Sunday, March 23, 2014 at 1:00 p.m.
- 4) The 6<sup>th</sup> Annual Health & Wellness Fair for the whole family will be held on Wednesday, April 9, 2014 from 2:00 to 6:00 p.m.

Ms. McKenna asked if there were any other announcements and there were none.

#### **4. Unfinished Business**

- a) The Use of Building policy has been sent to the Town Manager for his review as has the article for Annual Town Meeting.

Mr. Wood requested Town Counsel also review the policy and warrant article. Ms. Brabant noted that she is waiting to hear back from the town manager on this.

- b) Are awaiting the new IT person to tend to the Servtracker program.
- c) The tax assistance volunteers are booked solid and a waiting list has been started.

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

Mr. Wood inquired as to the status of the town meeting warrant. Ms. Brabant noted that the warrant has not yet been issued. Copies will be made available at the senior center once the warrant has been completed.

#### **5. New Business**

- 1) Town Elections will be held on Saturday, April 5, 2014 from 8:00 a.m. to 8:00 p.m.
- 2) A new “Girl Talk” group will begin meeting next Thursday, March 20, at 11:15 a.m. in the crafts room. This program will run for 6 weeks.
- 3) The GAC will hold its Annual Penny Sale on April 3, 2014; which is the third Tuesday rather than the second.
- 4) The Girls Scouts will hold a Girl Scout Square Dance at the Senior Center on Wednesday, April 25, 2014.
- 5) The Rod & Gun Club will hold its annual banquet at the Senior Center on Friday, April 25, 2014.
- 6) The Piecemakers will be conducting a workshop at the Senior Center on Saturday, April 29, 2014 from 9:00 a.m. to 3:00 p.m. On this same day, the Cribbage players will be holding a Cribbage Tournament; which will begin at 12:00 p.m.

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

1:12 p.m. Mr. McNaught left and did not return.

The Council thanked Ms. Brabant for her many years of service and dedication to the Senior Center as well as the Town of Tewksbury and wished her well in her retirement.

**Adjourn.**

**MOTION: Ms. Aldrich made the motion to adjourn at 1:18 p.m.; seconded by Mr. Layne and the motion unanimously carried 8-0.**

**Approved: \_\_\_\_\_**

**Documents Discussed and/or Presented  
March 19, 2014**

- 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 24, 2014**  
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 3) **Munis Report through March 19, 2014**  
A copy can be found with the Council on Aging Director or the Finance Director
- 4) **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