



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

ASHLEY STUART, DIRECTOR
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Meeting Minutes for
April 16, 2014

The meeting was called to order by the Chair, Rose McKenna, at 12:32 p.m. at the Tewksbury Senior Center.

Members Present: Rose McKenna, Marie Durgan, Peg Keefe, Mark Wood, Virginia Desmond, Warren Layne, Paul McNaught, Joel Deputat, and Joan Unger (late arrival).

Members Absent: Joanne Aldrich

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

1. Approval of Meeting Minutes – March 19, 2014

MOTION: Mr. Wood made the motion to approve the March 19, 2014 meeting minutes as presented; seconded by Ms. Durgan and the motion carried 9-0.

2. Finances

a) List of FY14 invoices processed since last meeting

The members reviewed the list of invoices. Mr. Deputat asked about the HVAC trucks in the parking lot. Ms. Stuart explained that there were issues with the system prior to her arrival that have not been resolved; leaking gaskets, leaking valves, water coming from duct work, etc. A transfer was granted from the reserve fund to cover this work. Mr. Deputat asked if there is an estimate for the work and Ms. Stuart explained that they have been invoicing as they go along. The town manager and finance director are aware of the issues. Mr. Deputat explained that there were many

issues with the building that were not resolved when the building was completed and provided the chair lift as an example. Mr. Deputat noted that he does not believe the chairlift has ever been inspected and requested Ms. Stuart look into this.

b) FY14 Weekly Budget Report from Munis dated April 15, 2014

The total available operating budget as of April 15, 2014 is \$17,258.69, with an additional \$20,495.91 having been encumbered.

MOTION: Ms. Durgan made the motion to approve the operating budget report through April 15, 2014; seconded by Ms. Desmond and the motion carried 9-0.

3. Announcements and Correspondence

- a) The volunteer appreciation ceremony was held on Sunday, March 23, 2014 at 1:00 p.m. and was catered by the Village Inn. There were approximately 100 people in attendance. Thank you to all of our wonderful volunteers. The Senior Center could not run without them!
- b) New COA Director, Ashley Stuart, visited the senior center on Thursday, March 27, 2014 from 8:30 a.m. to 2:00 p.m. There was a good showing for “Meet the New Director”, which took place from 9:00 to 11:00 a.m. For the remainder of the time, Ms. Brabant oriented Ashley and answered questions.
- c) Ms. Brabant’s going away party took place on Sunday, March 20, 2014 from 1:00 to 4:00 p.m. and was catered by the Village Inn. There were approximately 286 people in attendance. Ms. Brabant was presented with a beautiful granite bench that will be placed outside the senior center.
- d) The Health Fair took place on Wednesday, April 9, 2014 from 2:00 to 6:00 p.m. There were 69 vendors and more than 300 attendees. Next year the Health Fair will be held on Wednesday, April 8, 2015.
- e) The Silvertones held their dance on Friday, April 11, 2014 in honor of Tom MacPherson.

4. Upcoming Events

- a) The GAC will hold its Annual Penny Sale on April 22, 2014.
- b) The Girl Scouts will hold a Square Dance on April 23, 2014.
- c) The Rod & Gun Club will hold its Annual Banquet on April 25, 2014

Mr. Deputat informed Ms. Stuart that the Rod & Gun Club is not charged for this event.

- d) The Piecemakers will be conducting a workshop on Saturday, April 26, 2014 from 9:00 a.m. to 3:00 p.m. Also on that day, the Cribbage players will also be holding a tournament beginning at 12:00 p.m.
- e) Emerald Court's Condominium Association will be holding a meeting at the center on May 3, 2014 from 9:00 a.m. to 11:00 a.m.
- f) The Friends of the Elderly is holding a breakfast benefit on May 4, 2014.
- g) A DJ Jon Dance will be held on May 19, 2014. We are still waiting for an insurance certificate and W 9 from him before this month's dance.

Ms. Stuart explained that Linda Brabant contacted Ms. Conole and informed her that the Friends will be covering the dance. Ms. Conole explained that the policy is not needed as the Friends are an outside organization.

- h) The Red Hat group is holding a "Parade Craft" on May 21, 2014.

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

5. Unfinished Business

- a) Dr. Smith will no longer be providing podiatry services at the center. Ms. Stuart will seek a new podiatrist to come to the center on a monthly basis. Seniors will be responsible for the cost of the visit and scholarships will be available to individuals with limited income. This will be based on the 2014 Federal Poverty Guidelines. Ms. Conole has contacted three foot care specialists and one is interested in starting a clinic at the senior center.

Mr. Deputat asked what happen with Mr. Smith and Ms. Conole explained that Dr. Smith retired and no longer has an insurance policy.

Ms. Stuart explained that two foot care centers in town were contacted as well as a certified foot care nurse that she is aware of, Katherine Languedoc. Ms. Languedoc can do everything that a Podiatrist can do within the building and would spend an entire day at the center bimonthly. The cost for a 30 minute appointment would be \$25.00.

MOTION: Mr. Deputat made the motion to allow Katherine Languedoc of Simply Foot Care to provide podiatry services at the center; seconded by Ms. Durgan and the motion carried 9-0.

Ms. Desmond suggested advertising that there has been a change in the program. Ms. Stuart confirmed she will advertise this in the newsletter as well as on the bulletin board.

12:53 p.m. Ms. Unger arrived and Mr. Layne left and did not return.

- b) Jami Bent, the town's new IT person, has been working with Ms. Stuart and Ms. Conole to better network communications. A new public drive has been created to allow them to work off of the same document/spreadsheet from both of their workstations. Mr. Bent is also actively working on the Servtracker program.

Ms. Stuart explained that there are funds remaining from the formula grant that must be spent by June 30, 2014. The Shawsheen Tech has been unresponsive with regards to the installation of the electrical wiring in the woodworking shed. As a result, there is approximately \$8,000 that needs to be spent. Ms. Stuart would like to put these funds towards "My Senior Center", which is a more current database similar to Servtracker but with more capabilities. Ms. Stuart discussed some of the benefits of the program. Discussion took place on the time and money that has been spent to date on Servtracker and the cost to invest in "My Senior Center". Mr. Deputat explained that the woodworking shed is still something that needs to be completed and suggested continuing with the Servtracker program and using the \$8,000 towards the shed as planned. Ms. Stuart asked if the shed could be postponed for two months as the new formula grant funds will be received. It was the consensus to suspend the work on the shed until the next formula grant is received and use the remaining \$8,000 on the "My Senior Center" software.

MOTION: Mr. Deputat made the motion to suspend the electrical work on the woodworking shed until the next formula grant is received, the remaining \$8,000 shall be used towards the "My Senior Center" software; seconded by Ms. Desmond and the motion carried 9-0.

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

Mr. McNaught discussed the Veteran's Plaque that was proposed some time ago and then cancelled. Mr. McNaught requested Ms. Stuart find the applications for the Veteran's who were to be listed on the plaque and return them as they could contain sensitive information.

6. New Business

- a) Ms. Stuart and Ms. Conole have updated the volunteer intake form. A file will be created for each volunteer, with updated information and an updated CORI (if needed). Ms. Conole is also compiling an updated list of volunteers and a calendar of who volunteers when and where.
- b) Ms. Stuart met with Town Manager Richard Montuori on Friday, April 11, 2014 to discuss after hour use of the building. A new application will be created identifying each group's primary and secondary contacts, their purpose and meeting days/times. The

primary contact will pick up an entryway key prior to the event and he/she will leave the key in a designated spot upon exiting. An Allen wrench will be available in order for them to lock up and he/she will be given the alarm code.

Mr. Wood inquired as to the status of the Town Manager reviewing the Use of Building Policy that was recently approved by the COA members. Ms. Desmond noted that to her knowledge it has not yet been reviewed. Ms. Stuart noted that she will check with Mr. Montuori on this.

Mr. Wood requested the application for use of the building be made an attachment to the Use of Building Policy.

Mr. Deputat noted that he would be opposed to giving out keys and the alarm code. Ms. Stuart explained that prior to her starting she was informed by the Town Manager that he did not want her at the center all hours of the night and that her time would be better spent during the day. Ms. Stuart noted that she has done this in the past at another facility and there were no issues. The keys would rarely be given out at there is typically a COA member or volunteer participating in the afterhours group. An example of a group for which the key would be given would be the Girl Scouts.

Mr. Deputat expressed concerns with this policy having already been put in place without input from the COA. Ms. Stuart explained that it was an agreement that she and Mr. Montuori reached and apologized as it was not her intention to step on anyone's toes.

Mr. Wood suggested the members write down their questions and concerns about this issue and present them at the next meeting.

Discussion took place on this being in violation of the Use of Building Policy and implementing this policy on a trial period. Mr. McNaught suggested the COA members be key holders. Ms. Stuart noted that she would be agreeable to this should the COA prefer.

MOTION: Mr. Deputat made the motion to allow Ms. Stuart to implement the after hour use of building key policy for a 60 day trial period at which time this matter will be reviewed again; seconded by Ms. Desmond and this motion carried 8-1. Mr. Deputat was opposed.

c) Memorial Day Parade

The Memorial Day Parade will be held on May 26, 2014. An activities meeting has been scheduled for Friday, April 25, 2014 at 10:00 a.m.

Discussion took place on the changes in the Friends of the Elderly funding sources. Ms. Stuart explained that Ms. Brabant was the treasurer for the funds and she has informed her that some of the items may no longer be covered by the Friends. Ms. Stuart noted that she has also heard that the Friends group may be dissolving.

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

Mr. Deputat noted that a Pizza Wars will be held at the Tewksbury Country Club on May 7, 2014 from 5:00 to 8:00 p.m.

Mr. Deputat discussed the monitoring system for the building and requested Ms. Stuart work with the new IT person to get this running correctly and to allow for online monitoring from home in the event the alarm is sounded at night.

Adjourn.

MOTION: Mr. Deputat made the motion to adjourn at 1:48 p.m.; seconded by Ms. Durgan and the motion unanimously carried 9-0.

Approved: _____

Documents Discussed and/or Presented
April 16, 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 March 19, 2014**
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 3) **Munis Report through April 15, 2014**
A copy can be found with the Council on Aging Director or the Finance Director
- 4) **Updated Volunteer Application**
A copy can be found with the Council on Aging Director
- 5) **2014 Federal Poverty Guidelines with Notes**
A copy can be found with the Council on Aging Director
- 6) **Application for After Hours Building Use**
A copy can be found with the Council on Aging Director