



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

ASHLEY STUART, DIRECTOR  
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**Meeting Minutes for  
May 24, 2014**

The meeting was called to order by the Chair, Rose McKenna, at 12:35 p.m. at the Tewksbury Senior Center.

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

Members Absent: Joanne Aldrich and Peg Keefe

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

Ms. McKenna noted that next month the meetings will go back to the 3<sup>rd</sup> Wednesday of the month and explained that Ms. Stuart had a conflict this month. Mr. McNaught noted that none of the Council members were notified of, or had input on, the rescheduling of the meeting and Ms. Stuart does not have the authority to make such a change without proper notification to the council. Ms. Stuart explained that she spoke with Ms. McKenna, Ms. Desmond and Mr. Deputat last month regarding the rescheduling of the meeting and the meeting was not properly notified due to a clerical error. Ms. Stuart apologized for not notifying the Council sooner of the new date and noted that in the future she will make every effort to provide the proper notification.

Mr. McNaught noted that it is his understanding that a motion was made approximately one year ago that the agenda would be received at least 10 days, but no less than 7 days, prior to the meeting.

**1. Approval of Meeting Minutes – April 16, 2014**

Ms. Stuart explained that she has requested Ms. Johnson go back and review the tape from the April 16, 2014 meeting to include more detail.

**MOTION: Mr. Deputat made the motion to table the April 16, 2014 meeting minutes as presented; seconded by Mr. Wood and the motion carried 8-0.**

## 2. Finances

### a) List of FY14 invoices processed since last meeting

The members reviewed the list of invoices. Mr. Deputat inquired about the charges to National Grid for the March gas bill and to Direct Energy for gas delivery. Ms. Stuart explained that the town has contracted both a gas and energy company as well as two delivery companies on top of that.

Mr. Wood asked about the charges for My Senior Center and Ms. Stuart explained that this is the program that was voted on at the last meeting to replace the ServTracker program.

12:40 p.m. Mr. Layne arrived.

### b) FY14 Weekly Budget Report from Munis dated May 22, 2014

Mr. Deputat read the budget report aloud. The total available operating budget as of May 22, 2014 is \$806.51, with an additional \$21,336.31 having been encumbered.

Ms. Desmond asked about the funds for uniform allowance. Ms. Stuart explained that these funds have already been spent and need to be rolled into payroll.

Ms. Desmond asked about the funds for In State Travel. Ms. Conole explained that In State Travel is for mileage reimbursement; however, these funds may be needed to pay for Ms. Stuart's town cell phone. This has not been included in the budget as the previous Director did not have a town cell phone.

**MOTION: Ms. Desmond made the motion to approve the operating budget report through May 22, 2014; seconded by Mr. McNaught and the motion carried 9-0.**

## 3. Announcements and Correspondence

- a) Outreach: Ms. Stuart has begun reaching out to the community in order to identify home bound and/or at risk seniors. Ms. Stuart has met with Tewksbury's Community Liaison through Elder Services of the Merrimack Valley, as well as Melissa Maniscalco, Director of the Tewksbury Housing Authority. Ms. Stuart would also like to meet with social workers from local rehabilitation centers with the hopes of participating in the discharge planning for individuals who are reentering the community. Ms. Stuart is open to ideas and creative ways to reach this population.

Mr. Wood noted that this is quite an undertaking and commended Ms. Stuart on her efforts.

Ms. Desmond asked if someone would be hired to do this or if Ms. Stuart will be handling this on her own. Ms. Stuart explained that there would have to be a need in order to hire someone and at this point in time, there is no need.

Discussion took place on HIPPA Laws and creative ways of finding the “at risk” seniors. Ms. Unger discussed her past experiences with this and suggested it be put in the newsletter and posted on the bulletin board. Ms. Stuart confirmed this will be done and noted that she has already had approximately a dozen people reach out to her regarding this. Ms. Stuart noted that while she was in Amesbury she had a case load of over 200.

#### **4. Upcoming Events**

- a) A Breakfast Benefit will be held on June 8, 2014 from 7:30 to 11:00 a.m.

Mr. Deputat asked if the funds from the breakfast will be used to help fund the parade and Ms. Stuart confirmed this. Discussion took place on the low turnout at the previous breakfast. Ms. Stuart noted that one of the issues may have been that the date was listed incorrectly in two different places and this may have been why. Mr. Deputat suggested utilizing the signs that were previously purchased to help advertise the event. Discussion took place on the signs having been stolen in the past. Ms. Unger suggested the small signs with the metal posts as used by the Garden Club as they have never been stolen. Ms. Stuart will speak with Linda Brabant regarding this.

- b) A Seminar on Nutrition by Tricia Silverman, and sponsored by the Tewksbury Cultural Council grant, will take place on June 9, 2014 from 10:00 to 11:15 a.m.
- c) A TRIAD Seminar on “The Role of EMT’s/Paramedics in the Community” by Tim Regan on June 11, 2014 from 9:30 a.m. to 10:30 a.m.

Mr. McNaught noted that prior to Ms. Stuart’s arrival he had suggested reaching out to the Veteran’s Agent, Jim Williams, for contributions from the three veteran’s organizations in town as Mr. Williams is the holder of the funds. The Veteran’s Council is comprised of the VFW, American Legion and DAV. Each entity was asked individually to contribute and Mr. McNaught has suggested the three pool the funds and make one contribution through the Veteran’s Agent.

- d) A trip to Hampton Beach (Sand Castles, the “Continental’s” and fireworks will take place on June 25, 2014. The cost is \$15.00 per person.

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

#### **5. Unfinished Business**

- a) The Foot Care clinic is set to begin on Thursday, June 5, 2014. Catherine Languedoc will be seeing 14 seniors in the town nurse’s office. There is a waiting list of approximately 10 people. Ms. Stuart has contacted Ms. Languedoc and they are working to schedule a second day, either during the same month she is already coming or the following month, so that she will be coming every month rather than every other month.

Ms. Durgan asked if a half hour appointment is really necessary. Ms. Desmond explained that a medical evaluation will be done by Ms. Languedoc and she will not just be cutting toe nails. Mr. Wood suggested determining ahead of time what services the person will be receiving to determine which appointments will take less time. Mr. Deputat noted that June 5, 2014 will be the first clinic with Ms. Languedoc and suggested discussing any issues after that time.

- b) Building Use has been successful. There have been no incidents of misuse or theft and the spaces used have been returned to their original state. On one occasion, the lights were not working in the atrium, but the group was able to accommodate this.

Ms. Unger noted that the parking lot lights are not on at night and this is a safety issue. Mr. Deputat explained that the parking lot lights and atrium lights are no longer accessible as the office has been locked and suggested seeing if an electrician can move the switches to an unlocked area. Ms. Conole noted that the parking lot lights were not put on last night as she had left on an emergency. The town manager has suggested leaving the lights on all night as they are not currently on a timer. Ms. Stuart will look into this further.

- c) Float building for the Memorial Day Parade will take place tomorrow, Friday, May 23, 2014. Those interested will arrive at Dennis Sheehan's garage around 9:00 a.m. A light breakfast and pizza for lunch will be provided at the garage. On Monday, May 26, 2014, seniors will meet at the Senior Center around 12:00 p.m. and will be taken to the float via Tewksbury Transit. The float will return to the center after the parade to be dismantled and a lunch of sandwiches and salads will be served.

Mr. McNaught noted that the cemetery ceremony service will begin at 12:45 p.m. Discussion took place on the parade logistics.

- d) My Senior Center is available to the COA Staff to begin entering data on seniors and events. Ms. Stuart and Ms. Conole have begun this process.

Ms. Stuart explained that this is the software that will be replacing ServTracker. ServTracker had not been updated in 6 to 7 years. Ms. Stuart has been manually entering the senior information from home and is expected to be done within a month. Ms. Unger asked how Ms. Stuart obtained the information and Ms. Stuart explained the census.

Ms. Unger asked what the youngest age to come to the senior center is and Ms. Stuart noted that the senior center states they welcome people of all ages. Mr. McNaught explained that typically the policy has been 60 years old and above. Ms. Stuart noted that disabled people can also eat through the lunch program regardless of age.

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

Mr. Deputat suggested Ms. Stuart take down his number in the event any issues arise at night with outside lighting, etc. Ms. Stuart will add Mr. Deputat's telephone number to the contact list. Ms. Desmond noted that the lights take approximately 10 minutes to completely turn on

and suggested this be taken into consideration. Ms. Conole noted that typically she turns the outside lighting on when she leaves for the evening. Mr. McNaught suggested the lights be put on a motion sensor. Ms. Stuart suggested a timer and noted that she will look into both options.

Discussion took place on the landscaping at the senior center. Ms. Stuart explained that the Friends of the Elderly paid for spring cleaning. Mr. Deputat noted that \$7,500 was transferred into an account by the town manager for mowing. Ms. Stuart explained that the town funds the mowing and the COA is responsible for the landscaping portion.

Mr. Deputat asked if the change in use of the grant funds has been approved and Ms. Stuart confirmed approval has been received from the State. Mr. Deputat asked if Ms. Stuart has been in contact with the Shawsheen Tech regarding the woodworking shed and Ms. Stuart noted that she has not. Ms. Desmond suggested this be done over the summer as this is typically when the Shawsheen Tech sets up their projects for the year.

## **6. New Business**

Ms. Unger asked if the Friends of the Elderly will be dissolving and what would happen if they do. Ms. Stuart explained that she has heard they could be dissolving and she is not sure what would happen. Ms. Unger noted that the Garden Club would like to make a donation to the Senior Center. Ms. Desmond suggested Ms. Unger speak with Linda Brabant if the donation is to the Friends of the Elderly. Mr. Deputat noted that the Friends of the Elderly will be meeting within the next couple of weeks to determine their fate; the current membership no longer wants to serve and it needs to be determined if new membership will be appointed or if the group will dissolve. Ms. Unger suggested Ms. Stuart do some research to see if the Garden Club can help with anything at the Center. Discussion took place on the potential conflict of interest when Ms. Brabant was the COA director as well as the holder of the funds for the Friends of the Elderly. Ms. Desmond explained that the Friends of the Elderly were set up to utilize funds that were being donated strictly for the purpose of improving the senior center and its services to ensure that the funds were not used to pay utility bills, etc.

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

## **Adjourn.**

**MOTION: Ms. Durgan made the motion to adjourn at 1:32 p.m.; seconded by Mr. McNaught and the motion unanimously carried 8-0.**

**Approved: June 18, 2014**

**Documents Discussed and/or Presented  
May 24, 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 April 16, 2014**  
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 3) **Munis Report through May 22, 2014**  
A copy can be found with the Council on Aging Director or the Finance Director