



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
October 15, 2014**

The meeting was called to order by Virginia Desmond, at 12:36 p.m. at the Tewksbury Senior Center.

Members Present: Virginia Desmond, Marie Durgan, Peg Keefe, Lorene Patch, Paul McNaught, Joan Unger, Joel Deputat (late arrival), Arlene Wright, and Kathy Sasso.

Members Absent: Joanne Aldrich and Rose McKenna

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

Also present were Jim Dibias, Kathy Walsh, and Cindy Trudeau.

Ms. Desmond noted that cards are being passed around for the members to sign for former members Mark Wood and Warren Layne. In addition, personalized cups will be purchased for each recognizing their years of service on the COA.

Ms. Desmond introduced the new members and explained that Ms. Sasso is a Board of Selectmen appointee to replace Rose McKenna, and Arlene Wright is a COA appointee. Ms. Desmond requested Ms. Sasso tell the members about herself. Ms. Sasso explained that she is from Burlington and moved to Tewksbury 30 years ago. Ms. Sasso would like to help the seniors in town as she feels senior centers are very important part of every community.

Ms. Desmond requested Ms. Wright tell a little about herself. Ms. Wright noted that she has been a member at the Senior Center for over 20 years and participates in many activities and groups at the center. She loves the center and has met many great people and would like to be involved in its decisions.

Mr. Deputat arrived.

Ms. Desmond introduced the members for the benefit of the new members and guests present.

ELECTION OF OFFICERS:

Ms. Desmond opened the nominations for Chairman. Mr. Deputat nominated Ms. Desmond. There were no other nominations made.

MOTION: Mr. Deputat made the motion to close the nominations for Chairman; seconded by Ms. Unger and the motion carried 9-0.

MOTION: Ms. Unger made the motion to elect Virginia Desmond as Chair of the Council on Aging; seconded by Ms. Durgan and the motion carried 8-0-1. Ms. Desmond did not take part in this vote.

Ms. Desmond opened the nominations for Vice Chairman. Ms. Unger nominated Mr. Deputat as Vice Chair. There were no other nominations made.

MOTION: Mr. McNaught made the motion to close the nominations for Vice Chairman; seconded by Ms. Unger and the motion carried 9-0.

MOTION: Ms. Unger made the motion to elect Joel Deputat as Vice Chair of the Council on Aging; seconded by Mr. McNaught and the motion carried 8-0-1. Mr. Deputat did not take part in this vote.

Ms. Desmond opened the nominations for Treasurer. Ms. Unger nominated Mr. McNaught. Mr. McNaught declined. Mr. Deputat nominated Lorene Patch. There were no other nominations made.

MOTION: Mr. McNaught made the motion to close the nominations for Treasurer; seconded by Mr. Deputat and the motion carried 9-0.

MOTION: Ms. Unger made the motion to elect Lorene Patch Treasurer of the Council on Aging; seconded by Mr. Deputat and the motion carried 8-0-1. Ms. Patch did not take part in this vote.

Ms. Desmond opened the nominations for Clerk. Mr. Deputat nominated Ms. Unger. There were no other nominations made.

MOTION: Mr. McNaught made the motion to close the nominations for Clerk; seconded by Mr. Deputat and the motion carried 9-0.

MOTION: Ms. Durgan made the motion to elect Joan Unger as Clerk of the Council on Aging; seconded by Mr. Deputat and the motion carried 8-0-1. Ms. Unger did not take part in this vote.

1. Approval of Meeting Minutes – September 17, 2014

Mr. McNaught noted a correction on Page 5 of the September 17, 2014 meeting minutes; Ms. McKenna shall be changed to Ms. Desmond. Ms. Desmond requested additional information be added regarding the fee paid by the Friends of the Elderly and explained that they do not pay a fee; however, they do put money back into the center. Ms. Conole explained that the Friends of the Elderly pay a \$100 fee for use of the building. Mr. McNaught asked if this applies for other groups that use the Center. Ms. Stuart noted that the Silvertones also pay a \$100 fee for their events.

MOTION: Mr. Deputat made the motion to approve the September 17, 2014 meeting minutes as amended; seconded by Mr. McNaught and the motion carried 9-0.

2. Finances

a) List of FY14 invoices processed since September 17, 2014

b) FY15 Weekly Budget Report from Munis dated October 15, 2014

Mr. Deputat read the budget report aloud. The total available operating budget as of October 15, 2014 is \$25,349.01 with \$43,592.44 being encumbered.

Mr. McNaught asked who creates the report. Ms. Stuart explained that it is computer generated by the Finance Department.

Mr. Deputat inquired about the -\$797.41 under communications. Ms. Stuart explained that she believes this is the result of the cell phone and she is working on this with the Finance Director, Karen Kucala.

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

3. Announcements and Correspondence

a) Upcoming Events:

- October 17, 2014 – A Flu Clinic will be held from 1:00 p.m. to 4:00 p.m.

Ms. Desmond asked if the clinic is open to everyone. Ms. Conole confirmed this and noted ages 4 and up.

- October 17, 2014 – October 19, 2014 – Quilt Show at the Senior Center

Ms. Desmond asked who will be covering the building for the Quilt Show. Ms. Conole explained that the show will take place on Saturday and Sunday. Friday night will be for set up only. Ms. Conole noted that the President of the Piecemakers have the key to access the center during this time.

- October 22, 2014 – Red Hat Halloween Party
- October 24, 2014 – Friends of the Elderly Halloween Dance at 7:00 p.m.
- October 25, 2014 – Senior table at Applefest Craft fair from 9:00 a.m. – 3:00 p.m. Ms. Stuart as well as volunteers will be covering this event.
- October 27, 2014 – DJ Jon Afternoon Dance at 12:00 p.m.
- November 7, 2014 - Spaghetti Supper at 5:00 p.m. followed by Fred Manzi Band Dance at 7:00 p.m.
- November 10, 2014 – Cootie Party at 12:00 p.m.
- November 11, 2014 – Veteran’s Day – The Senior Center will be closed.

Ms. Desmond noted that there will be Veteran’s Day activities at the center of town as well as the laying of the wreaths. Mr. McNaught discussed the construction of the town hall having an effect on the Veteran’s Day services and noted that there is a monument in the area.

- November 13, 2014 – Elks Thanksgiving dinner. Tickets will be available on October 21, 2014.
- b) \$330 for East Coast Irrigation and \$5,000 for the chairlift were approved at Special Town Meeting on October 7, 2014.

Mr. Deputat asked if the fine amount is known yet. Ms. Stuart explained that Representative Miceli’s office is handling this. Mr. Deputat asked if Garaventa Lift Company has stated that \$5,000 is enough. Ms. Stuart explained that this amount was estimated by the Town Manager.

- c) Ms. Stuart and Ms. Conole attend the MCOA Conference from Wednesday, October, 8, 2014 – Friday, October 10, 2014. Kathy Walsh covered the office during this time and reported no major issues.
- d) Open enrollment starts today, Wednesday, October 15, 2014, and runs until Sunday, December 7, 2014. Open enrollment allows Medicare beneficiaries to make changes to their health care coverage. A new SHINE representative has not been assigned to the Tewksbury COA so Ms. Stuart will have to field all SHINE requests.

Ms. Stuart explained that she was at a SHINE training yesterday and again requested a replacement representative. Ms. Stuart has refused to sign the contract with SHINE and has advertised it in the newsletter. Ms. Stuart explained that the process can be very time consuming. As a result, Ms. Stuart will be taking emergency appointments only and sending the others to Elder Services in the hope that they will fill the spot faster.

- e) A third Bone Builders class was added and will take place on Wednesdays at 8:15 a.m. and Fridays at 9:30 a.m. We are very excited to be able to offer a 3rd free exercise class at the center.

Ms. Wright asked if liability is a concern if someone is injured. Ms. Stuart explained that CTI addresses this.

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

Ms. Unger explained that she meets at the center with the Garden Club and at a recent meeting there were other groups and people wandering the building that they did not know. Ms. Unger does not feel the group holding the key to be responsible for the building.

Ms. Unger asked if the Senior Center has a mission statement. Mr. Deputat noted that it is his belief that the beginning of the Use of Building policy, which is out for review, discusses this. Ms. Stuart explained that she has been looking into the process of having the Senior Center be accredited to increase funding opportunities. As part of this a mission statement is required. Ms. Stuart noted that it is a long process and could take a couple of years. Ms. Desmond requested the members give some thought to what they feel the mission statement should be. Ms. Unger noted that she has received feedback that many of the seniors are unhappy. Ms. Wright explained that the original intent of the center was for seniors to have a place to go to be social that was warm and inviting. Discussion took place on many of the seniors feeling that the warm and welcoming part has gone away. Ms. Unger noted that part of it may be that Ms. Stuart does not have an open door policy. Ms. Stuart explained that her door is always open and Ms. Conole confirmed this.

Ms. Durgan asked if the design of the new building has something to do with the warm feeling that has been missing as the old building was smaller and more open.

Ms. Stuart noted that there have been many issues with her taking over leadership and the changes for some have been difficult. The only changes that have taken place are the director and building policy. Ms. Stuart noted that the previous director was from town and is also a senior. Ms. Stuart explained that she has a vision and is confident in where she is going. Ms. Stuart's goal is to serve all of the seniors in the community and not just those that participate at the center. Mr. Deputat asked Ms. Stuart to put her vision in writing for the next meeting.

Mr. Dibias noted that Linda Brabant was at the Director at the center for 32 years and everyone loved her. Ms. Stuart has been chosen as the new director and needs to be given a chance as she has been trying very hard.

Mr. McNaught noted that Ms. Stuart's mission is in her job description and he does not feel she needs to put her vision in writing. Ms. Stuart is qualified and has been chosen by the committee that was put together to hire a new director.

Ms. Desmond explained that the goal is to get the center back to the warm and welcoming feeling. Ms. Desmond explained that she and Mr. Deputat served on the committee that hired Ms. Stuart and their main concern was that Ms. Stuart could run the center the same way it had been running. Ms. Desmond explained that coming in she was not made aware that Ms. Stuart had a different agreement with Mr. Montuori who changed her hours and allowed her to take a course for the first 8 weeks she was here. As a result, Ms. Stuart's physical presence was not here and Ms. Desmond feels that this caused some of the discord; poor communication and a misconception. Ms. Desmond feels it should be determined whether Ms. Stuart is a social services person, a council on aging director, or both. Ms. Stuart explained that her job description is to balance both. Ms. Stuart noted that she has only been on board for 6 months and this is her first position as a director. Ms. Stuart does not feel she is being given enough credit or patience.

Mr. Deputat explained that he served on both the building committee for the center and the committee that hired Ms. Stuart. The intent for the building was a functional center to allow for the many different activities; this has caused some of the isolation. Mr. Deputat explained that Ms. Stuart was chosen to take the center in a new direction, which was to embrace the community, find a way to get the younger seniors to become involved, and to change the image of the center to a place for all. Mr. Deputat noted that he has been surprised by some of Ms. Stuart's actions, as one of the things that were discussed was that drastic changes would not be made and they have. Ms. Stuart asked what Mr. Deputat is referring to. Mr. Deputat noted that it is not anything specific, but his feeling is that many wish Ms. Stuart would take more time to get to know the seniors at the center. Mr. Deputat explained that he would like to know what Ms. Stuart's vision is for the center so it could be shared with others and this may help get things back on track.

Ms. Trudeau asked how Ms. Stuart plans to juggle everything as it is a lot of work for one person. Ms. Stuart explained that she would like to bring an outreach worker on board as Tewksbury is the only center in the area that does not have one. Ms. Stuart needs to show a need for this and is working on this.

Ms. Desmond requested Ms. Stuart share more of her thoughts with the COA so they can address some of the rumors that are being heard. Ms. Desmond feels there has been a division at the center and as Chair she would like to fix this.

MOTION: Mr. McNaught made a motion for the Council on Aging to take a vote of confidence in Ms. Stuart; seconded by Ms. Durgan and the motion carried 9-0.

4. Unfinished Business

- a) Update on Woodworking Shed – With the help of Mr. Deputat, Ms. Stuart wrote to Charles Lyons, Superintendent at the Shawsheen Valley Technical High School to inquire about the project. Dave Norkawicz contacted Ms. Stuart and is scheduled to come to the center on Wednesday, October 22, 2014 to look at the shed.

Mr. Deputat noted that he spoke with Mr. Lyons regarding this and he provided his card for Ms. Stuart to contact him. Ms. Stuart explained that they will be looking at the shed next Wednesday.

- b) Grant Money – The Council on Aging is still waiting for the Executive Office of Elder Affairs to award this year's grant money.

Ms. Conole noted that she was at a workshop at the MCOA conference and was informed by Sherry Soar her that the monies are expected to go out soon. No communities have received funds. Ms. Conole was told that they were waiting for 6 agencies and if they were not in by last Friday they would have to wait until January, and the funds would be released to councils who did submit in a timely manner.

- c) Update on status of the Veteran's Plaque

Ms. Desmond noted that she spoke with the Veteran's Agent who has informed her that she has been busy servicing the veteran's and focusing on veteran's events. Discussion took place on the funding. Mr. McNaught explained that Kathy Walsh and her husband have offered to provide the funds for the plaque.

- d) The chairlift behind the stage is still pending. A call has been placed to Dave at Representative Miceli's office.

- e) The parking lot light project – Green Community Grant – The project is still on track to be completed by the end of November, 2014. The project was started today, October 15, 2014, on the building mounted lights.

Ms. Desmond asked if all of the lights are being replaced and if any lights will be added. Ms. Stuart noted that she has not been informed of any of the process. Ms. Johnson explained that the town has a consultant that works on this and suggested the council contact the Conservation Agent, Kyle Boyd, for more information. Mr. Deputat requested a copy of the proposal be obtained.

- f) Letters of appreciation

Ms. Desmond noted that the cards will be sent out to Mark Wood and Warren Layne.

- g) Security Camera footage –Jami Bent, Town of Tewksbury Computer Services, responded to the request of the Board to be able to view a live feed from our security cameras at the home. Mr. Bent's response has been included in the member's packets. In short, the town's microwave network is not equipped for this function.

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

Ms. Desmond and Mr. Deputat requested Ms. Stuart check on the status of the Use of Building Policy that has been out to the Town Manager for review for quite some time.

5. New Business

Mr. McNaught asked what the smoking policy is. Ms. Stuart noted that she will look in to this. Ms. Sasso explained that when her company banned smoking they first allowed it outside. However, there is a Mass. State law that states that the smoke cannot go into the windows, doors, or any part of the building. As a result, they now have to go inside their cars to smoke. Mr. McNaught noted that currently they smoke outside the back door and people entering the building have to walk through it to get inside. When the door is opened the smoke enters the building. Discussion took place on the State Hospital not allowing smoking and safety issues with the workers crossing Livingston Street. This matter will be discussed further at the next meeting.

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

Adjourn.

MOTION: Mr. McNaught made the motion to adjourn at 1:56 p.m.; seconded by Ms. Durgan and the motion unanimously carried 9-0.

Approved: November 19, 2014

**Documents Discussed and/or Presented
October 15, 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 September 17, 2014**
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 3) **Munis Report through October 15, 2014**
A copy can be found with the Council on Aging Director or the Finance Director