



TOWN OF TEWKSBURY
COUNCIL ON AGING/SENIOR CENTER
175 CHANDLER STREET
TEWKSBURY, MASSACHUSETTS 01876

FRONT DESK (978)640-4480
FAX (978) 640-4483

VIRGINIA DESMOND, CHAIR
JOEL DEPUTAT, VICE-CHAIR

ASHLEY SPRINGMAN, DIRECTOR
ASpringman@tewbury-ma.gov

Meeting Minutes
January 20, 2016

The meeting was called to order by Virginia Desmond, Chair, at 12:34 p.m. at the Tewksbury Senior Center. Ms Desmond introduced Bob MacInnis as the newest board member to be sworn in for the next board meeting.

Members Present: Paul McNaught, Patty Sasso, Kathy Walsh, Joan Unger, Lorene Patch, Arlene Wright, Joanne Aldrich and Marie Durgan

Members Absent: Joel Deputat

Others Present: Ashley Springman, COA Director, Janice Conole, Cynthia Trudeau and Bob MacInnis

1. Approval of Meeting Minutes – November 18, 2015

MOTION: Dr. Aldrich made the motion to approve the November 18, 2015 meeting minutes as amended with Arlene Wright having been present; seconded by Ms Sasso and the motion carried 8-0.

The Director made the December meeting minutes available in the mailboxes in the office suite to the members for approval at the next meeting.

2. Finances

a) FY 15 Budget Report and List of invoices

Ms Patch read the expense report out loud. The total available operating budget through January 19, 2016 is \$50,983.49 with \$31,952.24 being encumbered.

MOTION: Mr. McNaught made the motion to accept the expense report through January 20, 2016; seconded by Ms Sasso and the motion carried 8-0.

3. Announcements and Correspondence

- a) Ms Springman noted that approximately half of the money donated by Lowell General has been used to purchase exercise equipment for all the classes to utilize.
- b) Ms Springman noted that she is still working on donating the organ.
- c) Ms Desmond asked for suggestions to improve the center's offerings. Ms Springman noted that there will be a Zumba class starting in February on Thursdays from 3:15 to 4:15 PM.
- d) Ms Patch suggested a knitting class might be well attended. Ms Wright noted that several of the people in the craft class knit, however there has never been a real interest in holding a class either by teachers or students. Ms Springman asked if Ms Wright thought the craft class would be interested teaching a course. Ms Wright noted that perhaps they would be interested in running a three week course.
- e) It was noted that Richard Marshall had been honored at the Silvertone's Dance on January 15th. Mr. Marshall has retired from the band after almost a decade with the band.
- f) Ms Durgan noted that she will be travelling to Florida in February and will be unable to attend the February COA Board Meeting.
- g) Cynthia Trudeau asked about the 90 minute delay policy and suggested that the policy be clarified as to the time of the delay.
- h) Upcoming Events:
 - Monday, February 1, 2016 2-6PM Upscale Intake Night
 - Thursday, February 4, 2016 7AM Departure Foxwoods Day Trip
 - Friday, February 5, 2016 Group 9:30AM Parkinsons Support
 - Monday, February 8, 2016 10AM MS Support Group
 - Monday, February 8, 2016 6:30PM Band Practice
 - Tuesday, February 9, 2016 6PM Piecemakers
 - Wednesday, February 10, 2016 7PM Garden Club
 - Thursday, February 11, 2016 9AM Men's Group
 - Friday, February 12, 2016 7PM Valentine's Dance
 - Monday, February 15, 2016 President's Day – Senior Center Closed
 - Wednesday, February 17, 2016 12:30PM COA Board Meeting
 - Wednesday, February 17, 2016 7PM Red Hat Anniversary Party

4. Director's Report

Ms Springman noted that Mr. Deputat, Ms Sasso and Ms Springman continue to work on the Policies and Procedures.

Ms. Springman noted that the layout of the Woodworking Shed is still pending. Ms Springman has reached out the cabinet maker that manufactured the cabinets in the servery. The goal is to utilize the space in the most efficient manner. Ms Durgan asked what will be housed in the shed. There are two kilns in the shed. The right side has been designated for woodworking. The stained glass class would still be in the craft room, however, they will use the shed to fire their wares. The board agreed to the idea of having movable tables in the shed.

Ms. Springman stated the craft room has been completed. The floor just needs to be waxed. Ms Springman asked the board for their input on purchasing the wax kit so that Mr. Noel could do the floors. The kit is costly, however, the thought is that it can be used to do the floors in the conference room and the fabric arts room every year. The board supported the suggestion to purchase the kit and have Mr. Noel wax the floors.

Ms Springman noted that the ELKS is not interested in the organ or piano. Ms. Springman noted the next step would be to post them online and in the newsletter. Ms. Springman noted the piano we are keeping will need to be tuned. Ms. Desmond said she would get the name of someone who does that and give it to Ms. Springman.

Ms Springman noted that the Legislative Breakfast has been changed to January 29th because of a conflict with the legislators. The breakfast is scheduled for 9AM and Ms Desmond extended an invitation to the board members.

Office assignments are being finalized tomorrow for the GAC and the Friends of the Elderly/Consignment Shop. The GAC will be moving to the former Nurses office and the Friends of the Elderly/Consignment Shop will share the former GAC office.

Ms. Springman noted that Nicole Hutcheon ran the Outreach meeting and did a great job. She will be meeting individually with volunteers to match them up to seniors in the town who are homebound. Ms Unger asked about the commitment that is required. Ms Walsh told the board that Nicole would be looking for a long term commitment. Ms Unger suggested using High School Students, however, Ms Springman noted that we are unable to CORI those under 18 and additionally we cannot CORI the households they would be visiting. Mr. MacInnis suggested putting a poster in the Elderly complexes to make the residents aware of the Friendly Visitor Program. He noted that individuals who cannot drive could be matched up with individuals that can drive with people in the complexes. Ms. Springman noted that Friendly visitors are not allowed to drive people to doctor's appointments.

Ms. Springman noted that the bus from the LRTA is moving forward. The LRTA is trying to clear the title at the moment with the RMV. She suggested housing the bus offsite until the details are put into place so that it would avoid confusion with the seniors that the bus is up and running.

Ms. Springman noted that the ZUMBA class was put in place by Diane Dunlevy.

5. Discussion on Absenteeism

Ms Desmond noted that the discussion on Absenteeism was being held to follow the Town Managers suggestion that the members with 3 or more absences would be asked to resign. Other boards follow the town bylaw that states that board members that miss 3 or more meetings would be asked by the appointing authority to resign. The discussion was held and it was stated that if the board followed those guidelines that five present board members have missed 3 or more meetings and if asked to resign it would jeopardize a quorum. Dr. Aldrich stated that we are a volunteer board and not paid for our time. As such we should not be held to the same bylaw. Discussion was held on the ability to have an excused absence. Ms. Unger asked “what is the difference between an excused and an unexcused absence?”. Ms. Desmond noted that if you have a chronic illness that prevents you from attending several meetings then you should not sit on the board. If a life circumstance that cannot be avoided such as illness or emergency situation arises then that would be excused.

Ms Patch read a prepared statement regarding her absences and asked why the board did not have any alternates as they used to have them. Mr. McNaught noted that the previous director presented this at Town Meeting. When the board’s expiration dates were changed to match the other boards in Town that is when the position of alternates was done away with. Discussion was had on acceptable absences. Ms Springman noted that she would like to utilize the board more and does not question their commitment to the Senior Center. Ms Springman would like the board to carefully consider their availability to attend 11 meetings per calendar year. Ms. Sasso asked if the COA board is the only advisory board. Mr. McNaught asked if everyone was appointed under the same policy and Dr. Aldrich stated that you cannot have a double standard. Ms Desmond agreed to go to the Town Manager and present the following language for approval:

“As an advisory board sworn in by the town and appointed by the COA we would like to have excused absences determined by the COA Board Chair and the COA Director.”

MOTION: Dr. Aldrich made the motion for Ms Desmond to discuss special dispensation for attendance with Town Manager.; seconded by Ms Sasso and the motion carried 8-0.

The COA Chair reinstated Mr. Deputat and Dr. Aldrich to the COA Board for 3 more years.

5. Unfinished Business

There was no unfinished business.

6. New Business

- a) There will be a discussion on the addition of alternates at the next meeting.

Adjourn.

MOTION: Dr. Aldrich made the motion to adjourn at 2:10 p.m.; seconded by Ms. Wright and the motion unanimously carried 8-0.

Approved: April 20, 2016

Documents Discussed and/or Presented January 20, 2016

- 1) **COA Meeting Agenda Handout**
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 2) **Meeting minutes of January 20, 2016**
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 3) **Director's Report, Attachments, and Related Documents**
A copy can be found with the Council on Aging Director