



TOWN OF TEWKSBURY
COUNCIL ON AGING/SENIOR CENTER
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VIRGINIA DESMOND, CHAIR
JOEL DEPUTAT, VICE-CHAIR

ASHLEY SPRINGMAN, DIRECTOR
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Meeting Minutes
April 20, 2016

The meeting was called to order by Virginia Desmond, Chair, at 12:37 p.m. at the Tewksbury Senior Center.

Members Present: Robert MacInnis, Joel Deputat, Lorene Patch, Arlene Wright, Marie Durgan, Patty Sasso and Kathy Walsh. Dr. Joanne Aldrich arrived at 12:41pm.

Members Absent: Joan Unger and Paul McNaught

Others Present: Ashley Springman, COA Director and Jan Conole

1. Approval of Meeting Minutes – January 20, 2016

MOTION: Kathy Walsh made the motion to accept the January meeting minutes. Ms. Sasso seconded the motion. The motion carried 8-0.

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

2. Finances

a) FY 16 Budget Report and List of invoices

The board members were given the opportunity to review the finance report. The total available operating budget through April 20, 2016 is \$5,448.97 with \$12,129.83 being encumbered.

MOTION: Dr. Aldrich made the motion to accept the finance report through April 20, 2016. Ms. Sasso seconded the motion. The motion carried 8-0.

3. Announcements and Correspondence

- 1) The May activities calendar was distributed to the board for their review.
- 2) Mr. MacInnis noted that the Senior Bowling League is over now and everyone really enjoyed themselves. Mr. MacInnis commended Ms. Walsh for having done such a great job organizing and managing that league. Ms Walsh said there were approximately 48 people participating which made up 12 teams.
- 3) Mr. Deputat announced the Italian American Club is sponsoring a Spaghetti dinner on Wed. April 27, 2016 at 5PM. The cost is \$7.00 per person and will be held at the Knights of Columbus Hall. They will be serving salad, spaghetti, meatballs, red sauce and possibly dessert.
- 4) Mr. MacInnis noted that Home Depot is sponsoring LED lightbulbs for .97 cents which generally cost \$9.99. Ms. Desmond recommended that the flyers Mr. MacInnis brought to the meeting be put on the board.
- 5) Mr. Deputat asked about the Tewksbury Arts Council show and Ms. Sasso and Ms. Walsh thought the show is being held at the library sometime in May.
- 6) Ms. Desmond read the mission of the board to reiterate the charter of the board. Ms. Desmond noted the board has been working on the policies and procedures since September and to date there is only the bullying policy, emergency procedures and the Tewksbury COA Board mission statement. The agreement is to finalize the code of conduct policy.
- 7) The craft class has no interest in teaching knitting/crochet classes.
- 8) Ms. Desmond followed up on a previous discussion about purchasing a floor waxing kit to wax the floors. Ms. Springman noted that at the May Town Meeting there will be an article to hire a facilities manager who will take care of all the buildings in the Town. Mr. Noel will report to the new facilities manager. The floors will be part of the responsibility of that department. There will be bi-annual maintenance of the floors in all the town buildings. This will be done by an outside company. Mr. Deputat requested that Mr. Noel clean up the stairs to the basement and the back door area.
- 9) A discussion was had on the letter that was read at the COA board meeting in March. Discussion was held on the open meeting law and whether or not the letter should have been presented to the board in an executive session. An additional letter was brought to the attention of the board which was mailed directly to Ms. Desmond at home. The letter was authored by the Oil Painting instructor. She felt as though the classes were not advertised at all. One of the points in the letter was that there hasn't been an art show in some time. Discussion was had on reaching out to the instructor's to coordinate an art show in June, however, Ms. Springman noted that the floor in the halls is still pending with the insurance, flooring company and contractor as it was not installed correctly. Ms. Springman noted she would have Diane Dunlevy coordinate that event after she and Ms. Conole found an available date. Mr.

Deputat asked Ms. Springman to author a letter to the instructors inviting them to participate in an art show.

10) Next meeting we will discuss having alternates.

11) We will be approving the March and April Meeting Minutes.

a) Upcoming Events:

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| • Monday, May 2, 2016 | 2-6PM Upscale Intake Night |
| • Wednesday, May 4, 2016 | 3-4PM Technology Instruction |
| • Thursday, May 5, 2016 | 7AM Departure Mohegan Sun Day Trip |
| • Friday, May 6, 2016 | 9:30AM Parkinsons Support Group |
| • Wednesday, May 11, 2016 | 10AM Bereavement Support Group |
| • Wednesday, May 11, 2016 | 3-4PM Technology Instruction |
| • Thursday, May 12, 2016 | 9AM Men's Group |
| • Thursday May 12, 2016 | 10AM-2PM – SHINE Appts |
| • Saturday, May 14, 2016 | 2PM - "Age of Love Screening" |
| • Monday, May 16, 2016 | 10AM – MS Support Group |
| • Wednesday, May 18, 2016 | 12:30PM – COA Board Meeting |
| • Wednesday, May 18, 2016 | 7PM – Red Hat Italian Dinner |
| • Wednesday, May 18, 2016 | 3-4PM Technology Instruction |
| • Thursday, May 19, 2016 | 8:30AM Foot Care Clinic |
| • Friday, May 20, 2016 | 12-3PM – Volunteer Reception |
| • Friday, May 20, 2016 | 7PM – Silvertones Dance |
| • Monday, May 23, 2016 | 10AM – Senator L'Italian Office Hours |
| • Monday, May 23, 2016 | 12PM – DJ Afternoon Dance |
| • Tuesday, May 24, 2016 | 10-11AM – Brown Bag Distribution |
| • Wednesday, May 25, 2016 | 9-11AM – Hearing Clinic |
| • Wednesday, May 25, 2016 | 3-4PM Technology Instruction |
| • Thursday, May 26, 2016 | 9AM – Men's Group |
| • Thursday, May 26, 2016 | 10AM-2PM – SHINE Appointments |
| • Friday, May 27, 2016 | 12:30PM – LCR Game Day |
| • Monday, May 30, 2016 | Memorial Day – Senior Center Closed |
| • Tuesday, May 31, 2016 | Representative Miceli Office Hours |

4. Director's Report

1. Ms Springman held a coffee with the Director on Friday April 15th. The purpose was to give updates on all the changes and upcoming events. The event was well attended.
2. The new phone system is up and running. They are not difficult to use.

3. All activities have returned to the Senior Center. The band closet still has not been repaired. The insurance company is trying not to claim this damage as it is considered a separate event. The outside faucet is the cause of the damage and it was not part of the original claim. Ms. Springman is working on this.
4. The van driver position will be advertised until April 30, 2016. The goal is to have two to three individuals not working more than 19 hours per week. There has been interest although Ms. Springman is unsure of the amount of applicants as she does not receive the applications. The LRTA will be doing the training for the van drivers. Ms. Springman will be looking into getting a newer van next year which allow for an expanded service area.
5. The Age of Love screening is scheduled for Saturday May 14th at 2PM. There will be a Q & A with the filmmaker via Skype at 3:30PM. The event is open to everyone, including non-Tewksbury residents. The MVCOA group has given a donation of \$450 to cover the cost of the movie and the speaker. The Friends of the North Andover Senior Center has donated \$500.00 to cover the cost of the snacks, drinks and other necessary items.
6. The Annual Bike Rodeo, sponsored by the Police Department will be held on Sunday, June 5, 2016 in conjunction with the Health Department's Wellness fair. That day we will be hosting the Go the Distance 1 mile Walk Challenge. An event sponsored by the State. Participants will be given a certificate of participation and be entered into a raffle held by the state and by Summer Place in Chelmsford. It will be held at the high school track.
7. The Volunteer Reception will again be catered by the Tewksbury Country Club. The entertainment has not yet been booked. Ms. Springman is working on possibly hiring the entertainment from last year's event.
8. Technology Instruction will begin in May on Wednesday afternoons. A high school student will be coming in for an hour each Wednesday. Appointments will be scheduled for 30 minutes and the student will provide one on one instruction.
9. The salad bar stations have been delivered. Ms. Desmond inquired where the salad bar would be. Ms. Springman noted they are rolling stations so they will be pushed into the halls on the day of the salad bar. Ms. Springman noted we are looking for volunteers to help on Mondays and Tuesdays. Ms. Desmond requested Ms. Conole to add her name to the list for Mondays. Ms. Springman noted the walk in refrigerator and freezer are up and running now.
10. The Forestry Department has cleared the area around the Bocce court. Ms. Springman will have Terminix spray for bees. Ms. Desmond inquired as to who will pay for this service and Ms. Springman noted it would covered under our Terminix contract.
11. Ms Springman asked for an update on the picnic tables and the commercial grill. Ms Desmond asked Ms. Wright if she had spoken to Nancy about the commercial grill. Ms. Wright noted that Nancy needed to speak to her people about that and she hadn't gotten

back to Ms. Wright yet. Ms. Desmond asked Ms. Wright to follow up on that. Ms. Unger was looking into the picnic tables being donated by the Garden Club. It was noted Ms. Unger emailed Ms. Springman saying the Garden Club had donated to the Friends of the Elderly. Ms. Desmond was going to ask the Friends of the Elderly if they would be willing to donate picnic tables to the Senior Center. Typically organizations will make a donation to the Senior Center for the use of facility.

12. The monthly Hearing Clinic starts this month. Appointments will be 15 minutes. Ms. Desmond asked how many people were signed up for the Clinic and Ms. Springman indicated there were a lot of people signed up already. Ms. Desmond asked if people have hearing issues would they be referred to a company or to their primary doctor. The consensus was that perhaps a list of hearing specialist could be made available to the clientele.
13. The Bereavement Support Group is starting in May and will be led by the Spiritual Care Bereavement Coordinator of Circle Home health. The group will meet once per month and will be open to anyone who has experienced a loss.
14. A Caregiver Support Group will begin in September, led by Nicole Hutcheon. This support group will be for any disorder.
15. The last day to apply for Fuel Assistance is Friday May 13th.
16. Diane is working on a spring/summer speaker series starting in May topics include identity theft, home improvement contractors, the homestead act, reverse mortgage, etc. Upcoming trips include a Concord/Lexington tour trip, A Duck Tour in June or July, Fosters Clam Bake, North Shore Music Theatre in September, a foliage trip on the turkey train in October, a luncheon at the Salem Cross Inn, a visit to Yankee Candle, a riding tour and seeing spectacular Christmas lights in December. Also a trip to the North Shore Music theatre for "The Christmas Carol", in December and tickets are on sale for a trip to NYC to see a Red Sox vs Yankees game in July. Ms. Sasso wondered if the trips policy should be the next policy and procedure to be we are worked on. Mr. Deputat commended Diane on all her hard work.
17. Tony from Boston Kiln came to look at the two kilns. One kiln is from 1968 and the other is from 1982. He recommends throwing out the one from 1968. It can be thrown in the dumpster after removing the bricks. Mr. Deputat suggested that Ms. Springman call two other companies just to be sure we are covered. The 1982 kiln needs a new power cord and would benefit from an automated control. Presently someone would have to go out each hour to turn on the different levels of coils in the kiln, which is not feasible. The coils would possibly have to be replaced and a downdraft vent will need to be installed on the outside wall as well as a heat sensor on the ceiling which would trip the kiln if were to get too hot. Mr. Deputat asked Ms. Springman to obtain a quote for a new kiln. Perhaps the Lion's Club, Italian Club, or Rotary Club would donate a kiln to the Senior Center. The shed will not be able to be used for the original intent. At the coffee with the director meeting it was suggested that perhaps we could use it to store the

woodworking equipment and bring it outside to use it. A woodworking participant said that would still not work well because of the limited space inside the shed to store a long piece of wood. Ms. Springman asked the board to consider using the Shed as an exercise room with a couple of pieces of equipment inside. Mr. MacInnis noted that in order to do that we would have to install an air conditioner in the wall.

18. Ms. Desmond will contact the Lion's Club, The Rotary and The Italian club to seek a donation for new picnic tables for the Senior Center.

5. Unfinished Business

There was no unfinished business.

6. New Business

Approval of the Code of Conduct Policy.

Discussion on having Alternate Members of the COA Board.

Adjourn.

MOTION: Mr. Deputat made the motion to adjourn at 1:55 p.m.; seconded by Dr. Aldrich and the motion unanimously carried 8-0.

Approved: May 18, 2016

Documents Discussed and/or Presented April 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 April 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