



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

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**Meeting Minutes**  
**May 18, 2016**

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

Members Present: Robert MacInnis, Joel Deputat, Lorene Patch, Arlene Wright, Marie Durgan, Patty Sasso, Joan Unger, Paul McNaught and Kathy Walsh. arrived at 12:41pm.

Members Absent: Dr. Joanne Aldrich

Others Present: Ashley Springman, COA Director and Jan Conole

**1. Approval of Meeting Minutes – March 16, 2016 and April 20, 2016**

Patty Sasso noted she was not present at the March Meeting to make a motion on the finance report.. Ms Conole was not present at the meeting and the recorder shut off.

**MOTION: Joan Unger made the motion to accept the March meeting minutes. Paul McNaught seconded the motion. The motion carried 9-0.**

Kathy Walsh asked if Martha Marshall had been put on an agenda to speak to the board. Ms. Desmond noted that Ms Marshalls husband was not well and although she does want to address the board, we are waiting to hear from her for a scheduled time.

**MOTION: Kathy Walsh made the motion to accept the April meeting minutes. Patty Sasso seconded the motion. The motion carried 9-0.**

## 2. Finances

### a) FY 16 Budget Report and List of invoices

Joel Deputat read the finance report. The total available operating budget through May 18, 2016 is \$266.10 with \$9,167.33 being encumbered. Ms Desmond asked about the \$200 for dues and membership if she used it. Ms Springman stated that Mr. Montuori said to leave it in the budget and generally it is transferred to another line at the end of the fiscal year.

**MOTION: Marie Durgan made the motion to accept the finance report through May 18, 2016. Arlene Wright seconded the motion. The motion carried 9-0.**

## 3. Announcements and Correspondence

- 1) The Red Hat Group will be having a “Real English Tea” on June 15, 2016. There will not be a main meal and participants are being asked to dress appropriately for an English Tea and there will be a photographer.
- 2) Ms Walsh was asked about the start up of the bowling league. Ms Walsh noted that it will begin again in October.
- 3) Arlene Wright noted the Sunshine Club in craft room, GAC and Friends of the Elderly will be donating for a grill to the Senior Center. Ms Unger noted that the Garden Club stated that they did not use the Senior Center frequently enough to make a donation to the Senior Center. This was attributed to the winter damage that closed activities in the building in February, March and April of this year. Ms Unger was asked to bring the issue up to the Garden Club to see if they would make their donation to the Senior Center for this year.

### a) Upcoming Events:

- Wednesday, June 1, 2016 7AM Departure Foxwoods Day Trip
- Wednesday, June 1, 2016 1:30PM – Volunteer Meeting for Salad Bar
- Wednesday, June 1, 2016 3-4PM – Technology Appointments
- Thursday, June 2, 2016 8:30AM – Foot Care Clinic
- Thursday, June 2, 2016 10AM- Seminar “Homestead Act”
- Friday, June 3, 2016 9:30AM Parkinsons Support Group
- Friday, June 3, 2016 7PM – Fred Manzi Dance
- Sunday, June 5, 2016 10AM – Bus Departs for Canobie Lake
- Monday, June 6, 2016 2-6PM Upscale Intake Night
- Wednesday, June 8, 2016 9AM – Knitting Knockers “Craft Class”
- Wednesday, June 8, 2016 10AM – Bereavement Support Group
- Wednesday, June 8, 2016 3-4PM Technology Instruction
- Thursday, June 9, 2016 9AM – Men's Group
- Thursday, June 9, 2016 10AM-2PM– SHINE Appointments
- Sunday, June 12, 2016 7AM – Friends Breakfast Benefit

- Wednesday, June 15, 2016 12:30PM – COA Board Meeting
- Wednesday, June 15, 2016 6PM – Red Hat English Tea
- Wednesday, June 15, 2016 3-4PM Technology Instruction
- Thursday June 16, 2016 8:30AM – Foot Care Clinic
- Friday, June 17, 2016 7PM – Silvertones Dance
- Monday, June 20, 2016 10AM – MS Support Group
- Wednesday, June 22, 2016 9-11AM – Hearing Clinic
- Wednesday, June 22, 2016 3-4PM Technology Instruction
- Wednesday, June 22, 2016 12:30-2PM 1:1 Legal Appointments
- Thursday, June 23, 2016 9AM – Men's Group
- Thursday, June 23, 2016 10AM-2PM– SHINE Appointments
- Friday, June 24, 2016 9AM – Day Trip to Perkins Cove
- Monday, June 27, 2016 10AM – Senator L’Italien Office Hours
- Monday, June 27, 2016 12PM – DJ Afternoon Dance
- Tuesday, June 28, 2016 10-11AM – Brown Bag Distribution
- Tuesday, June 28, 2016 9:30AM – Rep. Miceli Office Hours
- Wednesday, June 29, 2016 3-4PM Technology Instruction
- Thursday, June 30, 2016 10AM – Online Safety Seminar

#### 4. Director’s Report

1. The flooring contractor met with Mr. Montuori and Ms Springman to propose a settlement on the flooring in Halls A & B. They offered \$25,000 to leave the floor as is. Mr. Montuori plans on rejecting that offer. Ms Springman anticipates a lengthy delay on the floor issue being settled. The floor is stable.
2. Transportation is moving forward. Three van drivers have been chosen. The HR department is doing background checks and rmv checks. They will attend and LRTA run safety course. Van will operate 8:30 to 3:30. The plan is to have the formula grant funds pay for the drivers. Scheduling will be done through My Senior Center software. Janet Tosto, who is a volunteer, is willing to help with the scheduling in My Senior Center. Ms Springman is looking at a June start date. Ms Springman will coordinate with the LRTA to determine which riders we will assume responsibility for. Ms Springman has a key for the gas pump at the DPW and we will reimburse them. Fuel rates are lower than the gas station.
3. There were 80 people in attendance at the screening of “Age of Love” movie. The movie director introduced the movie over a skype connection and then came back on after the movie for a question and answer session with the audience.

4. The Annual Bike Rodeo, sponsored by the Police Department will be held on Sunday, June 5, 2016 in conjunction with the BOH's Wellness fair. In addition we will be sponsoring the Go the Distance 1 mile Walk Challenge. This event is sponsored by the MCOA (State level). Participants will be given a certificate of participation and be entered into a raffle held by the state and by Summer Place in Chelmsford. Ms Springman is looking into purchasing an EZ Up 10x10 tent for the registration. Ms. Walsh has volunteered to donate an EZ Up.
5. The Volunteer reception is being held on this Friday. Kathy Walsh has done all the table settings and has helped arrange the entertainment. Ms Walsh will pick up the food from the Tewksbury Country Club. Kathy has been a tremendous help. Celene Aghajanian has made all the table centerpieces for the event.
6. Technology Instruction began in May on Wednesday afternoons. Bill DeGregorio's grandson has been providing this instruction. William is very patient and the Seniors enjoyed his instruction. He will be increasing his hours over the summer.
7. The Salad Bar shelf foods are being purchased. Ms. Springman is compiling a list of produce for Ms Walsh to bring to Market Basket to get an estimate of the cost. Ms Springman noted that she would probably over estimate the quantity of ingredients the first time for a baseline. There will be a meeting with volunteers on Wednesday June 1st at 1:30 to go over food prep, and logistics. Ms Springman noted that she would be keeping the pricing low and will only raise the pricing for patrons under 60. Mr. Deputat asked if Ms Springman would have kitchen service certification. Ms Springman explained that there would not be any hot food prepare. Prepping salad is a different certification.
8. Ms Springman noted that Connor Powers, a boy scout, wanted to volunteer to help and may possibly restore the bocce court as his eagle scout project. Mr. Deputat asked Ms Springman if the bees had been taken care in the bocce court area. Ms Springman noted that she has not contacted Terminix yet as the weather has been cold and she hasn't seen any bees in that area.
9. The monthly hearing clinic was very well attended. The Clinic is booked through August at this time.
10. The Bereavement Support Group had 6 people in attendance. Ms. Springman noted that this is a tremendous success as new support groups are usually slow to grow. These meetings will be held monthly.
11. Attorney David Walker from Northeast Legal team will be hosting a lunch and learn on July 14, 2016. It is an informational meeting designed to help seniors

with a basic will and a power of attorney. Individuals will be able to leave the seminar with these documents notarized and legally binding. The seminar is limited to 18 people. The attorney has been instructed that he is not to provide marketing materials to the group. Ms. Springman noted that he wants to be a resource to her and to the seniors in the community. He will provide 20 minute individual consultations once per month. There is a sign up for this Lunch and Learn. Bob MacInnis and Joel Deputat would like to observe at the meeting to represent the board.

12. Ms. Springman noted that the job of recording secretary will be posted. Ms. Conole simply can't complete the minutes during the work day and has been taking them home to complete on her own time. The money for the position was left in the budget and is still being funded.
13. On May 9<sup>th</sup>, Ashley, Bob, Patty, Joanne and Joel met and worked on The Code of Conduct Policy. The group made a couple of changes to the bullying policy which is similar to the Billerica Policy. Ms Springman added that we would like to have two emergency contacts, and that food allergies and restrictions are something that people need to be responsible for. Intoxication situations arose as a concern. The question of whether a Policeman was required at events was discussed. It was noted by Mr. Deputat that when you seek a one day liquor license it was up to the Selectman to determine if a policeman is necessary. When scheduling functions in the building rooms they must be returned to their original state. A determination will be made based to allow groups to use the building based on prior experience with the group and how they left the space after their meeting. Ms Springman will put the previous building use policy in the policy binder.
14. Ms Springman noted that someone is coming to get the piano this week.
15. Ms. Springman noted that the hall b bathroom is in use. The handicapped bathroom in the atrium is still not in use. Mr. Deputat asked if the band closet was repaired and if the insurance company is including those repairs in the winter damage claim. Ms. Springman noted they are and the closet is back in service.

Ms. Springman left the meeting at 1:30pm.

**MOTION: Joel Deputat made the motion to suspend voting on the policy so that changes could be made in the language to the Code of Conduct Policy. Joan Unger seconded the motion. The motion carried 9-0.**

16. Ms Desmond noted that Ms Springman is still waiting for a proposal from Boston Kiln for the repair to the kiln that is usable. Ms. Springman is still looking for donations of fitness equipment to be housed in the wood shed. Ms. Desmond directed the board to spread the word that we are looking for donations of exercise equipment.

Ms Desmond noted that Warren Layne was happy to have received cards from the seniors and the center.

Ms. Desmond noted that she and Paul McNaught were coming up for re-appointment to the board. Ms Desmond is interested in coming back on the board. Ms Desmond suggested that anyone that would like to see her re-appointed should make the Board of Selectman aware of that.

## **5. Unfinished Business**

Code of Conduct Policy

## **6. New Business**

**Approval of the Code of Conduct Policy.**

**Adjourn.**

**MOTION: Marie Durgan made the motion to adjourn at 1:35 p.m.; seconded by Ms. Wright and the motion unanimously carried 9-0.**

**Approved: July 20, 2016**

**Documents Discussed and/or Presented  
May 18, 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 March , 2016 and 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