



**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**  
**May 20, 2015**

The meeting was called to order by Virginia Desmond, at 12:32 p.m. at the Tewksbury Senior Center.

Members Present: Lorene Patch, Patty Sasso, Peg Keefe, Paul McNaught, Joan Unger, Marie Durgan, Joel Deputat, Arlene Wright, and Kathy Walsh.

Members Absent: Joanne Aldrich

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

Also present was Cynthia Trudeau.

Ms. Desmond provided a copy of the History of the Council on Aging prepared by Dr. Aldrich to those members who had not received a copy.

**1. Election of Chair**

Ms. Desmond noted that she is again running for Chair.

Ms. Unger arrived.

**MOTION: Mr. Deputat made the motion to nominate Virginia Desmond Chair of the Council on Aging; seconded by Ms. Walsh and the motion carried 10-0 by a roll call vote.**

Ms. Desmond noted that elections for Vice-Chair, Treasurer, and Clerk will take place in July.

## 2. Approval of Meeting Minutes – April 15, 2015

Mr. McNaught noted that he was unable to download the minutes that were sent via e-mail. A copy of the minutes was provided to Mr. McNaught to review.

**MOTION:** Ms. Walsh made the motion to approve the April 15, 2015 meeting minutes; seconded by Mr. McNaught and the motion carried 9-0-1. Mr. Deputat did not take part in this vote as he was not present at the April 15, 2015 meeting.

## 3. Finances

### a) FY 15 Budget Report and List of invoices processed since May 20, 2015.

Ms. Patch read the budget report aloud. The total available operating budget as of May 20, 2015 is \$11,178.64; with \$5,701.86 being encumbered.

Mr. Deputat asked if the expenditure for the New York Trip/DJ dance was offset by any income and Ms. Conole noted that there was a net offset of \$200.00.

**MOTION:** Mr. Deputat made the motion to approve the operating budget report through May 20, 2015; seconded by Ms. Wright and the motion carried 10-0.

## 4. Announcements and Correspondence

### a) Upcoming Events:

- Monday, June 1, 2015 Upscale Intake Night
- Friday, June 5, 2015 Parkinson's Support Group
- Wednesday, June 10, 2015 Tricia Silverman Nutrition Presentation
- Thursday, June 11, 2015 Men's Group
- Sunday, June 14, 2015 Friend's of the Elderly Breakfast Benefit
- Monday, June 15, 2015 MS Support Group  
12:30 Cootie Party
- Wednesday, June 17, 2015 COA Board Meeting
- Friday, June 19, 2015 Silvertone's Dance
- Thursday, June 25, 2015 Men's Group
- Friday, June 26, 2015 Friend's of the Elderly Activity Meeting  
Volunteer Luncheon
- Monday, June 29, 2015 DJ Dance
- Tuesday, June 30, 2015 Representative Miceli Office Hours  
Senator L'Italian Office Hours

Mr. Deputat noted that in the past there were two dances held a month and asked if this is still occurring. Mrs. Springman explained that it depends on holidays.

Mrs. Springman noted that the volunteer luncheon scheduled for June 26, 2015 is tentative and that she is considering having a comedian rather than music. Mrs. Springman encouraged anyone to contact her if they have recommendations for entertainment.

## 5. Director's Report

- **COA Policies and Procedures Manual**

Mrs. Springman noted that she has spoken with the Human Resources Director and she has informed Mrs. Springman that the Sexual Harassment policy and reporting procedures should remain consistent with the town's policy.

**MOTION: Mr. Deputat made the motion to accept the town's sexual harassment policy as part of the Council on Aging' policy handbook; seconded by Ms. Sasso and the motion carried 10-0.**

- **Bringing Baby Boomers to the Senior Center**

The Fifty & Fit Exercise Class start date is May 12, 2015 and will be held on Tuesdays from 4:45 – 5:45 p.m. The class will be taught by Joan Lawrence, RYT.

Mrs. Springman noted that the class has been advertised throughout. To date, three people have signed up and many others have expressed an interest. Ms. Desmond noted that there have been many inquiries on the age group and it is 50-64 years of age.

Ms. Unger asked if you have to be a Tewksbury resident and Ms. Desmond confirmed this.

Discussion took place on a Paint Night and Mrs. Springman suggested Friday, July 10, 2015 from 7:00 -10:00 p.m. as a tentative date. The approximate cost would be \$30-35 per month. Mr. Deputat asked if wine would be served and Mrs. Springman confirmed this. Mr. Deputat noted that a liquor license would need to be obtained to serve alcohol and suggested Mrs. Springman look into obtaining a liquor license for the senior center and discussed the requirement for bonds.

Ms. Trudeau suggested also hosting a separate Paint Night for the seniors.

- **Tewksbury Senior Center as Brown Bag distribution center**

Mrs. Springman noted that she addressed some of the members concerns regarding the Brown Bag program with Director of the program with Elder Services and received the following information:

Background on Current Host Site

For approximately two years, Elder Services (Brown Bag) has been partnering with The Holy Ghost society in Lowell. They are a volunteer based organization and historically not open on weekdays as a majority of it's' activities occur take place on weekends. Throughout the two years it has been challenging to have consistency with their lead contact and the space accommodation. Although both The Holy Ghost Society board members and Elder Services staff have made every effort to make the location work; however, it has not been successful. The Holy Ghost Society is supportive of Elder Services finding a new location. The site is currently run as a pick-up location with seven groups that come to pick up bags for their respective organizations and cities in the Greater Lowell area. The seven groups are: Billerica Housing, Chelmsford Housing (3), Lowell Council on Aging, Lowell Housing, Tyngsboro Council on Aging, and Portuguese Club. These groups would maintain the format of picking up for their elders and distributing to their sites. It is very convenient for elders and has been successful way to organize large groups.

The Greater Lowell Brown Bag program takes place on the 4<sup>th</sup> Tuesday of each month from 7:30 a.m. – 10:30 a.m. The time is flexible.

The Tewksbury COA would be encouraging eligible seniors from Tewksbury to join and pick up at the COA if we were able to run 50.the program there. Elder Services goal is to have more participation from Tewksbury elders in the program.

With a new site, everyone from the waiting list could be added to the program. There are currently 455 bags distributed and the program can handle 750. There are approximately 100 people on the waiting list.

Discussion took place on some of the site requirements, which include:

- A parking lot large enough for a 24 foot box truck or larger to maneuvering the prer and unload.
- A parking lot large enough for at least 15 vehicles, which would include vans, trucks, and cars.
- Double doors into the facility that can both be opened at the same time (no metal bar in the middle) so a large pallet can fit through it or a loading dock.
- Pallets of food can weigh up to 2,000 pounds, so the floors need to be sturdy
- Large room off of the double doors or loading dock for easy unloading and packing of the bags.
- The space would be needed for 4 hours once a month to pack bags and pick up.
- One dumpster for all the cardboard and plastic materials.

- An area that is open year round. The Brown Bag program has been cancelled due to the weather.
- A storage area where they could keep some of their materials used monthly. Such as plastic or paper bags and storage boxes.
- Access to at least six (6) tables. If the facility does not have the table, space will be required to store tables that would be provided.
- Volunteers willing to commit to helping once a month for 4 hours.

Mrs. Springman noted that she has spoken with Elaine at The Villa; which is owned by Elder Services, who is very supportive of the Brown Bag program, and they discussed the possibility of using the Great Room at The Villa as a distribution location. There was previous discussion on utilizing the front door and craft room area and many did not think this would be practical. Ms. Desmond and Mrs. Springman have discussed possibly using Hall A as it would be an ideal location. Discussion took place on the flooring in this area and the ability to pull the pallets and whether damage to the flooring would occur. Ms. Walsh suggested using a carpeting or matting for the pallets to protect the flooring. Ms. Sasso asked who would be responsible if damage occurs and if there is any recourse and Mrs. Springman noted that she could look in to this.

Discussion took place on the current use of some of the spaces at the center as many are being used as storage spaces and not to the best of their uses. Mr. Deputat asked if Elder Services would be willing to contribute towards a lift and Mrs. Springman noted that she would have to look into this further.

Mr. Deputat suggested adopting the program on a temporary basis and discussion occurred on whether Elder Services would be willing to participate on a trial basis period. Mrs. Springman asked what the plan would be after one year and Mr. Deputat explained that the program would be eliminated if it was found that it was not successful, caused damaged, etc.

**MOTION: Mr. Deputat made the motion to adopt the Brown Bag program for the period of one year; seconded by Ms. Unger and the motion carried 9-0-1. Ms. Patch abstained.**

- **Building Cleaning and Maintenance**

Sandy Ray is no longer cleaning at the center. Mrs. Springman will be meeting with Joe who does maintenance at the library to learn his routine and then she will meet with Bob Noel. The goal is to free up some of Mr. Noel's time.

Mr. Deputat noted that he feels that Mr. Noel's priorities need to be rearranged as the cleanliness of this building is paramount. Mrs. Springman asked who will do the things that Mr. Noel currently does such as setting up the tables and chairs and noted that the center is a large space and takes hours to clean and set up. Mr. Deputat suggested finding volunteer staff to set up the tables and chairs.

Mr. Deputat at inquired about the schedule created by the previous director for Mr. Noel's job duties and Mrs. Springman explained that she has the schedule and it has been difficult to find the time to get all of the duties completed on a daily basis.

Ms. Desmond noted that Mr. Noel is expected to be out on medical leave again and suggested finding funds to have the building professionally cleaned and Mrs. Springman explained that this is something the town manager has been working on.

Mr. McNaught asked if refocusing Mr. Noel's job duties to cleaning changes his current job description and Mrs. Springman noted that to her knowledge it would not. Ms. Conole explained that the job description Mr. Noel has to follow is the town's description.

Ms. Unger left the meeting and did not return.

**MOTION: Mr. Deputat made the motion to refocus Bob Noel's job responsibilities more towards cleaning activities; seconded by Mr. and the motion carried 9-0.**

- **Woodworking Shed**

Mrs. Springman noted that the electrical work in the woodworking shed has been completed. The next step will be to enclose the walls. Mike Furey, electrical inspector, will inform the building commissioner. The difficulty has been the school year is coming to an end and the seniors are graduating.

- **Changes in the Merrimack Valley Meal Program**

Mrs. Springman explained that Elder Services of the Merrimack Valley (ESMV) has hired a director who will oversee the program. Site managers and MVNP's office staff will keep their positions and will become employees of ESMV on July 1, 2015. Unfortunately, the van drivers and kitchen aids at MVNP will lose their positions. Four bids from caterers have been received and a decision is expected to be made today. They are located out of Lynn, Roxbury, Worcester, and Manchester, NH. There were no "local" bids received. The State requires the caterer to be within 60 miles of each of the town served. The food will be cooked at the caterer's location, packed hot, and driven to each of the meal sites. The primary concern of the COA directors is the length of time the food will be sitting before served. As long as the food remains the appropriate temperature, they are within State regulations.

Mr. Deputat discussed the success of the Chelmsford program and feels this is due to the quality of the food served. In the past the food has not been of the best quality.

- **Salad Bar/ServSafe Certification**

Mrs. Springman has been communicating with the new meal program director at ESMV. There is a possibility that the salad bar can be run in conjunction with the on-site meals and under the certification of their site manager. Mrs. Springman hopes to have more information for the next meeting.

- **Senior Bowling League at Wamesit Lanes**

Mrs. Springman met with Steve Bourgeois, public relations, and co-owner Don McLaren, Jr. who are offering first pick of day/time to Tewksbury seniors. They will then reach out to the other neighboring towns. They would like to host an informal meeting at the center with refreshments to get a better sense of what the seniors want. Mrs. Springman asked if the members have any input for a good day and time for the meeting.

Mrs. Springman noted that one idea was for the four towns to each have a practice day during the week and a tournament each Friday, running through the school year, with summers off. There will also be bocce, table-top shuffle board, and a golf simulator.

Mr. McNaught suggested advertising for the bowling league.

- **Outreach Worker**

Mrs. Springman noted that an Outreach Worker was approved at Annual Town Meeting on Monday, May 4, 2015. Mrs. Springman provided the members with a draft job description and noted that the position would be 15 hours a week at \$16/hour.

Mr. Deputat left the meeting and did not return.

**MOTION: Ms. Walsh made the motion to accept the Director's Report; seconded by Mr. McNaught and the motion carried 8-0.**

## **6. Unfinished Business**

Mr. Deputat asked if there is anything new on Garaventa regarding the lift and Mrs. Springman noted that this is something that the town manager continues to work on.

## **7. New Business**

Ms. Desmond noted that she is in receipt of a Thank You note from Mrs. Springman and her husband for the Council's wedding gift.

Mr. McNaught reminded the members that on Monday, Memorial Day, there will be a ceremony at the cemetery followed by a parade. The Swinging Seniors will be performing. Ms. Desmond encouraged all seniors to participate in the parade and float building. Ms. Desmond asked if there is a POW flag available and Mr. McNaught noted that he does not believe so and that this is something that is being worked on.

Mr. McNaught suggested hosting a movie night for the seniors at the center and Mrs. Springman noted that she will look in to this. Discussion took place on having a concession stand and opening the event to the Baby Boomers.

Ms. Desmond noted that she spoke with Mrs. Springman regarding the gas stove in the kitchen and she will be posting instructions for the stove and large lighters will be purchased.

Ms. Desmond asked Ms. Walsh how the card program has been running and Ms. Walsh explained people have been providing her with names and addresses and she has been sending out the cards. To date it has been successful.

### **Adjourn.**

**MOTION: Mr. McNaught made the motion to adjourn at 2:15 p.m.; seconded by Ms. Sasso and the motion unanimously carried 8-0.**

**Approved: July 15, 2015**

**Documents Discussed and/or Presented  
May 20, 2015**

- 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 15, 2015**  
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 3) **Munis Report through May 20, 2015**  
A copy can be found with the Council on Aging Director or the Finance Director
- 4) **Director's Report, Attachments, and Related Documents**  
A copy can be found with the Council on Aging Director
- 5) **Town of Tewksbury Sexual Harassment Policy**  
A copy can be found with the Town Manager or Council on Aging Director