



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
June 17, 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, Joanne Aldrich, Joan Unger, Marie Durgan, Joel Deputat, Arlene Wright, and Kathy Walsh.

Members Absent: None

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

Also present was Cynthia Trudeau.

Ms. Desmond noted that elections for Chairman took place last month. Elections for Vice-Chair, Treasurer, and Clerk will take place in July.

1. Approval of Meeting Minutes – April 15, 2015

Ms. Desmond noted that the meeting minutes were sent out late and suggested tabling the minutes to allow for the members to review.

MOTION: Mr. McNaught made the motion to table the April 15, 2015 meeting minutes to the July, 2015 meeting; seconded by Ms. Walsh and the motion carried 10-0.

2. Finances

a) FY 15 Budget Report and List of invoices processed since June 17, 2015.

Ms. Patch read the budget report aloud. The total available operating budget as of June 17, 2015 is \$9,109.40; with \$593.85 being encumbered.

Mrs. Springman noted that the utilities account will be short approximately \$3,400. A transfer from the reserve fund will be requested from the Finance Committee. Mrs. Springman noted that this is a portion of a total unexpected cost of \$7,100 to replace the fire panel.

Mr. Deputat inquired about the charges to from CITI for hoarding supplies under the formula grant and Ms. Desmond explained that Mrs. Springman was working with a couple in town in which the Board of Health had condemned their home and funds were used from the grant and this was used to fund the rebuilding of the bathroom, etc.

12:41 – Ms. Unger arrived.

MOTION: Mr. Deputat made the motion to approve the operating budget report through June 17, 2015; seconded by Ms. Walsh and the motion carried 11-0.

3. Announcements and Correspondence

a) Upcoming Events:

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| • Friday, July 3, 2015 | 4 th of July Holiday – Senior Center Closed |
| • Monday, July 6, 2015 | Upscale Intake Night |
| • Tuesday, July 14, 2015 | GAC Annual Cookout 12:00 p.m. |
| • Wednesday, July 15, 2015 | COA Board Meeting |
| • Thursday, July 16, 2015 | Foot Care Clinic 9:00 a.m. – 3:30 p.m. |
| • Friday, July 17, 2015 | Fred Manzi Dance 7:00 p.m. |
| • Monday, July 27, 2015 | DJ lunch & afternoon dance |
| • Tuesday, July 28, 2015 | Representative Miceli office hours 9:30 a.m.
Senator L’Italien office hours |

Discussion took place on the Memorail Day Parade and Ms. Desmond noted that it was successful and many road on the COA float.

It was noted that the Silvertone’s have a new singer, Barbara Braxton.

4. Director’s Report

Mrs. Springman noted that she and the Conservation Agent, Kyle Boyd, have been working on a grant offered by the Stanton Foundation to create a dog park at Kennedy and Rogers Street. The grant amount is \$240,000.

COA Policies and Procedures Manual

Mrs. Springman requested a member of the COA meet with her monthly to take the lead on the COA Policies and Procedures Manual. Ms. Walsh, Ms. Sasso, and Mr. Deputat volunteered to work on this project.

Fire Drills and Evacuations

Mrs. Springman noted that the fire alarm went off today for the toaster in the kitchen. As a result, she felt it would be a good time to work on a fire and evacuation policy. Mrs. Springman provided the members with a copy of the public library's draft policy on fire drills and evacuations to review for the next meeting.

Discussion took place on the seniors who are unable to get around quickly and putting a policy in place for these people until the fire department arrives.

Rules around Trips

(refund policy, departing at documented time, being all-inclusive, etc.)

Mr. McNaught asked who is liable on the trips and if it is the Senior Center or the Town that is liable. Ms. Desmond explained that the bus company is liable while on the bus and any place they go to has liability insurance. Mrs. Springman will look into this further.

Bringing Baby Boomers to the Senior Center

The Fifty & Fit Exercise Class time has change to 5:00-6:00 p.m. There were 10 participants the first week, 8 the second week, and 5 last night. At \$35 per class and \$3 per participant, the center is losing money each week. Mrs. Springman noted that there have been many requests to open the class up to everyone and asked the members their thoughts on this. It was the consensus of those present to open the class to everyone.

Mrs. Springman noted that she spoke with the instructor this morning and the event may need to be postponed. Mrs. Springman explained that she would like to have at least one month's notice to advertise the event. It was the consensus to postpone the event until September rather than August as many people travel during the summer months and turnout could be low.

MOTION: Mr. Deputat made the motion to open the 50 and fit class to all seniors; seconded by Ms. Aldrich and the motion carried 11-0.

Part Time Outreach Worker Position

The position is posted until tomorrow. Mrs. Springman noted that there is one applicant, Nicole Hutchin, who shows very strong potential and currently volunteers at the center as a receptionist and a one-on-one companion for a senior with dementia during Zingo.

MOTION: Ms. Durgan made the motion to offer the part time outreach worker position to Nicole Hutchin; seconded by Ms. Aldrich and the motion carried 11-0.

Volunteer Luncheon Reception

The luncheon will be catered by the Tewksbury Country Club and there are 98 confirmed guests to date. Entertainment will be 90 minutes and will include singing, comedy, and magic.

Mrs. Springman noted that all COA members are invited to attend.

Tewksbury Senior Center as Brown Bag distribution center

Mrs. Springman met with Laura Marsan of Elder Services of Merrimack Valley, and Jonathan Tetrault of the Greater Boston Food Bank, on Wednesday, June 10, 2015. They are willing to run the Brown Bag Program at the center on a trial basis, but ask that we give them ample time to find a new location should Tewksbury decide that they can no longer support the program. The program will take place on the 4th Tuesday of every month in Hall A starting at approximately 8:00 a.m. On that day, TOPS will be moved into the conference room and Tai Chi and Mov'n & Groov'n will move to Hall B. The center wall can come down at 10:30 a.m. to prepare for Zingo. The food truck will be emptied at the main entrance and the program will supply a rug/runner approximately 40 feet long to protect the atrium floor spanning from the lobby to the entrance of Hall A and the pallets will be unloaded there.

The next Lowell Brown Bag distribution is on Tuesday, June 23, 2015 at 8:00 a.m. at Holy Ghost Society, 65 Village Street, Lowell. Mrs. Springman will be observing and a representative from the Council is invited to attend as well.

Mrs. Springman noted that they will purchase a car to move the packed bags to the waiting trucks. Tewksbury will take over the program on Tuesday, July 28, 2015.

Senior Bowling League at Wamesit Lanes

Ms. Walsh has heard from approximately 10 people who are interested in the league. She will coordinate with the bowling alley to schedule a presentation at the Senior Center for interested participants.

Nutrition

The MVNP program has been awarded to Lindley Food Service of Manchester, NH. They will begin on Wednesday, July 1, 2015. Mrs. Springman has been working with other COA Directors to see if the food can be sent cold and then heated up.

5. Unfinished Business

Mrs. Springman explained that she has not heard from the contractor. As a result, she moved funds around within the grant as it was not going to be spent by July 7, 2015.

6. New Business

Ms. Desmond noted that Bob Noel will be on medical leave and vacation and asked who will be covering in his absence. Mrs. Springman explained that the town manager is working on this.

Ms. Desmond noted that the ice machine is down. Mrs. Springman explained that the ice machine has been repaired twice and it continues to fail. Mrs. Springman will see if this can be included in the formula grant and will obtain pricing.

Adjourn.

MOTION: Mr. Deputat made the motion to adjourn at 1:32 p.m.; seconded by Ms. Sasso and the motion unanimously carried 11-0.

Approved: September 16, 2015

Documents Discussed and/or Presented
June 17, 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 May 20, 2015**
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 3) **Munis Report through June 17, 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 Public Library Draft Fire Drill & Evacuation Policy**
A copy can be found with the Town Manager or Council on Aging Director