



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
September 16, 2015

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

Members Present: Patty Sasso, Marie Durgan, Peg Keefe, Paul McNaught, Joanne Aldrich (late arrival), Joel Deputat, and Kathy Walsh.

Members Absent: Joan Unger, Arlene Wright, and Lorene Patch

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

1. Approval of Meeting Minutes – June 17, 2015

The members were provided with a copy of the July 15, 2015 meeting minutes for review and approval at the next meeting.

MOTION: Ms. Walsh made the motion to approve the June 17, 2015 meeting minutes; seconded by Ms. Sasso and the motion carried 7-0.

2. Finances

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

Ms. Deputat read the expense report out loud. The total available operating budget through September 16, 2015 is \$30,995.78 with \$44,169.29 being encumbered.

Mr. Deputat inquired about the \$20,000 for repairs and maintenance and Mrs. Springman explained that the funds have been accounted for. Mr. Deputat asked if it is possible to install an emergency window in the craft room and Mrs. Springman explained that this is something that she has researched and the Fire Department has

informed her that it is not required as capacity is under 50. Mr. Deputat noted that he still feels it would be a good idea.

Mrs. Springman noted that there is a warrant article to replace the windows in the library and craft room.

MOTION: Ms. Sasso made the motion to accept the expense report through September 16, 2015; seconded by Ms. Keefe and the motion carried 7-0.

3. Announcements and Correspondence

a) Upcoming Events:

- Sunday, October 4, 2015 Friends Breakfast 7-11 a.m.
- Monday, October 5, 2015 Foxwoods Trip 7:00 a.m.
Upscale Intake Night
- Tuesday, October 6, 2015 Swinging Seniors Chorus 3-4 p.m.
- Thursday, October 8, 2015 Men's Group 9:00 a.m.
- Tuesday, October 13, 2015 Piecemakers 6:00 p.m.
Swinging Seniors Chorus 3-4 p.m.
- Wednesday, October 14, 2015 Garden Club 7:00 p.m.
- Thursday, October 16, 2015 Quilt Show Set up
- Saturday, October 17, 2015 Quilt Show
- Sunday, October 18, 2015 Quilt Show
- Monday, October 19, 2015 MS Support Group 10:00 a.m.
Cootie Party 12:30 p.m.
- Tuesday, October 20, 2015 Swinging Seniors Chorus 3-4 p.m.
- Wednesday, October 21, 2015 COA Board Meeting 12:30 p.m.
Red Hat Halloween Party 6-10 p.m.
- Thursday, October 22, 2015 Men's Group 9:00 a.m.
- Friday, October 23, 2015 Elder Services Protective Training
Silvertones Dance 7:00 p.m.
- Saturday, October 24, 2015 Cribbage Tournament
- Monday, October 26, 2015 DJ Dance 11:30 a.m.
- Tuesday, October, 27, 2015 Brown Bag Pick Up 10:00 a.m.
Miceli Office Hours 9:30 a.m.
L'Atalien Office Hours 10:00 a.m.
Swinging Seniors Chorus 3-4 p.m.
- Friday, October 30, 2015 Friends Halloween Dance

4. Director's Report

COA Policies and Procedures Manual

Mrs. Springman, Mr. Deputat, and Ms. Sasso continue to work on the emergency procedures and will report back to the Council at a later date.

Ms. Sasso noted that she reviewed a document sent by Mr. Deputat and suggested meeting outside the COA meeting to discuss the recommendations. Mrs. Springman will check her schedule.

Bringing Baby Boomers to the Senior Center

The Fifty & Fit Exercise Class is now taking place on Tuesdays and Thursdays from 5:15-6:15 p.m. Mrs. Springman noted that since the program has been opened to all ages and the time has been changed, attendance has increased.

Mrs. Springman noted that she is waiting to hear from the new liaison at Bayberry, who is sponsoring the event due to the alcohol portion.

Brown Bag Program

Mrs. Springman noted that there are over 50 participants from Tewksbury who are now participating in the program. The program has taken place at the center twice with small glitches taking place each time such as the bags being too heavy. There is also a need for additional volunteers. Mrs. Springman noted that Elder Services has been great in resolving any issues. Mr. Deputat asked if there have been issues with the floor and Mrs. Springman noted that a mat was brought in; however, it ripped towards the end and it's likely a solution will be needed.

Discussion took place on the weight of the bags and Mrs. Springman noted that depending on what is in the bags, the procedure will be different.

It was noted that one group, Portuguese Club, did not show up for their bags. As a result, the bags were donated to the Tewksbury Food Pantry.

Senior Bowling League

Ms. Walsh explained that a meeting has been scheduled for this Thursday with representatives from the bowling alley and interested seniors. It is hoped that a league could possibly begin in November.

Nutrition

Mrs. Springman noted that a few complaints had been received since Lindley food services took over the program and they have been responsive to the complaints. No complaints have been received last month.

Dr. Aldrich arrived.

Mr. Deputat discussed the costs of the program and the lack of quality that is received given the amount of amount of funds available for the program. Mr. Deputat requested the financial information on the program be provided. Mrs. Springman will look in to this.

Mrs. Springman noted that the salad bar continues to move forward and she is in the process of ordering equipment. Mrs. Springman has been working with Derek from Elder Services on this. Discussion took place on ways of keeping costs low such as obtaining donations from local farms and supermarkets, charging people who are under 60 more, and offering portion sizes.

Movie Night at the Senior Center

Ms. Desmond noted that she picked up a couple of movies for possible selections on movie night. Ms. Walsh noted that the library rents movies and can offer input on whether they are appropriate for showing or not.

Discussion took place on the best day and time for movie night and it was the consensus to host a movie night on Sundays from 2:00- 4:00 p.m. once a month. Discussion took place on a popcorn machine, the size needed, who would operate, supplies, etc. Mrs. Springman noted that the revolving fund could be utilized to purchase the supplies necessary for the popcorn.

Ice Machine

Mrs. Springman noted that the new ice machine is up and running and explained that the ice machine can be written into the grant and suggested using the revolving fund to purchase a commercial water bubbler. It was noted the current bubbler is being filled with tap water.

MOTION: Mr. Deputat made the motion to utilize the revolving fund to purchase a water bubbler for the senior center; seconded by Ms. Aldrich and the motion carried 8-0.

Staffing

Mrs. Springman noted that she met with the town manager several times while Mr. Noel was out and also evaluated Joe, who filled in for Mr. Noel during his absence, and took away some tips to implement with Mr. Noel. Mr. Noel's new schedule will be 6:00 a.m. – 2:30 p.m. and will allow him uninterrupted cleaning time while the center is still closed.

Woodworking Shed

Mrs. Springman noted that she has an appointment with Dave Norkiewicz, Vocational Director, and Brian Smith, new Construction Department Chair, this Friday to discuss moving forward with the shed. The electrical work has been completed and inspected. The next portion to be completed will be sheetrock. Mr. Deputat asked if there is water in and out and Mrs. Springman will look in to this.

Winter Damage Repair

Mrs. Springman noted that the exterior work is underway by Lemelin Contracting, who originally installed the siding/gutters. The insurance company has been overseeing the project.

The interior work is expected to begin this week by RebuildEx, beginning with the library ceiling and moving through the rest of the building in stages. The company has also pointed out a few other areas that may not necessarily be caused by the winter and they have agreed to fix these areas as part of the project as well.

Roof Repair

Mrs. Springman noted that \$2,500 was approved at town meeting to begin repairing roof to prevent leaking in the library.

Lowell General Hospital Donation

Mrs. Springman noted that Lowell General Hospital has made a donation of \$5,000 for fitness related expenses. Mrs. Springman explained that she would like to purchase exercise equipment with the funds as there is very little room to add classes.

1:35 p.m. Mr. Deputat left the meeting and did not return.

Operation Clean Sweep

Operation Clean Sweep will take place on Friday, November 13, 2015. Volunteers will gather for fall cleaning and lunch will be served. A sign up sheet is available. The project is open to all.

SHINE Mini Fair

Open Enrollment for Medicare begins October 15, 2015. On October 15, 2015, Mrs. Springman and the SHINE regional instructor, Lisa Rose, will be conducting a 10:00 am. And 1:00 p.m. presentation on Medicare/Medicaid and are inviting different insurance vendors to set up tables to provide additional information.

UMass Lowell Interns

Mrs. Springman noted that the UMass Lowell interns have started and will be present for the fall semester. The students are in the doctoral for physical therapy program and started the Parkinson's group last year. Mrs. Springman met with the Dean and Instructor and discussed the homebound folks that are not getting attention and they are putting together teams to visit some of these homes to ensure their needs are being properly met. The goal is to create a program so that this continues in the future.

Budget Requests for Town Meeting

Mrs. Springman reviewed the budget requests for town meeting which are: \$21,000 to repair and modify movable wall, \$4,800 to replace all windows in craft room and library, \$2,000 for commercial snow blower, and \$2,000 to get walk-in fridge/freezer up and running.

Mr. Deputat suggested the stain glass class create something for the window by the conference room door. Mrs. Springman will look in to options.

Mr. Deputat left the meeting and did not return.

Formula Grant

Mrs. Springman provided the members with a breakdown of the formula Grant funding. There are two new positions being added that will be funded through the Formula Grant for Senior Clerk Secretary and Nutrition Program Aid. Mrs. Springman explained that she has been informed that funding can be moved between existing line items and reviewed each item for the funds.

Coffee with the Director

This is an ongoing event.

5. Unfinished Business

There was no unfinished business.

6. New Business

It was noted that the Lion's Club will be hosting a spaghetti supper.

Ms. Desmond noted that the following members will need to be renewed in December: Dr. Aldrich, Mr. Deputat, and Ms. Keefe.

It was noted that Ms. Desmond will not be present for the next meeting. Mr. Deputat will conduct the meeting as Vice-Chairman.

Dr. Aldrich noted that she has found some old photographs of the senior center while cleaning. Mrs. Springman noted that she would like to frame some of the old photographs and hang them in the conference room.

Adjourn.

MOTION: Mr. McNaught made the motion to adjourn at 1:58 p.m.; seconded by Ms. Sasso and the motion unanimously carried 7-0.

Approved: November 18, 2015

**Documents Discussed and/or Presented
September 16, 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 June 17, 2015**
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