



TOWN OF TEWKSBURY
COUNCIL ON AGING/SENIOR CENTER
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VIRGINIA DESMOND, CHAIR
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ASHLEY SPRINGMAN, DIRECTOR
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Meeting Minutes
October 21, 2015

The meeting was called to order by Joel Deputat, Vice-Chairman, at 12:36 p.m. at the Tewksbury Senior Center.

Members Present: Patty Sasso, Marie Durgan, Joanne Aldrich, Joan Unger, and Lorene Patch.

Members Absent: Peg Keefe, Paul McNaught, Kathy Walsh, Virginia Desmond, and Arlene Wright.

Others Present: Ashley Springman, COA Director, Janice Canole, Cynthia Trudeau, and Linda Brabant.

1. Approval of Meeting Minutes

The approval of the September 16, 2015 meeting minutes will take place on November 18, 2015.

2. Finances

a) FY 15 Budget Report and List of invoices

Mr. Deputat read the expense report out loud. The total available operating budget through October 21, 2015 is \$17,503.08 with \$35,214.73 being encumbered.

MOTION: Ms. Sasso made the motion to accept the expense report through October 21, 2015; seconded by Ms. Keefe and the motion carried 6-0.

3. Announcements and Correspondence

a) Upcoming Events:

- Monday, November 2, 2015 Upscale Intake Night
6:00 p.m. Liam Nation
- Friday, November 6, 2015 9:30 a.m. Parkinson's Support Group
10:00 a.m. – 2:00 p.m. Mini Shine Fair
- Monday, November 9, 2015 6:30 p.m. Band practice
- Tuesday, November 10, 2015 12:30 p.m. GAC Meeting
6:30 p.m. Piecemakers

- Thursday, November 12, 2015 9:00 a.m. Men's Group
Elks Turkey Dinner
- Friday, November 13, 2015 9:00 a.m. – 3:00 p.m. Volunteer Clean Up
10:30 a.m. – 12:00 p.m. GAC
- Sunday, November 15, 2015 Friends of the Elderly Breakfast Benefit
7:00 a.m. – 11:00 a.m.
- Monday, November 16, 2015 10:00 a.m. MS Support Group
12:30 p.m. Cootie Party
- Wednesday, November 18, 2015 12:30 p.m. COA Board Meeting
6:00 p.m. Red Hat Bingo
- Friday, November 20, 2015 12:00 p.m. GAC Game Day
7:00 p.m. Silvertones Dance
- Monday, November 23, 2015 6:30 p.m. Band Practice
- Tuesday, November 24, 2015 10:00 a.m. Brown Bag distribution
- Monday, November 11, 2015 11:30 a.m. DJ Jon Afternoon Dance

There will be no Garden Club meeting in November.

Mr. Deputat noted that the Sons of Italy will again be hosting their Pizza Wars event on November 16, 2015 at the Tewksbury Country Club. The cost is \$15 per person.

Ms. Springman brought cupcakes from the “Bigger than a Goat” bakery to share with the members. The delivery of the cupcakes was made along with the monthly donation. Mr. Deputat asked if the cupcakes are being sold at the Senior Center and Ms. Springman explained that the organization was looking for a place to donate its proceeds that would appreciate and recognize the work done by the children at Centerpoint. Ms. Springman noted that she had ordered from the bakery in the past and suggested possibly selling the cupcakes in conjunction with the salad bar once it is up and running.

4. Director's Report

COA Policies and Procedures Manual

Ms. Springman, Mr. Deputat, and Ms. Sasso have been working on the Emergency & Evacuation Procedures and a draft of the procedures has been included in the members meeting packets for their review. An incident report used at the Senior Center for medical incidents has also been provided to the members. Mr. Deputat suggested using this report for incidents of behavior as well so that there is an established record. Discussion took place on code words that could be used by staff to alert people over the intercom of potential issues. Dr. Aldrich will provide the codes used by Lowell General Hospital for an example. Ms. Springman noted that she will also be working towards installing plaques designating area of the building to go to in the event of an emergency. Staff members will be assigned to gathering areas outside to ensure that all individuals are directed to the safest place.

Dr. Aldrich asked when the nurse is present and Ms. Springman explained that the hours will change when the nurse is moved to the town hall but will be two hours once a week.

Woodworking Shed

Ms. Springman noted that the woodworking shed is being finalized.

Winter Damage Repair

Ms. Springman noted that the winter damage repair is still underway with the Library being completed. The siding and gutters have been repaired and the flooring has been replaced in the area near the stage and the fabric arts room. Mr. Deputat asked where the funds for this work came from and Ms. Springman explained that the repairs were being paid for from an insurance settlement. Mr. Deputat asked what the amount of the settlement was and Ms. Springman explained that it she is unaware of the amount as it was a town wide claim.

Operation Clean Sweep

Ms. Springman explained that the painting of the interior of the woodworking shed is the responsibility of the Senior Center. A cleanup day has been scheduled for November 13, 2015 and it is hoped that there may be volunteers to paint. Ms. Springman noted that any Board members interested in helping with the painting are more than welcome. Breakfast and lunch will be provided.

SHINE Mini Fair

The SHINE Mini Fair will take place on November 6, 2015. There will be two presentations at 10:00 a.m. and 1:00 p.m. by herself and Lisa Rose. Individual 30 minute appointments with Ms. Springman, Lisa Rose, and another SHINE representative will also be available for anyone needing assistance with their open enrollment insurance coverage's. Mr. Deputat asked if this is taking place during open enrollment and Ms. Springman confirmed this and noted that open enrollment is through December 7, 2015.

Budget Requests for Town Meeting

The Council on Aging warrant articles were approved at town meeting. Ms. Springman noted that she is awaiting the funds to fix the movable wall and the windows in the library.

There are three individuals that have applied for the Activities Coordinator position and Ms. Springman will begin interviews next week. Ms. Springman noted that she is working with Derek at Elder Services on the Nutrition position and there may be an individual who is able to take this position on.

Atrium Lighting

Ms. Springman noted that all but one of the atrium lights is out. As a result, she has requested a lift from the Tewksbury High School in order to reach the fixtures. The fire department has offered to change out the lights once the lift has been received.

Formula Grant

Ms. Springman is still awaiting the funds from the Lowell General Fitness Grant.

Mr. Deputat asked if all of the “kinks” have been worked out of the nutrition program and Ms. Springman explained that to her knowledge everything has been running smoothly.

5. Unfinished Business

Mr. Deputat inquired about the Veteran’s plaque and Ms. Springman explained that Ms. Walsh is expected to bring forth a proposal for the next meeting. Discussion took place on the costs, dimensions, and whether the plaque should state who it was donated by. Ms. Springman noted that this will be discussed further at the next meeting. Ms. Brabant explained that originally the Friends of the Elderly was going to fund this but was unable to due to the cost.

6. New Business

There was no new business.

Adjourn.

MOTION: Ms. Sasso made the motion to adjourn at 12:58 p.m.; seconded by Dr. Aldrich and the motion unanimously carried 6-0.

Approved: November 18, 2015

**Documents Discussed and/or Presented
October 21, 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 September 16, 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