



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
November 18, 2015

The meeting was called to order by Virginia Desmond, Chair, at 12:36 p.m. at the Tewksbury Senior Center.

Members Present: Paul McNaught, Arlene Wright, Joel Deputat, Patty Sasso, Kathy Walsh, Peg Keefe, and Marie Durgan

Members Absent: Joan Unger, Lorene Patch and Joanne Aldrich

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

1. Approval of Meeting Minutes – September 16, 2015

Two scrivener's errors were noted in the September 16, 2015 meeting minutes.

MOTION: Mr. Deputat made the motion to approve the September 16, 2015 meeting minutes as amended; seconded by Ms. Sasso and the motion carried 7-0.

The October 21, 2015 meeting minutes were provided to the members for approval at the next meeting.

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 November 18, 2015 is \$46,081.28 with \$35,360.45 being encumbered.

Ms. Springman noted that the \$31,000 approved at town meeting has been deposited into repairs and maintenance. \$2000 of which has been spent towards a snow blower.

MOTION: Ms. Sasso made the motion to accept the expense report through November 18, 2015; seconded by Mr. Deputat and the motion carried 7-0.

3. Announcements and Correspondence

a) Upcoming Events:

- Tuesday, December 1, 2015 GAC Trip to White Mountains
- Wednesday, December 2, 2015 GAC Trip to White Mountains
6:30-9 Historical Society
- Thursday, December 3, 2015 GAC Trip to White Mountains
5-7 p.m. Girls Scout Cookie Distribution
- Friday, December 4, 2015 9-11:30 a.m. – Parkinson’s Support Group
10 a.m. – 12:00 p.m. GAC Activities Meeting
Friends Christmas Dinner
- Monday, December 7, 2015 2-6 p.m. Upscale Intake Night
6:00 p.m. Liam Nation
- Tuesday, December 8, 2015 12:00 p.m. GAC Meeting
6:00 p.m. Piecemakers
- Thursday, December 15, 2015 9:00 a.m. Men’s Group
- Friday, December 11, 2015 12:00 p.m. GAC Christmas Party
- Monday, December 14, 2015 10:00 a.m. MS Support Group
11:00 a.m. Bone Builders Christmas Party
12:30 p.m. Cootie Party
- Wednesday, December 16, 2015 12:30 p.m. COA Board meeting
6:00 p.m. Red Hat Christmas Party
- Friday, December 18, 2015 7:00 p.m. Silvertone’s Dance
- Tuesday, December 22, 2015 10:00 a.m. Brown Bag distribution
- Thursday, December 24, 2015 9:00 a.m. Men’s Group
- Friday, December 25, 2015 Christmas Holiday
- Thursday, December 31, 2015 Friends of the Elderly New Years Eve Party

Ms. Brabant noted that the Friends of the Elderly Christmas Dinner will be held on December 4, 2015 at 6:00 p.m. RSVP’s are due by November 23, 2015. The cost will be \$20 per person.

Ms. Springman noted that the Brown Bag Distribution will take place on December 22, 2015. Last month’s distribution was very successful and there were many volunteers present to help out.

4. Director's Report

COA Policies and Procedures Manual

Ms. Springman noted that the evacuation procedures were provided to the members at the previous meeting and asked if there were any questions and there was none.

MOTION: Ms. Walsh made the motion to accept the Evacuation policies and procedures; seconded by Ms. Keefe and the motion carried 7-0.

Ms. Springman provided a floor plan of the senior center that was obtained from My Senior Center and explained that with the Board's approval this would be the schematic.

MOTION: Mr. Deputat made the motion to approve the floor plan presented by Ms. Springman; seconded by Ms. Sasso and the motion carried 7-0.

Mr. Deputat asked if there is a behavior policy. Ms. Springman noted that she will provide the members with the Town of Billerica's code of participation as a template. Mr. Deputat explained that the policy should also include what to do in the event of the behavior. It was the consensus that this would be next policy to focus on.

Ms. Springman noted that she has included a copy of the quote obtained by Ms. Sasso for CPR and is the same amount of money paid in 2014 and did not include first aid in 2014. The cost for the training is \$650. Ms. Springman suggested doing this on a Friday. Mr. Deputat asked where the funds come from and Ms. Springman explained the revolving fund. Ms. Desmond suggested reaching out to Ray Barry as he teaches CPR.

MOTION: Mr. Deputat made the motion to expend \$650.00 from the revolving fund for the purpose of CPR and First Aid training; seconded by Mr. Sasso and the motion carried 7-0.

Movie Night

The movie night will be held on Sunday from 2:00 p.m. – 4:00 p.m. Ms. Desmond suggested a date be chosen. It was the consensus to wait until after the holidays. The first movie night will take place on January 10, 2016.

Mr. Deputat noted that he has received the approval to purchase a popcorn machine and continues to work on this.

Ms. Springman will submit the funds to get license to show movies. Ms. Walsh will work on obtaining a movie. In the event of snow, Bob Noel will assist with snow removal.

“Age of Love”

Ms. Springman noted that she reached out to the director of the film and she has provided the members with a “Screening FAQ sheet”. Ms. Springman explained that she would like to try to have a prescreening for the members. The Billerica COA would like to cosponsor and the event would likely take place in Tewksbury. Ms. Springman suggested hosting the event in April. Ms. Springman explained that a speed dating event can also be held after the movie showing and is part of the package.

UMass Lowell Interns

Ms. Springman explained that the interns have been working with Nicole and making home visits. They have also been working to create an assessment tool that would be user friendly for volunteers in the future. The program has been going well.

Outreach

Ms. Springman explained that outreach has been very successful. Referrals have been received from other town departments. There has also been an increase in senior center participation. An average of 5 home visits per week are being done and a Friendly Visitor Program is being researched for 2016.

Activities Coordinator

Diane Dunlevy has been hired as the new activities coordinator and began this past Monday and has already begun to work on the 2016 calendar.

Nutrition Program Assistant

The position remains unfilled.

Woodworking Shed

Ms. Springman noted that the walls and trim in the shed have been completed. The next step is finish electrical work. Shawsheen Tech is expected to be finished next week. The final step would be painting which will be the responsibility of the Senior Center.

Winter Damage

The work has been completed.

Craft Room Water Damage

Ms. Springman noted that floor and sink in the craft room has been demolished as there was water coming up from the floor tiles. The room is now dry. The insurance adjusted will be out next Friday to assess this and it is hoped that the damage is covered by the Town’s policy.

Budget Requests October Town Meeting

Ms. Springman noted that the funds have been received and the snow blower has been purchased. The company repairing the movable wall has ordered parts and will schedule repair once they have received them.

Atrium Lighting

Ms. Springman explained that the lighting has been addressed. A lift was obtained from the high school and the fire department came to install the lights. Since that time, Mr. Montuori has authorized the hiring of the town's electrical company to replace the lighting. All of the lights have been replaced with the exception of one. Mr. Montuori has asked the lighting company to do an assessment of the lighting in the building for easier access and reduction in cost.

Pianos

Ms. Springman noted that it has been suggested that one of the pianos be sold or donated and keep just one. Neither piano is tuned and the choir has a preference on which piano they use. Ms. Desmond asked if the history of the pianos is known. Ms. Brabant explained that one of the pianos was donated by the Lafortune family and the other by the Sullivan family. Ms. Desmond will get opinions on which piano most would like to see stay.

5. Unfinished Business

There was no unfinished business.

6. New Business

Ms. Springman explained that the Board of Health and Veteran's Agent will be relocating their offices to the new town hall. As a result, the offices at the center will need to be reassigned. Ms. Brabant suggested the Friends of the Elderly and the GAC share an office. Ms. Springman noted that she would not be opposed to this so long as all the parties involved are in agreement.

MOTION: Mr. McNaught made the motion for Ms. Springman to determine the best areas for the offices; seconded by Ms. Walsh and the motion carried 7-0.

Ms. Desmond noted that next month will be Ms. Keefe's last meeting. Bob McGuinness has expressed interest in joining the Board.

Adjourn.

MOTION: Ms. Sasso made the motion to adjourn at 1:30 p.m.; seconded by Ms. Keefe and the motion unanimously carried 7-0.

Approved: January 20, 2016

**Documents Discussed and/or Presented
November 18, 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