



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
December 16, 2015

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

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

Members Absent: Paul McNaught,

Others Present: Ashley Springman, COA Director, Janice Conole

1. Approval of Meeting Minutes – October 21, 2015

MOTION: Mr. Deputat made the motion to approve the October 21, 2015 meeting minutes as amended; seconded by Ms. Aldrich and the motion carried 9-0.

The November 18, 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

Ms Patch read the expense report out loud. The total available operating budget through December 16, 2015 is \$42,773.35 with \$35,596.64 being encumbered.

MOTION: Ms. Sasso made the motion to accept the expense report through November 18, 2015; seconded by Mr. Deputat and the motion carried 9-0.

3. Announcements and Correspondence

- a) Ms Desmond read a letter from Melissa Johnson. Ms Johnson has resigned from taking minutes at the COA Board meetings as she can no longer attend afternoon meetings. Ms Springman noted that her secretary Jan Conole is willing to take the meeting minutes. Ms Springman stated that as long as Ms Conole can manage it she would do the minutes, however, she left the salary for a recording secretary in next year's budget.
- b) Ms Walsh stated that the veteran's plaque is on hold until after the New Year.
- c) Ms Desmond made note that Friends New Year's party would be held on December 31st. Ms Desmond apologized to Joanne Aldrich and Joan Unger for not having personally invited them to the Friends of the Elderly Christmas Party on December 4, 2015.
- d) Ms Desmond noted that Peg Keefe will be leaving her position on the COA Board after many years. Ms Desmond asked how long Peg had been on the board and Joanne Aldrich said she has been on the board for 35 years and Peg came after her. Ms Aldrich and Mr. Deputat should be reappointed in December, but due to the fact that there has been some absenteeism, the vote will be postponed until January's meeting. Ms Aldrich asked when the appointments should run and Ms Springman stated we should appoint in January and then re-appoint in June. The chair will be re-appointed in April. Ms Unger asked for clarification on the absenteeism and Ms. Desmond stated that 4 members have been absent for 3 or more meetings in the course of the calendar year. Ms Aldrich suggested that there should be excused and unexcused absences and that it is suggested you resign, but is not mandatory. Ms Aldrich also noted that the COA Board is an advisory board as opposed to a paid board like other boards in the town.
- e) Ms Springman noted that Nicole Hutcheon will be working on the Friendly Visitor Program. There will be a meeting on January 6th which Ms. Hutcheon will run. Ms Hutcheon will be working with Ms Conole to identify volunteers who are willing to participate in this program.
- f) Ms Springman noted that the Sons of Italy would be having a Dinner Dance on January 8th. Mr. Deputat stated that the public is welcome. The cost will be \$20 per person. Ms Springman asked if he would like her to advertise it in the newsletter and he said "that would be great!" Ms Springman also noted the Legislative Breakfast would be held here on January 22, 2016. It was held here last year and was very successful. Attendees are COA Directors and Legislators. Ms Springman also invited Ms Desmond as the Chair of the Board.
- g) Ms Desmond noted that the first movie night will be on January 10th from 2 until 6. Ms Desmond asked for volunteers and noted that Kathy Walsh would be getting a movie for

the event. Ms Desmond asked Mr. Deputat if the popcorn machine would be purchased by then.

h) Upcoming Events:

- Monday, January 4, 2015 2-6 p.m. Upscale Intake Night
6:00 p.m. Liam Nation
- Wednesday, January 6, 2015 10:00a.m. Friendly Visitor Meeting
- Friday, January 8, 2015 9:30 a.m. Parkinson's Support Group
11:00 a.m. Upscale Consignment Shop Meeting
6:00 p.m. Sons of Italy Dance
- Sunday, January 10, 2015 2-6 p.m. Movie Night
- Monday, January 11, 2015 10:00 a.m. MS Support Group
6:00 p.m. Band Practice
- Friday, January 14, 2015 9:00 a.m. Men's Group
- Friday, January 15, 2015 GAC Game Day – Left, Right, Center
- Monday, January 18, 2015 SENIOR CENTER CLOSED
- Wednesday, January 20, 2015 12:30 p.m. COA Board Meeting
6:00 p.m. Red Hat Regifting
- Friday, January 22, 2015 9:00 a.m. Legislative Breakfast
- Monday, January 25, 2015 6:00 p.m. Band Practice
- Tuesday, January 26, 2015 10:00 a.m. Brown Bag distribution
- Friday, January 28, 2015 9:00 a.m. Men's Group
- Friday, January 29, 2015 9:00 a.m. Legislative Breakfast SNOW DAY

4. Director's Report

COA Policies and Procedures Manual

Ms Springman provided the Town of Billerica's code of participation to the Council. Mr. Deputat and Ms Sasso will meet with Ms Springman to go over the Behavior Policy.

Ms. Springman updated the council on the progress of the Woodworking Shed. Ms Springman noted that after the electrical is completed next week and Bob has finished painting the only other issue is to decide on the layout for furniture. Mr. Deputat recommended that she have the woodworkers and the stained glass class consult on the appropriate layout.

Ms. Springman stated that work has been ongoing to fix the craft room. The materials are on order for the flooring. Mr. Deputat asked what had happened. Ms Springman explained that there was a slow leak in the sink and there was water coming up from the floor tiles.

Ms. Springman informed the board that the movable wall repair has been scheduled for the week of January 11th. The company will work on one panel at a time. The process will require that some of the activities will have to be cancelled during that time.

Ms Springman asked who may have donated the piano's and Ms Desmond stated that the black piano had been donated by Ray LaFortune and that his children would be agreeable to have it donated to another agency. Ms Desmond noted that Barbara Flynn, who uses the piano for the Swinging Seniors Chorus prefers the Mahogany Piano. Ms Wright noted that the Elks might like to take the other piano if someone would like to reach out to them.

Ms Springman asked who may have donated the organ and no one seemed to recall who may have donated it. Ms Springman noted that she had purchased equipment for the exercise classes from the Grant received from Lowell General and she needed the space the organ presently is located in to store that equipment.

MOTION: Mr. Deputat made the motion to have Ms Springman dispose of the organ and piano. Seconded by Ms Unger and the motion carried 9-0.

Ms Springman noted that there are mailboxes located in the office suite. There is a slot for each board member and the minutes will be printed and a copy left for each member. Several members would still like to have their copies of the minutes emailed to them. Ms Sasso, Mr. Deputat, Ms Walsh, Dr. Aldrich, and Ms Unger would prefer email. Ms. Desmond, Ms. Durgin and Ms Patch prefer a hard copy.

Ms Springman announced the 2nd annual Legislative breakfast will be held on Friday January 22nd. The meeting is held with Merrimack Valley COA Directors, Senators and State Representatives. In the event of snow the meeting will be held on the following Friday, January 29th. The Blaire House will be providing breakfast.

Ms Desmond spoke about the office space at the direction of Ms Springman. Ms Desmond noted that Ms Brabant and Ms Marshall will occupy the GAC office for the consignment shop and Friends of the Elderly group. Ms. Zabawa has agreed to move to the Nurses office. Ms Desmond and Ms Springman will meet with all involved to work out any concerns that have been raised. This meeting will take place sometime in January. Ms Springman noted that Ms Zabawa has been very flexible in changing office space to accommodate the request from Ms Marshall and Ms. Brabant. Mr. Deputat asked about the office suite and Ms Springman said that Outreach is occupying one of the offices and the Activities Coordinator will occupy the other office. Ms Springman also stated that part of her priorities in FY17 would be to have the Outreach position be a full time position and wholly funded by the Town.

5. Unfinished Business

There was no unfinished business.

6. New Business

- a) There will be a discussion on appointments to the COA board and absenteeism at January's COA meeting.

Adjourn.

MOTION: Mr. Deputat made the motion to adjourn at 1:15 p.m.; seconded by Ms. Aldrich and the motion unanimously carried 8-0.

Approved: March 16, 2016

Documents Discussed and/or Presented December 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 November 18, 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