



TOWN OF TEWKSBURY
COUNCIL ON AGING/SENIOR CENTER
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MARILYN, LYNN MURPHY, CHAIR
VIRGINA, (GINNY) DESMOND, VICE CHAIR

JAN CONOLE, DIRECTOR
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Meeting Minutes
February 15, 2022

Virginia Desmond, Vice Chair, opened COA Board Meeting in the Senior Center, Meeting Room. Meeting began at 2:06p.m. with board members present: Donna Bell (at 2:18pm), Arthur Costa, Sandy Creamer (at 2:21pm), Mark Kratman, Kathy Walsh, Arlene Wright, Tracy Skahan.

Members Online: Joanne Aldrich (at 2:16; out at 3pm), Joan Unger

Others Present: Jan Conole, Director (online), Donna Gill (out at 3:08pm)

Members Absent: Lynn Murphy

Welcome/Introductions:

Virginia Desmond, Vice Chair, welcomed everyone to the February meeting and asked if everyone had time to read the minutes from January 18, 2022, and if there were any questions or concerns regarding the meeting minutes of from January 18, 2022, with hearing none she moved on to the approval of the minutes of from January 18, 2022.

MOTION TO ACCEPT THE MINUTES

A motion was made to accept the from January 18, 2022, Meeting Minutes by Mark Kratman and seconded by Arthur Costa. The motion to accept carried.

Financials

Arthur Costa said that there hasn't been much change since January. He did note that dues and other things went up last month, but we discussed that it was because of yearly payments due. Mark Kratman asked how we are projected to look this year. Jan Conole said that we'd have to do an analysis. Jan Conole said that the utilities are obviously higher and now we are using the building more often which also affects the budget. Unless we have any unexpected charges, we are in good shape and projected to be on budget.

MOTION TO ACCEPT THE FINANCIALS FOR FEBRUARY: A motion was made to accept the Financials for February by Kathy Walsh and seconded by Mark Kratman. The motion carried.

Announcements

Jan Conole reviewed the March 2022 calendar. We noted that it was nice to see Zingo back on the calendar. Mark Kratman asked about how March's calendar is in comparison to other months now that the mask mandate had been lifted. Swinging Seniors, Silvertones, and other events won't start until March/April. We discussed the possibility of a St. Patrick Day's events. We received two Cultural Counsel grants and one of them was for the Beeyonder and they have a live tour of Ireland. We tried to schedule a tour for March 17th and we thought it would be nice to have Irish style foods, etc. but they are booked that day. Arthur Costs asked if we could make it for April, but folks thought that it wouldn't work to celebrate St. Patrick's Day in April. Joan Unger said that she heard that the dances can't have food or alcohol at them. Jan Conole indicated that she wasn't sure about the snacks but can confirm that there is no alcohol allowed. Masks will not have to be worn unless something happens between now and then.

Director's Report- COA Board Meeting

Jan Conole went over her director's report.

1. Building Updates

1. The larger boiler has been repaired and is in working order. The small boiler will need an additional part to prevent it from going into alarm.

2. Events/Outreach

- a. The Town Manager has lifted the mask mandate in the Town Buildings but highly recommends wearing masks at the senior center since the senior population is vulnerable, but it is not mandatory. We have posted notices on the doors and near the kiosks to reflect that face masks are encouraged but not mandatory.
- b. We are beginning to have in person Bingo at the senior center again on March 8th. I am also scheduling the DJ Dance for the last Monday in March. The Silvertones will return in April.
- c. We are having a Rainbow Social event on 2/17 in celebration of Valentine's Day. Christina is working with AgeSpan to provide the food for the event.
- d. Christina and Becky are beginning a 4-week memory training program. It will be a two-hour program for 10 individuals to attend. The program is designed to improve memory and is not for those individuals who have diagnosed with Alzheimer's or other forms of dementia.
- e. AgeSpan sent an email yesterday with the dates for continuing the Grab and Go lunches for April through September. Diane will work with AgeSpan to schedule those events.
- f. We received the third shuffleboard court and are working to have a friendly game between the Tewksbury Police or Fire with the older adults. There is the opportunity to have 12 participants play these games.
- g. I have revised the agenda to reflect the time and place on the top so that we are following Open Meeting Law.

- h. Diane has reached out to Beeyond to schedule our first virtual tour. We had requested a tour of Ireland; however, March 17th is already booked.
- i. My new secretary Tammy Duggan and new building maintenance worker Josh Tirrell started yesterday.
- j. I have attached my annual report to the Town Manager so that you can see a year in review of the events and accomplishments we have made at the Council on Aging.

3. Finances

- a. Our finances are looking. I am planning to submit a request to the Town Manager for funding for a new stove. A new stove with 6 burners and one oven will be in the \$7,000 range.

4. General Updates

- a. The agenda for the next meeting will be due to the Town Clerk's office by Friday March 11, 2022 at 2:00pm. If you have any agenda items, you would like to discuss please let Lynn know in order for us to post by 3/10/22. The next meeting will be March 15, 2022.

Virginia Desmond noted that she appreciated the sign on the front of the newsletter indicating that all are welcome at the center. Jan Conole indicated that the new forms have expanded choices for gender selection. Kathy Walsh asked if Jan Conole needed prizes for shuffleboard games. Jan Conole said that we were getting 100 COVID test kits and Virginia Desmond said that through Mass.Gov you can get four test kits. Arthur Costa asked if anyone has attended a tour. Jan Conole said that she did the Amsterdam tour. Virginia Desmond said she did a tour of France. Tour is interactive and really good/fun. Jan Conole is going to email her annual report out to everyone to review. Virginia Desmond asked about yearly reviews for Jan Conole. Arlene Wright asked about the furniture. Mark Kratman took pictures and reached out to Raytheon, and he sent it to his people around the office to see what they have and to measure it out. Some of the items they had didn't match but they are still looking for items for us. Arthur Costa said that when his branch closed, all the furniture they had there was donated; that he convinced them to give it to the high school. A lot of branches are closing, and Arthur Costa can look at their furniture too. Mark Kratman said that if Arthur Costa could look into getting a printer, that would be great. Mark Kratman said that he was looking for a desk. The need for file cabinets was brought up. Arthur Costa can check to see about file cabinets next week. Mark Kratman said that he also reached out to Vinny at the facilities office and Vinny offered to go pick up any items we need transported.

Old Business:

Jan Conole discussed that the Town Manager sent an email to everyone in the town indicating that he lifted the mask mandate in town buildings as of February 9th. After consideration, Jan Conole decided that they should lift the mask mandate in the building but note that folks should feel comfortable to wear masks.

New business:

Virginia Desmond met with Linda yesterday. They talked about the Friend's group, and

she was given a very full description of all aspects of the group. Virginia Desmond took over as president officially. There are other positions that need to be filled (treasurer, clerk, etc.). Linda didn't work with a Board but Virginia Desmond feels that it is important to have a Board because everything fell to Linda to handle and she would like tasks distributed. Kay will be on the board. The other position to appoint is treasurer. Arthur Costa volunteered. Linda had boxes of paperwork and she is good about itemizing everything. As it stands today, they have a minimal amount of funds in their checking and savings accounts. Funds are low because 2019 was the last time they did any kind of fund raising due to COVID. They got donations from Demoulas and Kathy Walsh volunteered to take that over going forward. Private citizens can make donations (e.g., Tree of Life on the wall in the Senior Center – they are in memoriam and are different prices). Looking for someone to take over that as well. Virginia Desmond was at TD Bank, where the accounts are held, and noted that she isn't tied to that bank and that the treasurer can switch banks if necessary. Certified CPA will stay as Sullivan & Bille. We discussed some of the fundraising activities and volunteer activities (Yard sales, Foxwoods, Zingo, Telebingo, Cribbage, Parade, breakfast on Sunday morning, the 50/50's, etc.) and that some give money back, some don't. Events always drew a lot of people and they will be run by seniors and the Friend's Board. The four holidays a year have events; Valentine's Day, St. Patrick's, Christmas, and New Year's Eve and get catered. Virginia Desmond wants to keep with the tradition of giving presents for people married for 50-years. Linda paid about \$4k per year for insurance policy to cover alcohol at the center. Arthur Costa is going to listen to a band on the 19th if they are any good, maybe we can use them. There is a fee of \$35 for the AG Mass. State report filing which the accountant fills out, but we need to keep detailed records. GAC has been running Zingo because we wanted to start it back up. They took over cribbage and whist games. There is money held that was donated for a bingo board. Jan Conole isn't sure whether she wants to put a permanent bingo board on the wall. We have some money donated by someone that played bingo and Jan Conole can get the information on the amount. Jan Conole suggested a portable smart tv, etc. in lieu of a permanent board. She asked if we could investigate the cost for a portable board. We discussed the casino trip and related costs. In 2019, the cost for the bus for the trip to the casino plus tip for bus driver was \$1100. Participants get a \$10/\$15 credit for a meal, lottery ticket, etc. Other expenses incurred because they play bingo on the bus on the ride down there. On the way back, they would have bags of treats (water, cookies, etc.) and rent or buy and movie to play. Arthur Costa asked if the casino trip makes any money and Virginia Desmond said that we usually don't make much money, if any, from the event. Jan Conole said that Linda was canceling the casino trip in January and February because of the weather. Virginia Desmond would like to get the casino trips started back in May. Mark Kratman suggested that maybe we reach out to some of the local businesses to sponsor. Virginia Desmond could begin to plan a casino trip and then Mark Kratman can reach out to folks to sponsor the bus or whatever donation they would like to provide. Virginia Desmond would like to have eight board members total. Jan Conole said that we could ask for volunteers in the newsletter. Mark Kratman asked about timeline. Virginia Desmond wants to get a Board together as soon as possible. Newsletter go to print on the 23rd. Arthur Costa asked if we do anything for seniors on security fraud. Jan Conole had a

meeting with BayBerry last week and Bear Mountain from Memory Care and they are willing to do any type of seminar/presentation. They hope to schedule one a month or if bank wants to sponsor or host. Virginia Desmond said that the BOH used to have a healthcare fair and they would have information on security fraud there. Jan Conole said that we would be revamping these events back up since the COVID numbers are coming down.

Final Comments:

None.

MOTION TO ADJOURN: A motion to adjourn was made by Kathy Walsh and seconded by Sandy Creamer. The motion carried.

The meeting adjourned at 3:18pm.

Documents Discussed and/or Presented

January 18, 2022, COA Board Meeting Minutes

Approved: Tuesday, February 15, 2022