



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

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Meeting Minutes
June 20, 2023

Marilyn (Lynn) Murphy, Chair, opened COA Board Meeting in the Senior Center, Meeting Room. Meeting began at 2:05p.m. with board members present: Donna Bell, Arthur Costa, Michael McDermott, Lynn Murphy, Joan Unger, Kathy Walsh, Arlene Wright, Tracy Skahan

Others Present: Jan Conole, Donna Gill

Members Absent: Joanne Aldrich, Sandy Creamer, Virginia Desmond

Welcome/Introductions:

Lynn Murphy, Chair, welcomed everyone to the June meeting. Lynn Murphy asked if everyone had time to read the minutes, and if there were any questions or concerns regarding the meeting minutes of May 16, 2023, with hearing none she moved on to the approval of the minutes of May 16, 2023.

Approval of Meeting Minutes: May 16, 2023

MOTION TO ACCEPT THE MINUTES

A motion was made to accept the minutes from May 16, 2023, Meeting Minutes by Donna Bell and seconded by Arlene Wright. The motion to accept carried.

Financials

Arthur Costa reviewed the finances. Jan Conole has done a fantastic job for the year. All the categories are in great shape and we are ready for the new year. Joan Unger has questions about the different accounts she saw on the budget reports. We discussed having a specific discussion in the fall. Jan Conole indicated that memorial funds are donated to the Friends of the Elderly; they are given to Virginia Desmond and she deposits them into the Friends of the Elderly account. Donations to the Senior Center used to go into the revolving account but Jan Conole was told that the Board of Selectman has to accept the donation first and then Jan Conole is allowed to deposit it to the revolving account. Revolving funds are used for programming (e.g., events, exercise classes, transportation, maintenance for buses, salad bar, etc.). Operating budget is specific for utilities and maintenance of the building. MHOC grant is used for part of

BC intern, new MHOC case manager, or senior that needs a small amount of financial support. Arlene Wright asked why the funds have to go to the Selectman first and it is likely a legal issue. Arthur Costa provides us with the assessment of the revolving and operating budgets. Donna Gill helped explain by using how she purchased her Martha's Vineyard ticket, that money went into the revolving account and then came out later to purchase all of the tickets.

MOTION TO ACCEPT THE FINANCIALS FOR JUNE: A motion was made to accept the Financials for June by Kathy Walsh and seconded by Mike McDermott. The motion carried.

Announcements:

We reviewed the calendar. Kathy Walsh asked about the consignment intake and Jan Conole indicated that because of the holiday, we moved that. Kathy Walsh indicated that she saw in the Tewksbury Crier that the date of the hours' change was stated later than the actual June 26th start date.

Director's Report- COA Board Meeting

Jan Conole shared her report.

1. Building Updates

- a. Scott Ripley did the landscaping.
- b. Boston Mechanical had to replace a part in the boiler and then came and did the biannual preventative maintenance.
- c. The Town Manager has distributed the new hours for the Town hall, Annex and Senior Center. The Senior Center will not disrupt any of the activities held on Friday afternoons because of the new hours. I have had positive feedback from seniors who have been made aware of the new hours.

2. Events/Outreach

- a. The Buried in Treasures classes are going very well. There has been great feedback from the participants.
- b. The workshop with Atty Catherine Geary through the Mass Bar Association on June 8th was well attended with 15 participants. The feedback was very positive.
- c. We ran an identity theft workshop sponsored by Modern Woodman which is a not-for-profit financial group on June 14th. Unfortunately, the attendance for this workshop was low.
- d. We will be having a scam presentation on June 22nd with Eastern Bank being the sponsor of this workshop. I am looking into more educational type workshops as these do seem to be an area that participants are looking for.
- e. Our last workshops in our behavioral health series will be held on June 21st which is the "Awakening to Joy" workshop. These workshops were brought to us through the behavior health grant we shared with several other communities. That grant went from November of 2022 through June of 2023. We will certainly be interested in doing more of these types of workshops as they have been very well attended.
- f. We have hired an EMHOT Case Manager that will be working full time and is funded through the EMHOT program. Susan started today. She attended the Hoarding Task Force meeting in Chelmsford and will be assisting Elders in the community to find resources. She will assist with SNAP and fuel assistance applications as well as other needs as they arise.
- g. The Brown Bag program has had a name change. The new name is the Mobile Market. We have seen a rise in applications for this program. We are also participating in the Community Market this year again. This program is run through AgeSpan and fresh vegetables are brought to us from a farm in

Haverhill. This is an income-based program. Christina will be compiling a list of Elders that we can appropriate the vegetables to.

- h. The GAC will be having a BBQ on August 18th in the afternoon. This is a Friday afternoon and someone from the staff will be here so that they can hold this event.
- i. Our Friday movies with the public library will be at 10AM to accommodate for the new hours. Robert was able to go back to the schedule we had prior to changing it to 1 in the afternoon. This was great news as I know that people do love to come to the senior center for the Friday movies.
- j. Our monthly DJ dance is scheduled for 6/26/23. See Diane to check on volunteer opportunities.
- k. The Country Line Dance instructor will not be able to teach in the months of July and August. I reached out to the instructor in Billerica and she is going to teach the class with a slight change to the schedule for those two months. The class will start at 11:30AM instead of 11AM.
- l. The last Silvertone's Dance of the season was June 16th. They will break for the summer and be back in September.
- m. The LGBTQ+ social has been moved to the first Thursday of each month. On June 1st they had a BBQ which was very successful. I believe there were more than 20 participants. Christina also set up a table at the Tewksbury PRIDE night in the center on June 2nd.

3. Finances

- a. We have finished the fiscal year with only two weeks to go and our finances are in very good shape as things shake out. We are starting to look to FY24 and the new budget year.

4. General Updates

The agenda for the next meeting will be due to the Town Clerk's office by Friday July 14 at 2:00pm. If you have any agenda items, you would like to discuss please let Lynn know by Thursday July 13th so we can post by 7/14/23. The next meeting will be July 18, 2023.

Old Business:

Refurbish foyer area: Jan Conole indicated that she told the girls in the consignment shop that she would prioritize refurbishing that area first. Jan Conole also doesn't want to have a lot of projects going on, which is understandable, so we will revisit in the fall.

Building Use Policy: We already approved a building policy and it will be reviewed again in 2025:

Produce giveaway: This is covered by the mobile market and Agespan.

Re-Appointment to Board -COA: Tracy Skahan and Arlene Wright. Donna Bell and Kathy Walsh have been reappointed for three years.

New business:

Notify Town Hall of all new appointments and everyone needs to be sworn in by August 1st at Town Clerk's office.

Nomination and election of officers: Election of Board officers; chair, vice chair, clerk, treasurer:

MOTION TO NOMINATE TRACY SKAHAN AS CLERK. A motion was made to

nominate Tracy Skahan as Clerk by Joan Unger and seconded by Arlene Wright. All in favor; The motion to accept carried.

MOTION TO NOMINATE ARTHUR COSTA AS TREASURER. A motion was made to nominate Arthur Costa as Treasurer by Joan Unger and seconded by Arlene Wright. All in favor; The motion to accept carried.

MOTION TO NOMINATE VIRGINIA DESMOND AS VICE CHAIR. A motion was made to nominate Virginia Desmond as Vice Chair by Lynn Murphy and seconded by Arthur Costa. All in favor; The motion to accept carried.

MOTION TO NOMINATE LYNN MURPHY AS CHAIR. A motion was made to nominate Lynn Murphy as Chair by Arthur Costa and seconded by Arlene Wright. All in favor; The motion to accept carried.

New hours: We discussed and accepted the new hours.

Vote to cancel August meeting:

MOTION TO POSTPONE AUGUST'S MEETING: A motion to postpone August's meeting was made by Michael McDermott and seconded by Arthur Costa. The motion carried.

Final Comments:

Joan Unger asked about last month's comment about having Dave's Farm donate food but we are all set with donations from AgeSpan and Jan Conole said that we still have our gardens out back. Arlene Wright asked about the Boy Scouts. Jan Conole said that we used two Eagle Scouts to put together the garden beds but those beds aren't big enough. We are saving wood and are making the garden beds deeper. We had the Eagle Scouts make bird houses. Arlene Wright asked if we could have the Boy Scouts do this every year. Jan Conole is going through a certification process to be a Certified Director and she needs to come up with a SWOT Analysis. She is looking for anyone looking to help/volunteer. Once Jan Conole gets a team together, the process to work towards certification will start (meeting, etc.). Jan Conole has two years to get certified. Mike won't be here for next month's meeting.

MOTION TO ADJOURN: A motion to adjourn was made by Arlene Wright and seconded by Arthur Costa. The motion carried.

The meeting adjourned at 3:03pm.

Documents Discussed and/or Presented

May 16, 2023, COA Board Meeting Minutes

Approved: July 18, 2023