



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

JAN CONOLE, DIRECTOR
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Meeting Minutes
January 18, 2022

Marilyn (Lynn) Murphy, Chair, opened COA Board Meeting in the Senior Center, Meeting Room. Meeting began at 2:03p.m. with board members present: Sandy Creamer, Virginia Desmond, Mark Kratman, Kathy Walsh, Arlene Wright, Tracy Skahan

Members Online: Joanne Aldrich, Donna Bell, Arthur Costa, Joan Unger
Others Present: Jan Conole, Director (online)

Welcome/Introductions:

Lynn Murphy, Chair, welcomed everyone to the January meeting and asked if everyone had time to read the minutes from November and December respectively and if there were any questions or concerns regarding the meeting minutes of November and December respectively, with hearing none she moved on to the approval of the minutes of November and December respectively.

MOTION TO ACCEPT THE MINUTES

A motion was made to accept the November 16, 2021, Meeting Minutes by Mark Kratman and seconded by Arlene Wright. The motion to accept carried.

A motion was made to accept the December 21, 2021, Meeting Minutes by Kathy Walsh and seconded by Virginia Desmond. The motion to accept carried

Financials

Arthur Costa reviewed the financials; specifically, payments that are made at the beginning of the year and noted that some payments may look high because they are paid yearly in January vs. payments that are made monthly, throughout the year. We have more expenses (e.g., men's room has a leak, dishwasher needs maintenance, etc.) right now. Utilities are higher because everything is going up in costs generally. Besides that, we still look good and are in good shape. Mark Kratman asked about staying level funded and Jan Conole said that we are level funded but, that because of transportation and other things going on, we can we ask for more funds. Jan Conole indicated that she asked for an increase in the van driver's hours due to demand for rides. For the Town to take up the cost of one of the part-time drivers and then to

increase the other drivers to 25-hours a week from 19-hours so she can have a Transportation Coordinator. Right now payments are done through grants. Mark Kratman asked if the Board should ask for this additional funding. Jan Conole submitted the budget to the town manager to review and she did include statistics from pre and post pandemic to show the differences to indicate and support that the need now is different. Mark Kratman asked if she needed support from the Board for that. Jan Conole said that Richard tries to reasonably make their requests happen. Jan Conole is meeting with Richard Monday and will bring up the need for the Transportation Coordinator and additional driver's hours. Lynn Murphy asked if she wanted us present in the meeting. Jan Conole will check. We can make a recommendation to support the Transportation Coordinator position and additional driver's hours.

MOTION IN SUPPORT OF THE TRANSPORTATION COORDINATOR POSITION AND ADDITIONAL DRIVER'S HOURS

A motion was made in support of the Transportation Coordinator position and additional driver's hours, by Virginia Desmond and seconded by Kathy Walsh. The motion to accept carried.

MOTION TO ACCEPT THE FINANCIALS FOR DECEMBER AND JANUARY:

A motion was made to accept the Financials for December by Virginia Desmond and seconded by Mark Kratman. The motion carried.

A motion was made to accept the Financials for January by Mark Kratman and seconded by Kathy Walsh. The motion carried.

Announcements

Jan Conole went over her director's report. They are here today fixing the boiler and replacing the broken part. She noted that a second boiler alarm went off today.

Mark Kratman said they every February we seem to have a storm and outages and asked whether we are an emergency shelter. We have been used as an emergency shelter when Nicole was director. She had opened it up during the day. Jan Conole said that in ten years, they've only opened one time, but that she can open the center within 30 minutes or so and that the fire department can also open the building as well in an emergency. Virginia Desmond said that there is an overall plan for sheltering in place (e.g., sick people would have to be screened and put in a separate area - that they would not be in the general area, etc.). Mark Kratman asked if Jan Conole could have the BOH think about it in advance to anything possibly happening and come up with a plan. It was noted that we have beds, dog crates, etc. in the basement of the building. Jan Conole can put something together with fire, police, etc.

Lynn Murphy asked if Jan Conole needed help with the clinic and Jan Conole said that only 36 people signed up for now. Jan Conole indicated that was a manageable number but will let her know if they need help. We are using Letourneau's Pharmacy in Andover.

Virginia Desmond asked if we put the valentine's event was put out to the schools. Kathy Walsh noted that it might be during school time.

Mark Kratman asked about the food for the virtual tours and said that we could likely get the food donated. We get 12 virtual tours and you can schedule at any date/time. We originally put in for 25 people but then reduced it to 15 people to save costs. Cost is \$1510 for the 15 people and 25 people is \$2500. Jan Conole said they will offer the virtual tour programs similar to the grab and go's; first 15 people to sign up will get to participate. We chose the tour that didn't provide the food because it gave us more flexibility because you can participate from home.

Director's Report- COA Board Meeting

1. Building Updates

- a. The boiler has been fixed and the fix seems to be working to keep the system from going into alarm mode.
- b. The electrical work has been done and the parking lots are on a timer as they had stopped working through the panel.
- c. A leak was discovered in the men's room on Thursday of last week. Vinny has come over to look at it and we will hopefully have that repaired soon.

2. Events/Outreach

- a. Lynn, Ginny and I have been speaking each week regarding the status of keeping the center open. We all agree that it is vital to the seniors who come to the center to participate that we keep the doors open. We are not having Zingo until Feb 1st, which is in line with what the Elks is doing. There will be no DJ dance or Silvertones dance in January.
- b. The Tewksbury BOH and the COA worked to use a vial of Moderna vaccine that was left from the December clinic we held in which we gave 119 people a booster. We gave 18 boosters out of that vial on January 13.
- c. We scheduled a booster clinic on 12/29 at which we vaccinated 112 individuals in the community. I have another booster clinic scheduled for 1/26.
- d. We are having a Rainbow Social event on 2/17 for a Valentine's day celebration. Christina is working with AgeSpan to hold this event and there will be food provided.
- e. We continue to work with AgeSpan to run our Grab and Go lunch program. Our January Grab N Go is being held on 1/26/22. Kathy and Ken Walsh have been very helpful at these Grab and Go lunches and will be helping again at the January event. Our February event is being held on the 23rd.
- f. The Cultural Council did approve our two grant requests for the virtual travel subscription and the third shuffleboard court. Diane is working on getting the virtual tours started and the purchase of the third shuffleboard court.
- g. Christina and Rebecca are working on Outreach and we are meeting this week to go over more areas we can address.
- h. The waitlist for tax appointments has started being compiled. Patty Sasso and I have been taking

about when they will start. Patty came in on Friday January 14 to go over the logistics with Harry Gong who is the Regional AARP rep and the other tax preparers. We are short preparers this year and this will most likely impact the number of people we will be able to serve. As of the time of this report we have 115 people on the list.

- i. I have interviews on Thursday for a replacement for the secretarial position and we are still waiting on applicants for the Building Maintenance position.

3. Finances

- a. Our finances are still on track for the year.
- b. My presentation for the COA operating budget is on Monday 1/24. It will be virtual and the budget is level funded as in past years.

4. General Updates

- a. The agenda for the next meeting will be due to the Town Clerk's office by Friday February 11, 2021 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 2/13/22 so we can include it in the agenda.

Old Business:

Lynn Murphy asked about the furniture from Raytheon. Mark Kratman said that if we could go through and figure out what items that might need replacing. Mark Kratman will take photographs of the chairs outside the consignment and gift shop after the meeting and will go from there. It was noted that most furniture needs to be replaced.

New business:

Virginia Desmond said that we have a package of policies and procedures that haven't been finished (e.g., emergencies, protocols. etc.). Some have been started and not finished. Jan Conole said that we can look at what is on the shared drive and then we can start fresh. It was decided that we could look at one protocol per meeting and start in February.

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 2:55pm.

Documents Discussed and/or Presented

November 16, 2021, and December 21, 2021 COA Board Meeting Minutes