



TOWN OF TEWKSBURY
COUNCIL ON AGING/SENIOR CENTER
175 CHANDLER STREET
TEWKSBURY, MASSACHUSETTS 01876

FRONT DESK (978)640-4480
FAX (978) 640-4483

MARILYN, LYNN MURPHY, CHAIR
VIRGINIA, (GINNY) DESMOND, VICE CHAIR

JAN CONOLE, DIRECTOR
JCONOLE@TEWKSBURY-MA.GOV

Meeting Minutes
February 21, 2023

Marilyn (Lynn) Murphy, Chair, opened COA Board Meeting in the Senior Center, Meeting Room. Meeting began at 2:00p.m. with board members present: Arthur Costa, Virginia Desmond, Michael McDermott, Joan Unger, Kathy Walsh, Arlene Wright, Tracy Skahan

Members Absent: Joanne Aldrich, Donna Bell, Sandy Creamer

Others Present: Jan Conole, Donna Gill, Katlynn Bugda-Gwilt (candidate for Board of Health)

Welcome/Introductions:

Lynn Murphy, Chair, welcomed everyone to the February 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 January 17, 2023, with hearing none she moved on to the approval of the minutes of January 17, 2023.

Approval of Meeting Minutes: January 17, 2023

MOTION TO ACCEPT THE MINUTES

A motion was made to accept the minutes from January 17, 2023, Meeting Minutes by Joan Unger and seconded by Virginia Desmond. The motion to accept carried.

Financials

Arthur Costa reviewed the finances. We are in good shape. Office supplies are high because we were inadvertently charging something to our operating budget by mistake.

MOTION TO ACCEPT THE FINANCIALS FOR FEBRUARY: A motion was made to accept the Financials for February by Joan Unger and seconded by Arlene Wright. The motion carried.

Announcements:

We reviewed the March 2023 calendar of events. Michael McDermott said that his group has 16 attendees, and they discuss different issues (e.g., Medicare, current events, trips/vacations, caregiving, advice, etc.). March 10th is the St. Patrick's Dinner. Irish corn beef dinner will be served, Irish Step Dancers, baskets, etc. and cost is \$20 per ticket. There are also flyers. Jan Conole said that the Italy tour had to be rescheduled because of the weather. Rainbow Social had a health fair around suicide prevention. Parkinson's meeting is a peer support group; two people are coming from a company that does Parkinson's support. In April they will have Perkin's School of the Blind come. We had a lot of people at the low vision meeting last month. Grass Ring Memoirs is the book on Dementia and dealing with it.

Director's Report- COA Board Meeting

1. Building Updates

- a. We have ordered an ignition rod for the main boiler and when that is installed, we will switch to boiler one and have the secondary boiler back to being a backup boiler.

2. Events/Outreach

- a. The EMHOT program is very busy. We have a job posting for an LCSW out in many of the outlets and we are unfortunately not getting any takers. We sent the EMHOT program flyer out with Meals on Wheels and as a result Christina is getting a lot of calls. It will unfortunately get to a point where she must develop a waitlist if we cannot fill the part time LCSW position.
- b. I hired a third van driver who will start on Thursday. He will shadow our two seasoned drivers and then he will be driving on Mondays Thursdays and Fridays. We secured a private showing for 80 for Brady on Thursday 2/23 and he will be taking them to the show.
- c. We have two more workshops in March on Calm in the Chaos which will focus on techniques when feeling anxious or overwhelmed and adjusting to transitions in your living environments which will provide techniques when an individual finds themselves in a situation of having to move.
- d. The AARP volunteers have started doing the taxes. We had over 180 names on the waitlist and unfortunately will not be able to provide an appointment for all of them. Tammy has been managing the list and calling for appointments. Currently, we are no longer taking names.
- e. Our monthly DJ dance is scheduled for 2/27/23. We are always grateful to anyone who can volunteer.
- f. The Silvertone's Dance was last Friday. There were many regulars at the dance, and it was a great time.
- g. I purchased 16 new round tables which will be in around the middle of April and 160 new chairs that should be in around the middle of March. After the tables are delivered we will dispose of the old tables. We are planning to have a dumpster delivered so that we can dispose of them. The disposal fee was so expensive that we decided to use a dumpster and save some funds. Greg was willing to dispose of the tables this way.
- h. I have had a lot of trouble collecting a monthly fee for the exercise classes due to the fact that surrounding centers allow their participants to pay as they participate. This works for those centers as they either have dedicated staff to collect money each week or they have less classes that they have to pay instructors for. The fee for classes has not been raised in 8 years although the cost of providing a professional instructors has increased. I supplement the class cost with some funds from the formula grant, however, with people not paying monthly we are funding that the cost to the senior center has outweighed the income from

the participants and the formula grant funding. I did a survey with two questions asking what the preferred method of payment is. I have come up with two options. One to still pay by the month and one to purchase a card of 10 classes for 35.00. It is about a 50/50 split in the responses. Given this I think I will try as of April 1 to have both options available. I am working out the kinks with the Auditors office and will try to roll out the program in April.

- i. The Friends of the Elderly will be having a corned beef and cabbage dinner on March 10th. Tickets are on sale for \$20 per person and the event is from 4 to 7pm. The cooking crew is taking a servsafe course provided by AgeSpan on Tuesday 2/28/23.

3. Finances

- a. The budget looks good for now. There are no unanticipated expenses to be aware of at this point.

4. General Updates

- a. The agenda for the next meeting will be due to the Town Clerk's office by Friday March 17 at 2:00pm. If you have any agenda items, you would like to discuss please let Lynn know by Thursday March 16th so we can post by 3/17/23. The next meeting will be March 21, 2023.

Jan Conole reviewed her report. We discussed that we, the Board, should set the monthly fee for the exercise classes. Michael McDermott says he goes to the Monday exercise class and isn't sure the instructor is the person that should handle payment/punch cards. Michael McDermott said that having both options (monthly vs. pay as you go) seems the best way to proceed. Jan Conole said that she received feedback that sometimes people can't come to the class and don't want to pay for a missed class. Jan Conole is doing a punch card for the rides in-town and will see if that will also work for the exercise classes. Lisa Jones from the credit union asked if someone could come and do a scam presentation.

Old Business:

We reviewed the TSC Medical Procedures. Michael McDermott asked whom the document is written for. These go into our procedures. No need for having it posted; it is an internal document confirming our procedures.

MOTION TO ACCEPT THE TSC MEDICAL EMERGENCY PROCEDURE:

A motion to accept the TSC Medical Emergency Procedure was made by Michael McDermott and seconded by Virginia Desmond. The motion carried.

Lynn Murphy called the high school and left a message regarding the Chess Club and she will follow up. We discussed lunch and learn ideas. Donna Bell suggested that we put out a survey. Michael McDermott asked about something along the line of when their spouse passes away – real life experiences. Jan Conole can find someone from Elder Law to come and Arthur Costa said he knew someone. Virginia Desmond suggested financial aspects after someone passes. Virginia Desmond said VNA suggested simple first aid kits. Kathy Walsh suggested Go Bags. Lynn Murphy suggested someone speak about safety in the home. Lynn Murphy said that we should email her our suggestions.

New business:

We discussed that we need to do the ethics training. Lynn Murphy attended a webinar on Managing Municipal Meetings. They talked about the running of the meetings, and she said that in most aspects we are doing very well. They kept saying how important it is to be recognized by the Chair before we speak and the Agenda be posted on time (which it is). Lynn Murphy suggested that you just raise your hand before you speak. Donna Gill said that Carnation published something about EMHOT.

Final Comments:

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

The meeting adjourned at 3:03pm.

Documents Discussed and/or Presented

**January 17, 2023 COA Board Meeting Minutes
TSC Medical Emergency Procedures**

Approved: Tuesday, February 21, 2023