



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

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Meeting Minutes
March 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, Sandy Creamer, Virginia Desmond, Michael McDermott, Lynn Murphy, Joan Unger, Kathy Walsh, Arlene Wright, Tracy Skahan

Others Present: Donna Gill, Sheldon Chandler

Members Absent: Joanne Aldrich, Donna Bell

Welcome/Introductions:

Lynn Murphy, Chair, welcomed everyone to the March 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 February 21, 2023, with hearing none she moved on to the approval of the minutes of February 21, 2023.

Approval of Meeting Minutes: February 21, 2023

MOTION TO ACCEPT THE MINUTES

A motion was made to accept the minutes from February 21, 2023, Meeting Minutes by Virginia Desmond and seconded by Michael McDermott. The motion to accept carried.

Financials

Arthur Costa reviewed the finances. He said that the budget looks good, and that energy has been stable because of the weather. He went through the line items; while some were high, we look good through June.

MOTION TO ACCEPT THE FINANCIALS FOR MARCH: A motion was made to accept the Financials for March by Kathy Walsh and seconded by Sandy Creamer. The motion carried.

Announcements:

Dementia training is next week on the 30th. April 7th is the volunteer luncheon. Kathy Walsh noted that April 7th is Good Friday and going forward it should be scheduled for another day. Lynn Murphy noted that it is important to use our key card when we enter the building as they need those numbers. Lynn Murphy noted that they will likely need help at the DJ Dance this coming Monday, the 27th. Joan Unger said that she and Jim can't help this month so we will need extra help that day. Michael McDermott indicated that his group is going very well.

Director's Report- COA Board Meeting

Jan Conole is out so Lynn Murphy went over her report.

1. Building Updates

- a. Both boilers were put back in operation today. The main boiler is back running with the secondary boiler being back in back up mode. The HVAC company was staying for a short time today to be sure it was running without issues. They do not expect any more issues currently.

2. Events/Outreach

- a. Christina and Ashley presented to the Board at a Board of Health meeting on the Hoarding task force which is a collaboration between several communities. They also have been trained in the Buried In Treasures model to run workshops at the Senior Center. Buried In Treasures is a nationally recognized and approved workshop, facilitated, structured and time limited support group that focuses on helping individuals with Compulsive Acquiring, Saving and Hoarding. They will begin these workshops in May. The workbooks will be purchased through the EMHOT program.
- b. Lynn, Diane and Tammy are attending a training tomorrow to learn how to facilitate the 4 week UCLA Memory training workshop that we have had in the past. This workshop was very well received, but we have been unable to run them due to the lack of more trainers since the EMHOT grant was awarded to us. I look forward to bringing this program back.
- c. The third van driver started, and he has been able to help meet the many of the needs we have not been able to meet, especially on Mondays and Thursdays when we have only had one driver and on Fridays which have been dedicated to only do food shopping. Now with this additional driver we can take people to medical appointments on Fridays if the need arises.
- d. Our two workshops in April are on the 5th, How I view myself at 10AM and on the 19th Taking in the Good at 10AM. The information on these workshops are posted on the senior center facebook page.
- e. We are running a workshop on March 30th with Author Kelly McCarthy who will speak on the journey with a loved one who has been diagnose with Dementia. Bayberry at Emerald Court will be supporting the event with light refreshments. The information is on our facebook page and has been shared throughout the community.
- f. Our monthly DJ dance is scheduled for 3/27/23. We are always grateful to anyone who can volunteer.
- g. The Silvertone's Dance was last Friday. There were many regulars at the dance. The total attendance was 41. Diane stayed with the group.
- h. The 160 chairs have been delivered to us and the tables will be delivered sometime in mid-April. At that time, we will order a dumpster to dispose of the old furniture.
- i. I made a transportation punch card for in town rides for \$45 for 25 rides. This card will make transportation easier for individuals who use the transportation frequently. I also in the process of putting together a punch card for exercise classes which will provide

flexibility for people who do not want to pay by the month. The exercise classes will be paid either by the month or with the punch card. The only issue at this point is how to manage this program which I am working on. It would be great if we could have volunteers in each class to be responsible to punch the cards. I have mentioned that in my article in the April newsletter.

- j. The Friends of the Elderly corned beef and cabbage dinner was on March 10th. I am told that more than 100 people attended. I had the pleasure of speaking to their entertainment on that evening before having to leave. I am told everyone had a wonderful time.

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 Thursday April 13 at 2:00pm, due to the holiday. If you have any agenda items, you would like to discuss please let Lynn know by Thursday April 13th so we can post by 4/13/23. The next meeting will be April 18, 2023.

Old Business:

Arthur Costa is going to present at the first Lunch & Learn in May. Arthur Costa will touch base with Jan Conole on the date.

New business:

We reviewed the Application for After-Hours Building Use document which is part of our Policy and Procedures. We discussed adding "when using a private caterer, a permit is still required". Do we want to increase the \$75 charge? Safe serve and kitchen use for any outside Tewksbury vendors? Lynn Murphy indicated that Jan Conole would like someone from the facility to be at the Senior Center for any opening and closing of the center (bullet point two). We discussed that the Board would be willing to help with this as well. Question about bullet point no. 5. Sheldon Chandler said that many of the visitors walk right in/by. We discussed that we put up a sign to check in. We discussed re-writing the portion where it says "for-profit." Sheldon Chandler said that sometimes it gets crowded with some of the events we have been having these last few months. We discussed having Jan Conole go over the insurance bullet point (noting there is a period in \$3 million dollar amount instead of a comma?). Joan Unger indicated that the Garden Club may have sent their donation straight to the town instead of to the Senior Center first – so it goes into our fund. We discussed taking the document home and providing any feedback. It will be on next month's agenda to discuss again.

We discussed lunch and learns. How to set them up through Jan Conole, what is required for food, etc.

Final Comments:

Michael McDermott asked about the bulletin boards as he has a flyer that he'd like to post. Are certain flyers allowed vs. not allowed. We recommended following up with Jan Conole.

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

The meeting adjourned at 2:54pm.

Documents Discussed and/or Presented

**February 21, 2023 COA Board Meeting Minutes
Application for After-Hours Building Use**

Approved: Tuesday, April 18, 2023