



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
April 18, 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, Sandy Creamer, Virginia Desmond, Lynn Murphy, Joan Unger, Kathy Walsh, Arlene Wright, Tracy Skahan

Members Absent: Joanne Aldrich, Michael McDermott

Others Present: Donna Gill, Jan Conole

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 March 21, 2023, with hearing none she moved on to the approval of the minutes of March 21, 2023.

Approval of Meeting Minutes: March 21, 2023

MOTION TO ACCEPT THE MINUTES

A motion was made to accept the minutes from March 21, 2023, Meeting Minutes by Kathy Walsh and seconded by Arthur Costa. The motion to accept carried.

Financials

Arthur Costa reviewed the finances. We are going to make it to the end of the year with no problems. Not much went up since the last meeting. Heat, electricity, repairs, etc. isn't that bad. Jan Conole said that we did have to spend some money on the HVAC system, but the town is going to provide us with some funds after the next Town Meeting. Joan Unger asked if we received the financials before the meeting and we don't at this time.

MOTION TO ACCEPT THE FINANCIALS FOR APRIL: A motion was made to accept the Financials for April by Virginia Desmond and seconded by Kathy Walsh. The motion carried.

Announcements:

Jan Conole could use help from 2-3pm on May 1st to help with the consignment intake. Virginia Desmond asked about the Buried in Treasures. Jan Conole said that it helps people deal with clutter in their homes. Jan Conole said that they have a new tv on a rolling cart and Greg is in the process of moving the new tables, etc. Everyone commented on what a great job Greg is doing. Lynn Murphy said that there are plenty of volunteers for the DJ Dance.

Director's Report- COA Board Meeting

Jan Conole reviewed her report. Perkins School for the Blind is coming to do a presentation on Thursday. One of the librarians will come to that presentation to let them know that they have books available for them to checkout. A suggestion was made to maybe offer someone a discount to oversee the punch cards. Jan Conole and Diane met with someone that does quilting and will offer her class one day a month in June. You don't have to know how to quilt; it is just an art class. Jan Conole indicated that they handled 170 tax returns. Jan Conole will not be here for the next meeting.

Old Business:

We hope to have a lunch and learn in May. Mass. Bar sent Jan Canole information on a local attorney to come in. Virginia Desmond, asked about the people that are in our advertisements; if they'd like to come in for a lunch and learn.

We discussed the Policy and Procedures after hours building use. Tammy and Jan Conole are serve safe certified and so are the Friend's group. Rod and Garden club is coming and Jan Conole told them that someone from the staff needs to be here for their meeting. Emerald Court comes once a year, on a Saturday, for their annual condo meeting. Jan Conole didn't have a maintenance person last year to help with things but now that we have Greg, we have someone to stay for events. Lynn indicated to Jan Conole that the Board members would offer to stay for events. We discussed the issue about people not signing in. Jan Conole went over how important it is to sign in when people get there. Virginia Desmond explained the line item about all Board members having access and we discussed taking that line item out. Jan Conole said that we should look at these policies yearly.

New business:

Finegold wants to come for Representative Office hours. Jan Conole said that she doesn't have a problem with that and it has worked quite well in the future.

Final Comments:

None.

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

The meeting adjourned at 2:58pm.

Documents Discussed and/or Presented

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

Approved: Tuesday, May 16, 2023