



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
April 26, 2022

Marilyn (Lynn) Murphy, Chair, opened COA Board Meeting in the Senior Center, Meeting Room. Meeting began at 2:04p.m. with board members present: Donna Bell, Arthur Costa, Sandy Creamer, Virginia Desmond, Mark Kratman, Joan Unger, Kathy Walsh, Tracy Skahan

Others Present: Jan Conole, Director

Members Absent: Joanne Aldrich, Arlene Wright

Welcome/Introductions:

Lynn Murphy, Chair, welcomed everyone to the April meeting and read a letter from M. Kratman which indicated that he was resigning from the COA Board. He cannot serve based on conflicts and will attend meetings going forward in a capacity as a town member/resident.

MOTION TO HOLD THE MARCH 15, 2022, MINUTES

A motion was made to hold the minutes of March 15, 2022, by Kathy Walsh and seconded by Sandy Creamer. The motion carried.

Financials

Arthur said that the biggest jump in costs was the utilities and maintenance; everything else is flat and we are looking good for April.

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

Announcements

Lynn Murphy asked how the yard sale is going. Virginia Desmond said that they still need volunteers. Virginia Desmond said that they did a flyer but there was an error so the flyer going to be corrected and sent out again. Kathy Walsh posted the correct flyer

and made a list that they are going to put in the grab and go bags tomorrow. Virginia Desmond said that they only had 10 tables so far but most people don't come in until two-weeks before the event. Kathy Walsh is going to put an ad in the papers and others will continue to distribute the flyer around town. Virginia Desmond asked if they could have a meeting on May 3rd with the Friends' group. Sandy Creamer, who will be off for the summer, said that the Town nurse is going to start coming on Tuesdays and Wednesdays next week for the blood pressure clinic. Jan Conole said that information will be in the front of the newsletter. Virginia Desmond asked Jan Conole how the dance did. Jan Conole indicated that Christine works with AgeSpan to run the dances but they played cornhole and it is difficult to provide exact numbers as everyone doesn't sign in. Jan Conole said that despite not having exact numbers, the number of attendees have been going up. Jan Conole said that Friday the 6th, the Rod and Gun will be here but it is not on the calendar because it is not a Senior Center event. Virginia Desmond said that we could rotate staying late for events and closing up to give Jan Conole a break – since she does this lot.

Jan Conole went over her director's report.

Director's Report- COA Board Meeting

1. Building Updates

- a. The shades were installed last Wednesday and really brighten the halls up.
- b. The building maintenance office is now near the office suite.
- c. The Town Meeting is coming up and we have a request for \$7K to replace the stove in the kitchen with a stove that is up to code.
- d. The dishwasher broke before the volunteer luncheon. We still served the lunch on the regular plates and silverware, so the staff is washing the dishes by hand a little at a time. The repair company came in yesterday to work on it and it needs a heat element which he has ordered.

2. Events/Outreach

- a. We had our volunteer luncheon on Friday 4/22/22 and it was well attended. The entertainment was very well received, and we had many compliments from the volunteers.
- b. We had our DJ Dance yesterday 4/25/22. We were supposed to have a sponsor however they did cancel last week so we went ahead and ordered Pizza from Villa Roma, made a garden salad and provided cookies for dessert. Going forward we may have to rethink having lunch or raising the price of the ticket to pay for the lunch. We generally are full for these dances.
- c. The rainbow social was a success and Christina is looking forward to our Dine and Dance on May 12th. This group continues to meet monthly here at the senior center. Christina has had many people volunteer to help with the event.
- d. Becky's last day was April 12th. She is finishing this semester at BC and will be taking more classes in the summer as well as starting another internship with the

Frontline Initiative over the summer. We will miss Becky but wish her well in her pursuit of her social work career.

- e. We had our second virtual tour on Friday at 11AM in the library. This tour was an Egypt tour of the Nile. We had 14 people participate and Diane had tea that was a favorite in Egypt as well as traditional Baklava for the participants to enjoy. We still have 10 more tours to schedule and Diane is booking those now. There was great feedback from the group and the Baklava was delicious.
- f. Diane and Christina took a group to see Shen Yuen on 4/7. We had these tickets in 2020, but due to the pandemic we were unable to complete that trip. The company has worked with us to use our credit for the tickets and the bus company has worked with us as well. Diane is also working on several other trips and several of them have increasing interest.
- g. Our next Grab and Go will be on Wednesday, April 27th.
- h. Unfortunately, our second Hoarding force meeting on 4/20 had to be cancelled however, there is a lot of interest by the surrounding communities so perhaps we can all help each other with the very difficult issue. I have reached out to gain training for a program that can help individuals clean up the clutter. We will be meeting on May 18th as a committee.
- i. We have put another session for the memory training class together and it is advertised in the May newsletter. It will start on June 8th from 2-4 in the afternoon and run for 4 weeks. The last session was very successful with Christina and Becky running the session. I have been trained now and will be facilitating the next session with Christina.
- j. We will participate in the Elder Community Market again this year and will have more information as it becomes available. This is a program Christina ran last year and we will run it again this year.
- k. Diane has organized a day trip in May to a hypnotist and is also starting to plan a roaring twenties party in June.

3. Finances

- a. Our finances are looking good.

4. General Updates

- a. The agenda for the next meeting will be due to the Town Clerk's office by Friday May 13, 2022 at 2:00pm. If you have any agenda items, you would like to discuss please let Lynn know by Thursday May 12th so we can post by 5/13/22. The next meeting will be May 17, 2022.

Everyone said that Jan Conole did a great job with the volunteer appreciate lunch and Diane did a great job with the gifts. Jan Conole said that they had to replace all of the Exit Signs. Lynn Murphy asked if it was too late to bump up the \$7k we asked for to get the dishwasher fixed. Jan Conole indicated that we should be able to pay for the repair of the

dishwasher. Jan Conole said by next month she'll have a better idea of where she stands financially and if she should ask for more money. Jan Conole met with AgeSpan and they are going to meet with Chrisina to discuss further collaborating in order to expand our services. Virginia Desmond asked about the memory session and if it was well attended. Jan Conole said that it was recommended that the class only be about 10 participants and the class was full and everyone raved about the class. Virginia Desmond explained further how the hoarding force would work (call elder services, BOH grant to pay for clean-up, which clean-up company to use, Habitat for Humanity, mental health support, etc.) and Jan Conole said that we are trying to come up with a written procedure. Lynn Murphy said that maybe one of the assisted living or other places in town would be able to let a resident live at their facility in the interim as part of the hoarding force meeting procedures. Jan Conole indicated that she is looking for training for the Hoarding group. Mark Kratman asked about the funding for the stove and whether we have it ordered. Jan Conole indicated that we have quote for about 3 to 9 months to get a brand new stove.

Old Business:

We talked about the meeting room policy. Some of the discussion was regarding outside groups using the Senior Center – that they should be supporting the Senior Center in some capacity in order to reserve the room.

Mark Kratman said that he asked for an update on the furniture and his contact is working with his people. Normally they regularly remodel offices but that is on hold for now because they are reconfiguring their workspace based on post-COVID trends (less offices; more temp workspace). Mark Kratman got an email during the meeting indicating that they have some furniture available in Woburn and he will get some pictures.

New business:

We discussed expirations of Board Members and elections due at the end of June. Folks that are up for expiration for Board members, need to send Lynn a blurb to renew. Officers need to send a letter to the Town Hall. Mark Kratman said that after Town meeting they will be doing appointments and go through all committees. Mark Kratman said to send email to town clerk (Denise) indicating “I am interested remaining on “X” Board.” With Mark Kratman resigning we should publicize the opening of a Board member. No one is interested in the Memorial Day Parade this year and the hockey team is going to use the float. Will revisit and see about having the parade next year.

Final Comments:

Kathy Walsh mentioned that they donated the soldier silhouette which was in the shed. Sandy Creamer said that we need Senior yard sale table needs stuff.

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

The meeting adjourned at 3:02pm.

Approved: Tuesday, May 17, 2022