



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
May 17, 2022

Marilyn (Lynn) Murphy, Chair, opened COA Board Meeting in the Senior Center, Meeting Room. Meeting began at 2:05p.m. with board members present: Joanne Aldrich, Donna Bell (at 2:27pm), Arthur Costa, Sandy Creamer, Virginia Desmond, Joan Unger, Arlene Wright, Tracy Skahan

Others Present: Jan Conole, Director, Mike McDermott (out at 2:51pm), Mark Kratman (in @ 2:23pm out @ 3:38pm)

Members Absent: Kathy Walsh

Welcome/Introductions:

Lynn Murphy, Chair, welcomed everyone to the May meeting and introduced everyone to Mike McDermott. He expressed an interest in the open Board seat which we are keeping open until the end of June. He introduced himself: lifelong town resident; worked for Elder Services for 14-years (specialized in Alzheimer's & Dementia); runs a men's group at the Senior Center for the past 8-years. He also gave a description of the group he runs at the Senior Center. We asked questions regarding what he can bring to the Board.

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 15, 2022, and April 26, 2022, respectively, with hearing none she moved on to the approval of the minutes of March 15, 2022, and April 26, 2022, respectively.

Approval of Meeting Minutes: March 15, 2022, and April 26, 2022

MOTION TO ACCEPT THE MINUTES

A motion was made to accept the minutes from March 15, 2022, Meeting Minutes by Arthur Costa and seconded by Virginia Desmond. The motion to accept carried.

A motion was made to accept the minutes from April 26, 2022, Meeting Minutes by Arlene Wright and seconded by Sandy Creamer. The motion to accept carried.

Financials

Arthur Costa said that we are on track and only have about six-weeks until the new fiscal year. We discussed if we were level funded and we are. The cost for the stove was approved at town meeting.

MOTION TO ACCEPT THE FINANCIALS FOR MAY: A motion was made to accept the Financials for May by Joanne Aldrich and seconded by Virginia Desmond. The motion carried.

Announcements

We reviewed the calendar of events. Jan Conole isn't sure if we are going to have Juneteenth off as a holiday. Lynn Murphy asked if Jan Conole needs help with the June Silvertones Dance. Jan Conole indicated that she won't be at the upcoming dance; Diane will be there. Jan Conole usually comes so she can lockup the building. Sandy Creamer asked about bringing liquor to the dance. Jan Conole said no because they don't have liquor insurance. You can do a one-day liquor license and have to go to the Board of Selectman for approval. Jan Conole indicated that you can have a cash bar but have someone tip certified, and they have to go in front the Board of Selectman for approval. Joan Unger asked about all other parties (Christmas, New Year's, etc.). We did speak to the Village Inn for an event and they will handle the one day liquor license for us. So, if we want to do a Christmas party, we can use the Village Inn. Jan Conole said that there is an application and fee; you must notify the abutters by way of newspaper announcement and written correspondence. Last time the Selectman's office received a noise complaint. Virginia Desmond said that because the Friend's Group haven't had any big events yet this year, they don't have the funds for the insurance policy but will investigate it and they are using Village Inn for Christmas. Joan Unger asked if the Silverstones gave any money towards the insurance policy and Ginny said yes. Virginia Desmond asked Mark Kratman if he has any suggestions for the one-day liquor license. Mark Kratman suggested that they put together a list of events for the year (e.g., St. Patrick's Day, Valentine's Day, Christmas, New Year's Eve, etc.) and get them approved all at once. Mark Kratman indicated that we could likely get the fee waived. If we needed other dates, we can send in a letter to add those dates and they can be approved at a later meeting. Joan Unger asked Mark Kratman if it is for a cash bar or BYOB. Mark Kratman said you could apply for whatever you would like but the Board of Selectman will likely need specific details. Mark Kratman suggested to send questions to Jan Conole and Jan Conole will forward to Richard and Richard will send to Board of Selectman. Mark Kratman said that he went through this with Joel; that we should have something through our Town's insurance. Joel used the Sons of Italy policy for events. Mark Kratman suggested to reach out to other places (Knight's, Elks, etc.) to see if they could provide the bartender, etc. Virginia Desmond is going to pursue under the Friend's group. Mark Kratman has a meeting regarding the parade on Friday and he will discuss during that meeting.

Jan Conole went over her director's report.

Director's Report- COA Board Meeting

1. Building Updates

- a. The 7K was approved at Town meeting and we are in the process of ordering a stove. Vinny and I went to United Restaurant Equipment to look at the stoves. I am waiting for a quote from them and a lead time for ordering.
- b. The dishwasher has been repaired and is in working order.
- c. We had a couple of leaks in the building during yesterday's rainstorm, so Vinny came by to check that out. Also, the condensing unit was making a loud noise this morning, so Vinny called the HVAC company to look at that.

2. Events/Outreach

- a. On April 29th the Silvertones had their first dance since COVID began. This is the twentieth anniversary of the band. Music, dancing and of course cake was enjoyed by 93 people. The most in attendance in a long time. We are looking forward to their return on May 20th for their second appearance at the senior center.
- b. The Rod and Gun club came on May 6th and went very well. Also, Silva Associates used the senior center on the May 7th for their annual meeting. The Rod and Gun Club set up for that. Also, on May 7th the TMHS Boys and Girls Lacrosse teams had a free car wash at the senior center and provided reusable goodie bags with tissues, lens wipes, snacks, fruit, and other items. Also, there were so many requests for giving donations that Krissy Polimeno who runs the booster club set up a donation bucket and they collected just under \$500 which will be used for a scholarship. This is the second year we have done a car wash and it has been a great success.
- c. On May 11th we had our first Low Vision Support group facilitated by Christina. We had three people attend and hopefully we will have more next month.
- d. The Friends of the Elderly held their first Yard Sale on May 14th. It was a bit of a challenge due to no stove in the kitchen, but volunteer Nick Deshais worked with the Friends to shop and make some of the similar items that have been available in the past. The consignment shop was open, and they had a great day in sales.
- e. On May 19th Diane will be taking a group to a luncheon show in Windham NH. Lynne Murphy is also going to help with the trip.
- f. We have an Atty Elizabeth Ahearn coming from the Mass Bar Association on June 7th at 9:30 to give a presentation on multiple areas of elder law, including: (1) what are the essential documents for an estate plan; (2) what can/should unmarried couples have in place; (3) what is probate vs. joint ownership; (4) how to avoid guardianship and conservatorship; and (5) what is a trust.
- g. We had the LGBTQ+ Dine and Dance on May 12th. This event was a collaboration with AgeSpan and our Outreach Coordinator. AgeSpan sent several volunteers to help with the dinner. Everyone involved hit it out of the park with decorating, music and dinner. The DJ was very good, and everyone enjoyed themselves. They are having their monthly social on Thursday this week.
- h. On Friday May 20th we have collaborated with Letourneau Pharmacy again to provide a booster clinic. It is from 10 to 1 and we are making appointments for these shots in the office. This will be in the library and fabric arts room.
- i. We are having our monthly DJ Dance yesterday 5/23/22. The cost of the ticket covers the DJ. Often these lunches are sponsored by local assisted living's, however, most recently we have had to cover the cost of the lunch. We are discussing options on how to offset the cost of the lunch in the future, ie raise the price of the ticket, not provide lunch, etc. I am open to any suggestions that the board may have.

- j. AgeSpan did a survey and are continuing to provide the free monthly grab and go which we will continue to participate in for as long as they are offering this free meal. This month's grab and go is May 25th.
- k. Our next virtual tour will be to New Zealand on May 26th at 3PM in the library. Of course, Diane is already working on the local cuisine for a snack.
- l. We enjoy many collaborations with the Tewksbury Public Library and on May 31st Robert and Nicole will be here offering large print books, program materials and other information between 11:30 and 12:30PM.
- m. Our second Hoarding force meeting will be on 5/18.
- n. We have put another session for the memory training class together and it is advertised in the May newsletter. It will start on June 1st 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.
- o. We will participate in the Elder Community Market again this year. We have 20 slots and Christina will have the applications for anyone who is interested in participating. This was a very successful program last year and we look forward to working with AgeSpan to provide this program to the community.
- p. We did postpone the Murder Mystery dinner due to circumstances beyond our control. We are working with the Murder Mystery company to come up with a more suitable date in the future.
- q. Thanks to all the volunteers that helped with the past month's events. We would not be able to have such successful programming without their efforts.

3. Finances

- a. Our finances are looking.

4. General Updates

- a. The agenda for the next meeting will be due to the Town Clerk's office by Friday June 17, 2022 at 2:00pm. If you have any agenda items, you would like to discuss please let Lynn know by Thursday June 16th so we can post by 6/17/22. The next meeting will be June 21, 2022.

We discussed "i" and issues with getting the lunches catered. Last month the cost was over \$600. Cost of the ticket is \$5 and we discussed raising the cost of the ticket and what we would do for the lunch. Pre-Covid we'd get about 40/45 people and now we get about 80/86 people and we have to refuse people attendance. Mark Kratman suggested making a list of how many dances and reach out to the town to see if any restaurants could cover certain events. He also said that we could reach out to see if businesses in town would be interested in sponsoring some of the events and then we could thank them in the newsletter. Joanne Aldrich asked if we could use the lunch program. Jan Conole said we'd have to let them know a week in advance and it is an extra cost. Virginia Desmond said that maybe this is something we should handle as a Board. Arthur Costa asked what the approximate cost would be for a sponsorship. Jan Conole said that she isn't sure what the cost would be and she could make some meals when/if we have a working stove. Virginia Desmond mentioned the small sandwiches that Market Basket makes. Virginia Desmond said that this is something the Board should be more involved in helping with the lunches. The next lunch is covered by Bear Mountain. Virginia Desmond will talk with Kathy Walsh about a contact at Market Basket. Lynn Murphy said that at the next

dance that we should ask the attendees their feedback regarding costs of tickets and types of food they'd prefer. If anyone has any hardships paying for the tickets, we would discuss. Lynn Murphy will make up a survey. We discussed having people bring their own brown bag lunch. Sandy Creamer asked about how she could be trained in the memory training so she could assist with the class as needed. Jan Conole will look into it.

Old Business:

We are tabling the Meeting Room Policy discussion. Jan Conole mentioned that she gave everyone a copy of the meeting room policy. She would like to have these policies in place and will email them out again as well as the behavioral policy so we can review all at the next meeting.

New business:

Arthur Costa, Joan Unger, and Lynn Murphy are up for reappointment. Virginia Desmond is up for reappointment as Vice-Chair and we will vote at the next meeting. Next month we will be voting for the officers. We have to advertise the open seat on the Board and will do so in the June newsletter. Arlene Wright said that there were complaints at the yard sale; that the building was a mess (bathroom ran out of toilet paper, floor looks dirty). Jan Conole is working with Josh on the building maintenance, and we have a list of things that need to be done. Lynn Murphy asked about Josh and the hiring process. Jan Conole said that based on the pool of candidates that he was the best option. We have a plumber coming in to fix the broken toilet. Joanne Aldrich suggested that Jan Conole mention to Josh that the Board is concerned about the condition of the building. Jan Conole said that the Dine and Dance was Thursday night – so there was a lot going on in the building. Josh did help with setting up with the yard sale. He washes hall floors every week, etc. Joan Unger and Virginia Desmond suggested that we have a third party do a deep clean of the center every once and a while. Mark Kratman talked with Jan Conole because some pictures of the items of furniture we received were not appropriate for the Senior Center – they are going to be used somewhere else. Mark Kratman is going to pick up 20 office chairs tomorrow and also have a leather sofa and love seat. Jan Conole just mentioned concerns about the seating being movable – since it needs to be moved pretty regularly. Joan Unger mentioned plants being taken care of. Jan Conole said that the Cultural Counsel gave the Garden Club a grant to replace the plants in the atrium. The Garden Club was tasked with watering them. Christina said that she would water the plants on Friday instead of having the garden club doing it. They moved two of the planters and those plants had spider mites. Christina cleaned all of them and they all have spider mites again. Jan Conole would like the Garden Club to call her. Virginia Desmond suggested that Joan Unger tell the Garden Club that one person at the Garden Club should come and take care of the flowers.

Final Comments:

MOTION TO ADJOURN: A motion to adjourn was made by Joan Unger and seconded by Donna Bell. The motion carried.

The meeting adjourned at 3:39pm.

Documents Discussed and/or Presented

March 15, 2022 and April 26, 2022 COA Board Meeting Minutes

Approved: Tuesday, May 17, 2022