



**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  
VIRGINA, (GINNY) DESMOND, VICE CHAIR

JAN CONOLE, DIRECTOR  
JCONOLE@TEWKSBURY-MA.GOV

**Meeting Minutes**  
**June 21, 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, Arthur Costa, Sandy Creamer, Virginia Desmond, Joan Unger, Kathy Walsh, Arlene Wright, Tracy Skahan

**Welcome/Introductions:**

Lynn Murphy, Chair, welcomed everyone to the June 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 May 17, 2022, with hearing none she moved on to the approval of the minutes of May 17, 2022.

**Approval of Meeting Minutes: May 17, 2022**

**MOTION TO ACCEPT THE MINUTES**

A motion was made to accept the minutes from May 17, 2022, Meeting Minutes by Virginia Desmond and seconded by Arthur Costa. The motion to accept carried.

**Financials**

Arthur Costa reviewed the financials. Still in great shape. Expenses are a little high but that's just the way it is since we are fully open now. Repairs are necessary and expected (e.g., men's room issue). J. Conole indicated that we have enough in the budget to cover the expenses. J. Conole overestimated utilities since we were underwater for the utilities bill because costs are up and we are open fully now. She was able to make up utility bills because there was excess in another account (without staff for a time). We are going to finish out the year pretty strong.

Year to date numbers are fine and look good for the upcoming fiscal year. United Restaurant still doesn't have a ship date for the stove but should be here in the next few months. Consignment sales are doing well. Even the gift shop; Diane is doing a great job and they are making good sales.

**MOTION TO ACCEPT THE FINANCIALS FOR JUNE:** A motion was made to accept the Financials for June by Joanne Aldrich and seconded by Walsh. The motion carried.

## **Announcements**

We reviewed the calendar. Booster clinic is going to be both Pfizer and Moderna. Jan Conole has enough volunteers for the clinic; going to have an EMT there but if she needs help, she will reach out. Silverstone's event is canceled. Virginia Desmond asked how the Rainbow Social was going and Jan Conole said that is has been going well and that they are going to now meet monthly instead of every other month. They want to do a Halloween Dance and they will have to figure out a date that doesn't conflict with other events.

Jan Conole went over her director's report. Joan Unger asked if we could thank Elizabeth Ahearn for coming to do the presentation instead of her advertising her services. Lynn Murphy said that the bucket outside has a plastic rose inside it and it looks out of place and the benches are covered with pollen. Josh has been out and Jan will give him a list of things to take care of including cleaning the pollen off the benches. Donna Bell and Lynn Murphy will volunteer for Monday's lunch. There is no income limit related to our brown bag lunches vs. the community market requirement. Kathy Walsh mentioned the Town's Farmer's market that opened last Thursday. Jan Conole sent everyone the meeting room and behavior policy for review and we discussed general (e.g., someone asked if they could have another table set up at bingo and we have a newer person that is causing some issues; Jan Conole spoke to the Richard about it). Joanne Aldrich mentioned that we should have someone sign the behavior policy/document when there are issues and an individual is spoke to.

## **Director's Report- COA Board Meeting**

### **1. Building Updates**

- a. The stove has been ordered and we are awaiting a delivery date.

### **2. Events/Outreach**

- a. The last Silvertone's dance was this past Friday, June 17<sup>th</sup>. They will break for the summer. Lynn came and helped with ticket sales and cake cutting etc. The Silvertone's will be back the 3<sup>rd</sup> week of September.
- b. We will be hosting the Shuffleboard senior games on Saturday June 25<sup>th</sup>. Cheryl Laffey will be here to run the games that day. We have been using all three courts the last few weeks, so it is picking up in popularity.
- c. On August 9<sup>th</sup> Diane will be taking a group to the Isles of Shoals boat cruise and luncheon. There was so much interest we were able to add a second bus. This trip is through Best of Times.
- d. Atty Elizabeth Ahearn came on June 7<sup>th</sup> 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. The presentation had many attendees, and it was very well received. We had the Telemedia department film the presentation. They are awaiting her slides so that they can show it on the cable channel.

- e. The raised garden beds are doing well. Christina painted buckets and planted the extra plants we had purchased. Diane has done some work scheduling volunteers to water when we are closed. We have a great variety of plants and I am excited to provide the yield to the community.
- f. The LGBTQ+ group continues to meet once a month for a social. They are very grateful for our continued support at the senior center.
- g. On Friday July 8<sup>th</sup> we will collaborate again with Letourneau Pharmacy to provide a booster clinic. Moderna and Pfizer vaccines will be available and there are still open slots. There are 27 people signed up at this point. This will be in the library and fabric arts room.
- h. We are having our monthly DJ Dance 6/27/22. We are having a travelling chef which for this month will not have a chef but will be chicken cordon bleu which is the congregate meal. We did not raise the price of the ticket this month so we will use revolving funds to pay the Meals on Wheels program where the traveling chef comes from.
- i. 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 June 22nd.
- j. Our next virtual tour will be to Greece on June 23rd at 10AM in the library. These virtual tours have been very well received by the participants.
- k. Robert has started up the movies again in our media room/library. They are on Friday mornings and are very well attended.
- l. We have 2 more memory training classes scheduled for tomorrow and June 29<sup>th</sup>. The participants have really enjoyed the class and we have received great feedback.
- m. We have filled the 20 slots for the community market through AgeSpan. This was a very successful program last year and we look forward to working with AgeSpan to provide this program to the community.
- n. We will be participating in the Farmer's Market Coupon program again this summer. Those coupon books will be available the second week in August.

### 3. Finances

- a. Our finances are looking. We are putting up our last Purchase orders for the stove and the installation of the stove. We finished out the year in very good shape.

### 4. General Updates

- a. The agenda for the next meeting will be due to the Town Clerk's office by Friday July 15, 2022 at 2:00pm. If you have any agenda items, you would like to discuss please let Lynn know by Thursday July 14<sup>th</sup> so we can post by 7/15/22. The next meeting will be July 19, 2022.

### Old Business:

Meeting Room Policy: Lynn Murphy asked everyone for their feedback on the documents sent out from Jan Conole via email. We agreed to edit the Senior Center Meeting Rooms document to: Tewksbury Senior Center meeting rooms are available free of charge . . . . based on the Senior Center Director's discretion in conjunction with the COA Board. Adding fire code policy, etc. to "room seating capacity" under "All meetings must be open to the public." Jan Conole indicated that sometimes people need equipment and it is helpful to know in advance what folks need for their meetings. We discussed the time limit to reserve the room – at least a

week in advance – and adding that at the end of the telephone number. The town sent a notice that any building with a kitchen must have someone with a serve safe certification. Adding “in accordance of BOH policies” to “kitchen facilities paragraph. It was suggested that someone at the Friend’s Group take the serve safe certification. Anything made here is considered serve safe. We will continue the discussion regarding bake sales, etc. Remove offer of laptop; they need to bring their own. We discussed making instructions on how to use LCD projector. It was suggested to add the specific building hours at the end of page two (. . . .scheduled hours of operation) and the top of page 3 and include “at the discretion of the Director”. Remove second sentence “No access is allowed. . . . .” We discussed whether or not to add a cleaning fee is necessary. “. . . park around the perimeter.” Take out “For meetings with \_\_ or more anticipated attendees.” Jan Conole usually discourages people to have meetings on Tuesdays since it is a busy day. Change “library closing” to building’s closing. Donna Bell asked about the parking issue and handicap parking. Carpooling is suggested.

Reminder for everyone of being sworn in and taken the ethics course.

**New business:**

Behavioral Policy: *Homework for next month.* We need to review and provide our feedback.

Election of Board officers; chair, vice chair, clerk, treasurer:

**MOTION TO NOMINATE TRACY SKAHAN AS CLERK**

A motion was made to nominate Tracy Skahan as Clerk by Virginia Desmond and seconded by Joanne Aldrich. All in favor; The motion to accept carried.

**MOTION TO NOMINATE ARTHUR COSTA AS TREASURER**

A motion was made to nominate Arthur Costa as Treasurer by Joanne Aldrich and seconded by Joan Unger. All in favor; The motion to accept carried.

**MOTION TO NOMINATE VIRGINIA DESMOND AS VICE CHAIR**

A motion was made to nominate Virginia Desmond as Vice Chair by Kathy Walsh and seconded by Joanne Aldrich. All in favor; The motion to accept carried.

**MOTION TO NOMINATE LYNN MURPHY AS CHAIR**

A motion was made to nominate Lynn Murphy as Chair by Joanne Aldrich and seconded by Joan Unger. All in favor; The motion to accept carried.

Lynn Murphy and Donna Bell said that about 50/60 people responded to the DJ Dance Survey and Donna Bell did an informal survey of attendees and noted that a majority of the people that attend don’t live in Tewksbury. We reviewed the survey. We discussed changing the price to \$8 starting in July so we can advertise before then. If there were a hardship, we would consider a reduced price.

Open Meeting Law beginning in September: As part of open meeting laws, the public needs to see any correspondence. We can’t discuss Board business in an email. Anything we want to discuss, should go to Jan Conole. In September, we will have 15-minute presentations about

open meeting laws.

**Final Comments:**

**MOTION TO ADJOURN:** A motion to adjourn was made by Joanne Aldrich and seconded by Arthur Costa. The motion carried.

The meeting adjourned at 3:18pm.

**Documents Discussed and/or Presented**

**May 17, 2022 COA Board Meeting Minutes**

**Approved: Tuesday, June 21, 2022**