



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

JAN CONOLE, DIRECTOR
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Meeting Minutes
July 19, 2022

Virginia Desmond, Vice Chair, opened COA Board Meeting in the Senior Center, Meeting Room. Meeting began at 2:10p.m. with board members present: Joanne Aldrich, Donna Bell, Sandy Creamer, Arlene Wright, Tracy Skahan, Lynn Murphy (online).

Others Present: Jan Conole, Director

Members Absent: Arthur Costa, Joan Unger, Kathy Walsh

Welcome/Introductions:

Virginia Desmond, Vice Chair, welcomed everyone to the July meeting. Virginia Desmond asked if everyone had time to read the minutes, and if there were any questions or concerns regarding the meeting minutes of June 21, 2022, with hearing none she moved on to the approval of the minutes of June 21, 2022.

Approval of Meeting Minutes: June 21, 2022

MOTION TO ACCEPT THE MINUTES

A motion was made to accept the minutes from June 21, 2022, Meeting Minutes by Joanne Aldrich and seconded by Donna Bell. The motion to accept carried.

Financials

Jan Conole reviewed the financials. We did not go over budget and have reset to FY2023. New auditor, Al Ricco, said that we need to encumber money for the utilities going forward; estimate what we spend and then encumber.

MOTION TO HOLD THE FINANCIALS FOR JULY: A motion was made to hold the Financials for July by Joanne Aldrich and seconded by Lynn Murphy. The motion carried.

Announcements

Jan Conole indicated that the Traveling Chef had been changed to Grab-and-Go because of COVID and they were unsure what they were going to end up with post-COVID (one or the other/both). Last month they did have the Traveling Chef at the DJ Dance and will be doing that going forward. Everyone loved the food and is a minimal cost so going to use Traveling Chef going forward for lunches. This month the \$8 started.

Director's Report- COA Board Meeting

Jan Conole went over her director's report. Virginia Desmond asked about the Senior Center being a cooling center for the next few days. Jan Conole indicated that people can come during operating hours and she will also check with Richard. She noted that the police station is also a cooling center. It was noted that we have a lot of COVID tests available for folks.

1. Building Updates

- a. We are having the HVAC Preventative Maintenance done this week.

2. Events/Outreach

- a. The Community Market Program started on July 18th. The vegetables are delivered by a local farm in Haverhill and distributed here with the help of the Outreach team at AgeSpan. Christina has helped individuals fill out the applications and will be overseeing the program. This is our second year to participate in the program and it has been a great success. Christina has also dedicated many hours to making sure our raised garden beds are being taken care of. She has picked some vegetables for people to take out in the atrium.
- b. We will be participating in the Farmer's Market Coupon program again this summer. There is at least one farmer that will accept the coupon books at the Farmer's Market on Livingston St on Thursday's. Farmer Dave's on East Street also accepts the coupons.
- c. On August 9th 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. Diane is also organizing a trip in September to the Lakes Region for a trip on the Turkey Train and a Paul Anka tribute luncheon on December 8th. A trip the White Mountain Resort is also being planned.
- d. On Friday July 8th we collaborated again with Letourneau Pharmacy to provide a booster clinic. Moderna and Pfizer vaccines were available and more than 50 people were vaccinated. Letourneau would like to hold a flu clinic here in the fall and will have high dose and low dose vaccines available. I am working with the Board of Health and Letourneau to set this up.
- e. We are having our monthly DJ Dance 7/25/22. The Travelling Chef will be catering the meal and we will be using our grill to heat up the BBQ chicken. When we announced that the price would be going up to cover the cost of the meal it was received well.
- f. The virtual tour for July is a trip to Edinburgh UK. The date is July 27th at 11AM. As always, I am sure Diane will have lots of great information for the participants on the area and the cuisine. I am also sure there will be tasty treats to sample for the tour.
- g. In addition to the movies in the media room hosted by the Tewksbury Library, Robert and Nicole have had a table in the atrium once a month. He brings lots of large print books and great selections for the people at the senior center.

- h. Our June memory training finished up and we decided to wait until the fall to start up a new session. There seemed to be some conflicts with participants with summer plans.
- i. We have planned with BC to have another intern during this school year and Christina will again be working with her to develop programming for the senior center. She will be starting mid-September.
- j. We have started plans for our Murder Mystery dinner on September 30th. Diane is working with the Village Inn for the catering and cash bar. We are working on the paperwork for the one-day liquor license for the event.

3. Finances

- a. Beginning of the new Fiscal year is developing without any notable problems. Simply scheduling preventative maintenance etc which are accounted for in our yearly budget.

4. General Updates

- a. The agenda for the next meeting will be due to the Town Clerk's office by Friday August 12, 2022 at 2:00pm. If you have any agenda items, you would like to discuss please let Lynn know by Thursday August 11, 2022 so we can post by 8/12/22. The next meeting will be August 16, 2022.

Old Business:

Behavioral Policy: Virginia Desmond asked folks if we reviewed. Joanne Aldrich noted that there is a bit of repetition in the document. "Inappropriate behavior" taken out of the back and we discussed the language of vulnerable vs. competent. We decided to change to "vulnerable, dependent individuals" and that we should have a witness for the second warning, and policy should be changed to Police. Joanne Aldrich asked if we should have a time limit on infractions. Virginia Desmond said that we should keep it the same and it could get too cumbersome for Jan Conole to manage. Add "(see guidelines of Senior Center participation) to inappropriate behavior bullet point. Sandy Creamer asked about the eating/drinking policy. We decided to update to "Eating/drinking in assigned areas (conference room, etc.)" and separate line for "no alcohol allowed in Senior Center."

We reviewed the second document and noted that we should change the names. For long-term situation, we should just leave it blank: take everything out after telephone number. Jan Conole will confirm the telephone number. "No smoking" remote "t" and same for illegal substance. Lynn Murphy asked about what use they have on the laptops. Jan Conole will make a sign to put with the laptop regarding personal use (passwords, etc.). Add "person, place, and time." "No stealing or taking of" Lynn Murphy noted that most seniors don't have two telephone numbers and Jan Conole will have student work on that (call members to get their current information). Jan Conole will make edits and have for next meeting and then we can work on next one.

New business:

Announcement of Appointment: Lynn Murphy shared that Michael McDermott has been appointed to the Board. He will be joining us in August. Donna Gill and Paul Gallant both applied and were very qualified. Lynn Murphy will reach out to them to see if they would like

to volunteer directly with the Senior Center instead.

September Meeting: Jan Conole and Lynn Murphy are not going to be here for meeting. Revisit in August to suspend or reschedule September meeting.

Final Comments:

MOTION TO ADJOURN: A motion to adjourn was made by Joanne Aldrich and seconded by Arlene Wright. The motion carried.

The meeting adjourned at 3:15pm.

Documents Discussed and/or Presented

June 21, 2022 COA Board Meeting Minutes

Approved: Tuesday, July 19, 2022