



## COUNCIL ON AGING BOARD MINUTES

March 12, 2024 at 4:00 pm  
Topsfield Town Hall  
8 West Common Street

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### Members Present:

Chair Penny Rogers, Vice Chair Hannah Adelman-Menzer, Recorder Joan Chiffer, George Berube Jr., Elaine Crippen, Mary Connor, Charlotte O'Toole, Bill Quinn Jr., and Steve Walsh

### Members Absent:

Kendra Berube and Rusty Brady

### Others Present:

COA Director Kathleen Barbarisi

### Proceedings:

- *Meeting Called to Order* by Penny Rogers at 4:06 p.m.
- *Motion:* Elaine Crippen moved to approve the January 2024 minutes. Seconded by Bill Quinn and carried without dissent.
- *COA Director's Report:*
  - On 3/15/24, Kathleen will accept an iPad Pro grant from the Institution for Savings.
  - The office is still waiting to hear whether COA has been awarded the police vehicle and the grant for a new bus.
  - Kathleen and Hannah will begin working on a job description for a part time social worker. A particular focus will be on grief counseling.
  - Tom Rosa is doing a benefit concert on 4/26/24 for the Topsfield community to fundraise for the purpose of town beautification.
  - Kathleen will talk to Tom Rosa about a murder mystery dinner fundraiser. Funds will be used for either the new patio or a curtain for the Public Hall.

- Discussion about recruiting tax workoff people to sit in the stairwell hallway to register people for events, as the office is being inundated with event sign-up phone calls as well as walk-ins. Kathleen will ask Kevin for permission to add a rolling desk to the stairwell, which could be easily moved in the event of an emergency.
  - On 5/16/24, the COA will host a Death Cafe. A representative from hospice and a death doula will be two of the experts in attendance. Jack Armitage will also be in attendance to help attendees write their obituaries.
  - Kathleen finished the annual report and it will be distributed shortly.
  - March is nutrition month, and the COA has hosted two nutrition programs. An additional workshop will be held this week to educate attendees about SNAP (Supplemental Nutrition Assistance Program).
- *Friends Liaison Report by Elaine Crippen:*
- The Strawberry Festival is June 8th and the Friends are looking for donated raffle items.
  - The Friends are currently working on the coming year's budget.
  - Kathy Curran and other Friends members are going into 4th grade classrooms at Proctor to read to students.
- *Community Connections:*
- *Dementia Friendly Report by Chair Joan Chiffer*
    - Joan and Kathleen will meet to discuss events for Alzheimer's and Brain Awareness month in June.
    - Maggie Chiffer met up with her Dance Out Dementia students on 3/11/24.
  - *Intergenerational Report by Liaison Kathy Curran via Penny*
    - 4th-6th grade art is on display in the COA hallway.
    - On March 28th an artist reception will be held for students at the COA.
  - *Craft Connections Report by Chair Kendra Berube via Penny*
    - Today's card workshop went very well.
- *Old Business:*
- Joan Chiffer is the new recorder for the Board.

- *New Business:*
  - George Berube is being hired by the COA Office to be the 12-hour Data & Tech Clerk. George has signed a disclosure form in order to become an employee and also remain a board member. He goes before the Select Board on 3/19 for approval.
  - *Motion:* Bill Quinn moved to approve George's signed disclosure and his wish to remain a board member while a COA employee. Seconded by Steve Walsh and carried without dissent.
  
- *Motion:* Joan Chiffer moved to adjourn meeting. Seconded by Mary Connor and carried without dissent. Meeting adjourned at 4:50 pm.

*Minutes Submitted By Recorder, Joan Chiffer*

**Next Meeting: April 9, 2024 at 4:00 pm**