

**TOPSFIELD COUNCIL ON AGING BOARD OF DIRECTORS MEETING
NOVEMBER 13, 2018, 4:00 PM
TOPSFIELD TOWN HALL, 8 WEST COMMON ST., TOPSFIELD, MA
2ND FLOOR CONFERENCE ROOM**

PRESENT: Martha Davis, Florence Brady, Penny Rogers, Ruth Lucy, Lynne Bermudez, Jolene Guerra, Bette Cullinan, Charlotte O'Toole.

OTHERS: Kathy Faust, Friends' Liaison; Paula Burke, COA Director.

I. APPROVAL OF THE OCTOBER BOARD MEETING MINUTES: Motion made and seconded to approve the October minutes as written. All approved: 8 Ayes, 0 Nays.

II. DIRECTOR'S REPORT:

-Successful dedication of the Topsfield Town Hall Veteran's Space on Veteran's Day. It is in the alcove at the top of the stairs and is to honor current service men and women and those from Topsfield who have served.

- Selectmen will be developing a policy for renting the Public Hall for outside functions- concerts, recitals, receptions, etc. This is expected to be in place beginning in January, 2019. Need to go to Donna Rich about using the Public Hall.

-The transition from Trinity went smoothly. COA will continue to use Trinity for the Dance Out

Dementia classes and for parking for trips. The agreement will cost \$60/ mo.: \$50 for indoor space use and \$10 for outdoor parking. Money will come out of Formula Grant monies.

-The 2nd floor Conference Room/ Activity space is reserved for COA from 8 AM-5 PM for Book Club, Tai Chi, Scoop Assembly, VNA Clinics, etc. Outside of those hours, other Town Hall departments can use the space.

-The Holiday Party will take place on Thurs. 12/13/18 from 5:00-7:00 PM. It will be a dinner with music provided by a DJ. The event will be held in the Town Hall Public Hall.

- Dancing Out Dementia purple T-shirts for the dancers when performing, were paid for by the Friends of the COA.

-Tax Write Off volunteers will assist seniors at the Swipe desk when entering for COA activities.

-Need to get a TV for the Activity Room- have the money in place already.

-Atlantis Fitness Center in Danvers is offering 12 (3 mo.) memberships to the COA at a discount rate.

-The COA's shredder can be used as a service to residents. It is noisy so needs to be rolled into the space close to the stage in the Public Hall area.

-Dec. 11th is the trip to "Christmas in the Newport Mansions".

III. REPORTS:

FRIENDS LIAISON:

-\$350 in Market Basket and Walmart gift cards were given to the Lawrence COA to distribute to those most impacted by the recent gas line fires.

-\$1,750 was spent at the Texas Roadhouse fundraiser by those with the designated coupon for COA. The Friends received the 20% amount of \$350, plus \$295 on the raffle baskets for a total of \$645.

DEMENTIA-FRIENDLY TEAM:

-Over 800 Topsfield residents and/or employees have participated in informational sessions.

Topsfield churches and businesses will be trained next by Dementia Friendly Team leaders, Lynn Bermudez and Bette Cullinan.

-The Indoor Memory Cafe was scheduled at Trinity on 11/3/18. Unfortunately, no one came. Memory Cafe sessions are held monthly at Trinity on the first or second Saturday each month from 10 to 12, led by Mary MacDonald from the Rest-Stop-Ranch. The next one is scheduled for Dec. 15th, same time and place.

INTERGENERATIONAL UPDATE:

-Nancy Beirne, a member of the Friends group, will co-ordinate the ornament crafting by Topsfield seniors and children of our town during the Holiday on the Green festivities on 12/1.

This event will take place in the Karate Studio. Thanks to Dave Rogers.

IV. OLD BUSINESS:

COA/ TOWN HALL UPDATE:

-Shoveling is in place for when there is an event. All department heads will be notified of all events. Plowing will happen outside business hours. Dave Bond will shovel all walkways. The main entrance is now the one facing the parking lot. The ramp does not have a steep enough grade to require railings. This will be evaluated by the Public Safety Committee.

V. NEW BUSINESS:

-George Berube has shown interested in becoming a future Board member. There is still an open board position.

VI. OTHER:

- Mary MacDonald, of Rest-Stop-Rach, is now on the Senior Care Board.

-The Fin Com and Town Administrator will look over the COA budget/expenses since we're not an elected board.

Motion was made and seconded to eliminate the December COA Board Meeting. The next meeting will be January 8, 2019 at 4:00 PM in the 2nd floor Conference Room of the Topsfield

Town Hall. All approved: 8 Ayes, 0 Nays.

Motion made and seconded to adjourn the meeting at 5:15 PM. All approved: 8 Ayes; 0 Nays.

Respectfully submitted by Charlotte O'Toole, Recording Secretary/Clerk