

**Topsfield Council on Aging Board of Directors**

**September 10 2019, 4:00 PM**

**Topsfield Town Hall**

**8 West Common Street**

**2nd Floor Conference/Activity Room**

**I. Approval of July/August Board Meeting Minutes**

**II. Director Report**

**III. Reports**

**Friends Liaison**

**Dementia-Friendly Team**

**Intergenerational Update**

**IV. Old Business**

**Transportation Policy Update**

**V. New Business**

**Facility Update**

**Regional COA Board Training**

**VI. Other**



# Burke Family

## Director's Report

- ☐ Budget: Cabinets (close out FY19); knobs
- ☐ Calendar: Programming-Downton Abbey Month; Oktoberfest; Holidays
- ☐ Parking Issues-new TA
- ☐ Dept. Head Mtg: Housing issues-no seniors!!



Family life. Simplified.

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## **VI. Other**

→ 9/24 630-830

→ 501(c)3

**TOPSFIELD COUNCIL ON AGING BOARD OF DIRECTORS MEETING**

**July 30, 2019, 4:00 PM**

**TOPSFIELD TOWN HALL, 8 WEST COMMON STREET**

**2ND FLOOR CONFERENCE ROOM**

**PRESENT:** Penny Rogers, Ruth Lucy, Lynne Bermudez, Martha Davis, Charlotte O'Toole, Elaine Crippen, Florence Brady, Paula Burke, Joan Chiffer, Kimberly Love

**OTHERS:** Hannah Adelman-Menzer, Prospective COA Board Member

**I. VOTE ON APPROVAL OF THE JUNE BOARD MEETING MINUTES:** Motion made and seconded to approve the June Board Minutes, 9 Ayes and 0 Nays

**II. DIRECTOR'S REPORT:**

- end of FY funding allowed purchase of cabinets for breakroom. COA cabinets to the left and Town Hall cabinets to the right. Friends of COA will pay for installation of cabinets at the end of August.

- there was an increase of seniors being hospitalized recently.

-additional funds appropriated at 2019 Annual Town Meeting to ensure Monday-Thursday bus transportation.

-Meals on Wheels has been steady, Meals delivered to o/a 30 individuals. Care partner also qualifies for meal.

-Chef Mike will be at Coffee & Conversation July 31<sup>st</sup> to discuss energy bars for seniors.

-catered barbecue in Public Hall on Thursday, Aug. 1st, 40 people expected to attend. Some Town Hall and Department Heads to attend. They will be available to answer questions. Fran Hart, or 4Ever Fab, will perform thanks to support of the Topsfield Cultural Council.

-the recent summer concert with the Providence Brigade Band was funded by COA Friends, Historical Society, Library Music Committee and Parks and Cemetery. Next concert featuring Topsfield musicians (Mulefoot) will be on August 25<sup>th</sup>. Flyers will be posted. Need to recruit a volunteer to take over concert committee. Lynne Bermudez suggested advertising on library e-mail. At the end of meeting, COA Member, Kimberly Love, volunteered.

-Intergenerational Week, August 5-9. Events listed in "Senior Scoop".

-trip to Marshfield Fair (weather permitting), Aug. 20<sup>th</sup>, backup plan, dine at restaurant participating in Dine Out Boston promotion.

-Senior Scoop" will advertise Hamilton COA Trips, which are open to Topsfield residents.

-upcoming September Activity: "Downton Abbey" Program at Salem State, Sep 10<sup>th</sup>, Exhibition in Boston, Sep 24<sup>th</sup>.

-upcoming September Activity: "Party on the Patio", Danversport Yacht Club.

-currently there is an Acting Town Administrator. COA will welcome "new" Town Administrator when on board. New Health Agent, Wendy, and Topsfield Facilities Director, Paul, have started working and will join us for "Coffee and Conversation".

- Lifetime Award in remembrance of Audrey Iarocci, presented to Jolene Guerra at the Family and Friends dinner on June 20<sup>th</sup>. This award will be presented in the future, when deemed appropriate.

-Elaine Crippen will be the Friends of COA Liaison, effective in Sep. She will attend future Friend's meetings. Will pass on the COA's appreciation for all the support given to us and our eagerness to help when needed.

### **III. REPORTS:**

#### **1. FRIENDS LIAISON:**

-no report. No scheduled meetings in the months of July and August.

#### **2. DEMENTIA-FRIENDLY TEAM:**

-still providing training with the Topsfield Fair. Current training is for the food vendors who have been very receptive of the training.

-Plymouth County State Rep., Kingston, MA, is interested in activities that relate to seniors as part of Plymouth's 400<sup>th</sup> Anniversary Celebration.

### **IV. OLD BUSINESS:**

-transportation policy. Penny Rogers spoke with TRIAD re; their policy for illness, falls or becoming lost. If ill or falls, call 911; if lost, call police. We will stay with TRIAD policy, but will discuss COA policy in a month or two.

### **NEW BUSINESS:**

1.-Commonwealth of Massachusetts Conflict of Interest Training required to be taken by COA members at this time.

2.-vote on COA Board Officers 2019-2020: Penny Rogers, Chairperson, Bette Cullinan, Vice-President, Florence Brady, Recording Secretary/Clerk. 9 Ayes and 0 Nays.

3.-vote on new COA Board Member, Hannah Adelman-Menzer: 8 Ayes and 1 Abstain (conflict). Next step is to be approved as COA member by the Board of Selectmen.

4.- Board Member Martha Davis resigned, effective July 30, 2019, after serving on the board since 2014.

### **V. OTHER:**

-suggestion made that the COA set up a fair during the holiday season. One side for artisans to set up their wares and one side for donations of canned goods, gift wrapping, etc. to help those in need.

Motion was made and seconded to adjourn the meeting at 4:50 PM. Ayes: 9; Nays: 0.

Next Meeting: Tuesday, 9/10/19 at 4:00 PM in the 2nd Floor Conference Room/Activity Room in the Topsfield Town Hall.

Respectfully submitted by Florence Brady, Recording Secretary/Clerk