

**TOPSFIELD COUNCIL ON AGING BOARD OF DIRECTOR'S MEETING  
NOVEMBER 12, 2019  
TOPSFIELD TOWN HALL, 8 WEST COMMON STREET  
2ND FLOOR CONFERENCE ROOM**

**PRESENT:** Penny Rogers, Chair; Lynne Bermudez; Hannah Adelman-Menzer; Elaine Crippen; Charlotte O'Toole, Ruth Lucy.

**OTHER:** Paula Burke, COA Director, via conference call from Florida;  
Bette Cullinan, resigning BOD Vice Chair;  
Jolene Guerra, former COA Board member; two potential board members from Topsfield.

**I. Vote to Approve the October 8, 2019 Board of Director's Minutes:**

Motions made and seconded to approve the minutes as recorded. Minutes approved. Ayes: 6; Nays: 0.

**II. Director's Report:** -Bette Cullinan has resigned her position on the Board effective this date. Moving out of Topsfield.-Peg Beaureard, long time data entry clerk, will be retiring at the end of December. Posting for the job will happen soon. Peg will train the new person hired during January 2020, to ensure a smooth transition.

-Jolene Guerra, who recently retired from the BOD, may become an Associate member of the BOD. This will be presented to the Selectmen for approval.

-A married couple has never served on the same town board at the same time, although there is nothing prohibiting this. The Board of Selectmen will vote on this in late January 2020.

- Those wishing to attend December holiday events should sign up in the COA office as soon as possible.

**III. REPORTS:**

**1. Intergenerational (IG):**

Hannah Adelman-Metzer submitted an IG Garden Update.

-The cold frame remains closed. A vision meeting with Proctor Planet Protectors will be set up soon. Items needed going forward are: spring bulbs for planters, seedlings for raised beds, a date for planting with school children and seniors, school year care plan, summer care plan, fall and winter care plans.

-Martha Morrison will provide tulip bulbs for the beds in front of Town Hall. Pending approval by Town Hall, planting will be done by COA.

**2. Friend's Liaison:**

-Yvonne Anderson has resigned from her position as President and member of the Friends of the Topsfield Council on Aging. Kathy Yanchus may fill in as President.

-Setting up the Public Hall for COA events continues to be difficult because of the large size of the tables. Need more reliable lifters.

- Flatbread Pizza is interested in helping the Friends with a spring fundraiser.

-The Friends continue to send donations to the food pantry at Trinity which tends to be used mostly by seniors.

### **3. Dementia-Friendly Team:**

Joan Chiffer submitted the following DFT Update:

-The Topsfield Fair reported that more Dementia Friendly maps were picked-up this year than last. Dementia Friendly vendors also reported an uptick in use/purchase via their dementia friendly menus.

-The DFT team thinks that the time is right to add the MA Age Friendly Designation for Topsfield. To that end, they have invited James Fuccione, of the Massachusetts Healthy Aging Collaborative, to their December meeting to discuss next steps.

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

- COA Transportation Service Policy still a work in progress.

### **V. NEW BUSINESS:**

- Currently 9 COA Board members, with potentially a husband and wife interested in joining. Selectmen will need to vote on this. A former board member is considering becoming an Associate member. She would receive agendas and minutes of meetings but would not be able to vote and would not need to attend all meetings.

### **OTHER:**

- There is no scheduled Board meeting for December, 2019. The next COA Board meeting will be held January 14th, 2020 at 4:00 in the 2nd floor Activity Room of the Topsfield Town Hall.

Motion made and seconded to adjourn the meeting at 4:44 PM. All in favor: 6 Ayes; 0 Nays

Respectfully submitted by Charlotte O'Toole, COA Board Member