

TOPSFIELD COUNCIL ON AGING BOARD OF DIRECTORS MEETING

January 14, 2020, 4:00 PM

TOPSFIELD TOWN HALL, 8 WEST COMMON STREET

2ND FLOOR CONFERENCE ROOM

PRESENT: Penny Rogers, Ruth Lucy, Lynne Bermudez, Hannah Adelman-Menzer, Elaine Crippen, Florence Brady, Charlotte O'Toole, Joan Chiffer, Kimberly Love, Paula Burke, Director

OTHERS: Kevin Harutunian, Town Administrator

I. VOTE ON APPROVAL OF THE NOVEMBER BOARD MEETING MINUTES: Motion made and seconded to approve the November Board Minutes, as amended, 9 Ayes and 0 Nays

II. DIRECTOR'S REPORT:

-Parking Issues/Town Hall: New academic year policies will need to be addressed. Parking is not sufficient. Proctor School Staff filling parking lot. Issue needs to be worked out next school year. There should be parking signs for town hall only. Children are dropped off and picked up in the parking area. For safety purposes a walking path is needed. There was not enough parking for those attending the Holiday Party due to this issue.

-Volunteers: Recurring appointments: Some of the Jan/Feb activities: Creative Co-op, small group at Memory Café, Seaglass Annual Valentine's Luncheon, library meeting room was used for the first time and it was great. Mar/Apr: Dine Out Boston Month, Liberty Hotel, Charles Street Jail, Book Club, Bubble Factory, Essex Village, Louisa May Alcott House.

-Services need to be streamlined and need to ensure funding meets all the demands for seniors.

-Programming: Current, Future: \$31 for MCOA dues; working with Kevin Harutunian, Town Administrator, who wants to be very involved with the budget. Wants to know the "nuts and bolts" of all of it. Met with new FinCom Liaison and presenting budget to BOS on Jan 23rd and FinCom on Feb 3rd.

- Friends: New Resident Basket (similar to Community Greeting, but service oriented). Joan Kaloski will be the Community Greeter and present Market Basket gift card. This will be done, especially at Little Brook Village.

-Recently, a new resident at Little Brook Village passed away. It was not known, until a few days after it happened. It seems as though, the state is depersonalizing the transitioning of seniors. (I would suggest the sentence be changed to "Discussions and procedures are needed to ensure that this does not happen again.")

-Services: Tax Work-Off (ATM Warrant): AARP: Senior tax work offs have not been adjusted since it began. Need to be updated.

III. REPORTS:

1.FRIENDS LIAISON

According to COA Rep. Elaine Crippen

-Friend's question re: Traveling Chef. Does Friends fund everything? Answer: No, always sponsored. They do not have to pay for lunches. Signature events, no charge. Once a month Friends pay for Traveling Chef...

-Made \$300 at Texas Roadhouse function.

-Fee for the setting up and breakdown of tables and chairs for COA functions cost \$50-\$100.

2. DEMENTIA-FRIENDLY TEAM:

According to DF Chairperson Joan Chiffer:

-When the DFT Task Force was created in 2018, the then chairs did not want to pursue a dual dementia friendly and age friendly designation for Topsfield as the group was just starting up and they wanted to first focus on Dementia Friendly, and then expand to include Age Friendly. In October, 2019, two years after Dementia Friendly Topsfield first began, the DFT Task Force began discussions and plans to add the Age-friendly designation. They met with one of the Selectmen and learned the Downtown Revitalization Committee (which includes two Selectmen) are incorporating age-friendly components into their Strategic Plan. DFT is now focusing their attention on a number of new initiatives, which will be shared with the Board soon.

3. INTERGENERATIONAL

According to IG Liaison Hannah Adelman-Menzer:

-Proctor School: Mrs. Murphy and here 21 students played Trivia and discussed New Year's resolutions with the COA.

-January 10th "open mike" was great, three to four generations involved.

IV. OLD BUSINESS:

1.-Jolene Guerra was considering becoming an Associate/Alternate Member of the Board, with final vote by Selectmen, but she has declined..

2.-Topsfield COA Transportation Service Policy still in process of updating. Working on implementing guidance. Need plan if senior falls, or becomes ill, or goes off without returning at scheduled time, while attending functions/trips. On a recent trip, two people went off, their phones were off, and were not available when it was time to leave.

V. NEW BUSINESS:

-Vote on new board members, Kendra and George Berube. Meeting set for Jan 27th to discuss if there are any conflict of interest issues with married couple being on the board. (I'm confused – what meeting was Jan. 27th? We did vote on them at this meeting, didn't we?)

-Vote taken on selection of Charlotte O'Toole as Vice Chair, 9 Ayes, 0 Nays.

VI. OTHER:

-Town Hall Open House, January 15 was a success. Kim Love volunteered as a greeter and Hannah Adelman-Menzer's Boy Scout Troop were also greeters.

-Discussion re: signature on COA warrants for payable bills. Currently signed by Penny Rogers or Charlotte O'Toole. Kevin Harutunian, Town Administrator, would like to take over the responsibility, since he signs for highway, water and cemetery department documents.

Motion was made and seconded to adjourn the meeting at 5:05 PM. Ayes: 9; Nays: 0.

Next meeting: Tuesday, February 11, 2020 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

