

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

**March 10, 2020, 4:00 PM**

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

**2ND FLOOR CONFERENCE ROOM**

**PRESENT:** Penny Rogers, Ruth Lucy, Florence Brady, Charlotte O'Toole, Kimberly Love, Paula Burke, Director

### **OTHERS:**

**I. VOTE ON APPROVAL OF THE FEBRUARY BOARD MEETING MINUTES:** February Board Minutes were not approved – no quorum. Vote to be taken at April board meeting.

### **II. DIRECTOR'S REPORT:**

-ATM & FY21 Appropriation: \$31 – Draft - increase is TBD

-Programming: Current, Future –evaluate current trips and luncheons due to coronavirus; May/June and summer months TBD

-Parking Issues/Town Hall: New academic year policies: Donna Rich, Steve Clifford, School Facilities, Sarah O'Leary, Principal – met to resolve issue of designated parking spaces for town hall and school. It continues to be a work in progress.

COVID-19 Measures: Check-in Station; When individual scans card for town hall activities, one designated person (receptionist) will touch screen; Cancelling large gatherings, including Science Museum trip and Masco St. Patrick's Day Dinner; Shopping at Market Basket will currently continue; Ensure cleaning surfaces, fixtures, etc. are disinfected. There will be meetings to decide what is good for Topsfield. There will be an informal meeting with Fire Chief, Jen Collins-Brown, Emergency Management Director and formal meeting with Kevin Harutunian, Town Administrator. The Topsfield Treasurer's Website includes information in preventing the spread of germs and flu.

-FY19 Council on Aging Annual Report for the period of July 2018-June 30, 2019 has been submitted and is attached.

### **III. REPORTS:**

#### **2. FRIENDS LIAISON:**

According to COA Rep. Penny Rogers:

-Discussion re: raising membership fees.

-Using donation bottle at COA for contributions for coffee and conversations and dinners to help costs incurred.

-Would like to have more fund raisers and raffles.

-Texas Roadhouse has not yet provided \$200 from last function.

-It was noted that plaques at town hall, remembering veterans, is missing some names. This to be discussed with Town Administrator.

## 2. DEMENTIA-FRIENDLY TEAM:

According to DFT Chairperson Joan Chiffer:

-DFT Update: Upon learning that the Downtown Revitalization Group will not be pursuing the Age Friendly designation, the DFT team voted to table its pursuit of the designation at this time.

## 3. INTERGENERATIONAL

According to IG Liaison Hannah Adelman-Menzer:

-Belva Lockwood was a success and received many Intergenerational votes! Thank you to Joan Chiffer for connecting us with the head of Masco's History Department.

-The COA was asked by Steward School to participate in Passion time, a 45 minute class where community members share their passion with students. Maggie Chiffer and Hannah Menzer have signed up for the next Passion time in mid-March, sharing their passion for dance and violin respectively.

-Next up for The IG garden is coordination with Proctor Planet Protectors to get more hands in the dirt for seniors as spring planting is almost here. I am working with Janet Wilkins in this regard as she is currently feeling the pulse of Little Brook Village.

-Finally Topsfield Conservation Committee and Green Topsfield are collaborating on a hands-on celebration of Earth Day on 5/2 from 9-12 to be hosted at the IG Garden. More to come but will be looking for COA volunteers the day of the event to help with our hands in the dirt activity.

-There will be a tree planting at Steward School on April 30.

## IV. OLD BUSINESS:

-COA Policy and Procedures Update: Preliminary discussion about policy and procedures. There will be an In-depth discussion, when there is a quorum, at a later meeting.

## V. NEW BUSINESS:

--Senior housing newsletter – Paula Burke and Kimberly Love will discuss putting on together.

-New Report TRIAD, Kendra and George Berube will be liaisons.

-Topsfield Fire Dept. Grant. Fire Chief, Jennifer Collins, to discuss carcinogen suits which delayed to a later date.

-Treasurer's Website established for the purpose of allowing people to make tax-deductible contributions to the new fund. This could enable people to remain in their homes. Tax Relief Fund for Seniors and Disabled is attached. Included in the attached is information in preventing the spread of germs and flu.

## VI. OTHER:

Motion was made and seconded to adjourn the meeting at 5:10 PM. Ayes: 5; Nays: 0.

Next meeting: Tuesday, April 14, 2020 at 4:00 PM in the 2<sup>nd</sup> Floor Conference Room/Activity Room in the Topsfield Town Hall.

Respectfully submitted by Florence Brady, Recording Secretary/Clerk