

TOPSFIELD COUNCIL ON AGING BOARD OF DIRECTORS MEETING

July 14, 2020, 4:00 PM

TOPSFIELD TOWN HALL, 8 WEST COMMON STREET

VIRTUAL ZOOM MEETING

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

OTHERS: Beth Willis, Town Clerk, Dick Gandt, SelectBoard Person, Stephen Walsh, possible COA Board Member,

At the start of the COA Board meeting, the Chair read the following statement: Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Topsfield COA Board is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. A reminder that persons who would like to listen to or view this meeting while in progress may do so by following this meeting Agenda or contacting the Topsfield Town Clerk.

ROLL CALL VOTE ON APPROVAL OF THE JUNE BOARD MEETING MINUTES: Lynne Bermudez made motion to approve February Minutes, motion seconded by Elaine Crippen. 9 Ayes, 0 Nays, 1 Abstain. Penny Rogers, Aye, Charlotte O'Toole, Aye, Kimberly Love, Aye, Elaine Crippen, Aye, Joan Chiffer, Aye, Hannah Adelman-Menzer, Aye, Kendra Berube, Aye, Lynne Bermudez, Aye, Florence Brady, Aye. George Berube, Abstain (not at meeting).

II. DIRECTOR'S REPORT:

- Annual Town Meeting & Annual Town Election: Board Departures. The meeting went well.
- Food Security: MOW continues to expand; USDA Meat Delivery (10 lbs. distributing for 3rd time to multigenerational families). Driver goes to Gloucester to pick up the cheese and meat. Meals on Wheels are delivered on Monday, Tuesday and Thursday. Five meals a week, some more, including weekend meals. Over 75 meals delivered, including Nike Village; Top Cupboard Food Pantry has returned to regular schedule using a Grab 'n Go model. Food pantry open second and fourth Saturday of the month from 8:30-10 AM at Trinity Church; Wednesday shoppers and individuals being served by volunteers.
- Outreach: Continuing with staff members and volunteers regularly making calls. This is a coordinated effort with veteran agent, giving support to 300 veterans in town. This is ongoing with George and Kendra Berube as Board Liaisons and Beth Wideberg as Outreach Coordinator.
- Newsletter: July/August-4th Annual IG Week-Distributed July 1st; Tax Work-Off volunteers assembled at home.
- Programming: New and adaptations; Beyond Topsfield opportunities (e.g. Salem Sate Series); Town-wide (e.g. concert); Kim Love mentioned the "Outdoor Concert" Series for August. Green

light for two concerts and rules will be abided re: designated areas, cleaning stations, etc. It will bring some "light" thru the "darkness" due to the virus. In the months of September and October there could be outdoor events, such as fitness (yoga). This would be a last minute decision, as weather permits. We will strike the balance, but Zoom may still be the tool that we will be using most often.

- Virtual Programming Expansion Initiative: Joan Chiffer will serve as Board liaison.
- Transportation: No change to report; Senior Care is checking status of Title III Grant Funds
- End of Year: Excess in budget because Bus Drivers have not been working; Peg Beauregard left the end of January and there will be no replacement due to town-wide hiring freeze. Peg is volunteering and has expertise in computer software; Formula Grant spent down nearly to zero (9 Dell laptops purchased-1 for office use and 8 will be available for loan). This will allow people to connect with family on line. Joan Chiffer volunteered to be a coach. This is a way for homebound to participate long term. Janet Brown, nearly 100 year old Topsfield resident, is now embracing technology!
- AARP Tax Prep: Thanks to AARP volunteers, 13 clients, a majority from Topsfield, had their taxes prepared in time to meet the revised July 15th deadline for federal and state taxes. AARP shut down two sessions due to CoronaVirus. AARP may consolidate to fewer places. Topsfield would be a good candidate to perform these critical services. Topsfield was one of only eight communities in Essex County provide sessions during the public health crisis.

III. REPORTS:

1. FRIENDS LIAISON:

According to COA Rep. Elaine Crippen:

-September membership drive will be done online.

- New Officers Friends

President	Kathy Yanchus
Vice President	Kathy Curran
Secretary	Sue Whelton
Treasurer	Pat McLean

Amanda Stanley is the photographer that takes pictures of families in Topsfield. She has donated \$1,900 to Friends. (She was officially thanked by Kathy Curran and Paula Burke at Topsfield's polling site on Election Day, June 25th.)

2. DEMENTIA-FRIENDLY TEAM:

According to DFT Chairperson Joan Chiffer:

-The DFT task force will join Coffee & Conversation on 7/22 to present their Virtual Resource Guide, which was created to assist care partners in structuring their loved ones' days. Joan noted that, although the intent behind the Guide was to help care partners, it's really a tremendous resource for all.

3. INTERGENERATIONAL:

According to IG Liaison Hannah Adelman-Menzer:

-Melissa West, Proctor School Nurse, was able to coordinate and get a sign made for the garden. It reads:

Topsfield Intergenerational Garden
Provided by the Topsfield Wellness Committee for the benefit
of Topsfield Senior Citizens and the Students of Topsfield

Please respect our garden so it can provide fresh produce for our
Seniors and our students and an intergenerational learning experience

Thank You

-IG week will be held the week of August 3rd-6th. Many activities will be shared virtually. Activities listed in our "Senior Scoop".

4. TRIAD LIAISONS:

According to TRIAD Liaison George Berube and Kendra Berube:

-Meeting not scheduled yet.

IV. OLD BUSINESS:

- Board Membership: COA Board currently has ten members. Stephen Walsh is interesting in joining the board.

V. NEW BUSINESS:

-Roll Call Vote taken to approve COA Board Officers: Penny Rogers, Chair, Charlotte O'Toole, Vice Chair, Florence Brady, Recording Secretary/Clerk. Motion made by Elaine Crippen to approve COA Board Officers and seconded by Kendra Berube. 10 Ayes, 0 Nays. Penny Rogers, Aye, Charlotte O'Toole, Aye, Kimberly Love, Aye, Elaine Crippen, Aye, Joan Chiffer, Aye, Hannah Adelman-Menzer, Aye, George Berube, Aye, Kendra Berube, Aye, Lynne Bermudez, Aye, Florence Brady, Aye.

-Roll Call Vote taken to approve Signature Authorization Form to be signed by Penny Rogers and Charlotte O'Toole, if Penny Rogers is unavailable. Motion made by Lynne Bermudez to approve Signature Authorization Form and seconded by Joan Chiffer. 10 Ayes, 0 Nays. Penny Rogers, Aye, Charlotte O'Toole, Aye, Kimberly Love, Aye, Elaine Crippen, Aye, Joan Chiffer, Aye, Hannah Adelman-Menzer, Aye, George Berube, Aye, Kendra Berube, Aye, Lynne Bermudez, Aye, Florence Brady, Aye.

VI. OTHER:

-The Supper Club will officially launch on Wednesday, July 15th at 5:00 pm. In addition, Joan will join Coffee and Conversation on 7/15 to present The Supper Club to interested clients. Future Supper Club activities include: games, cook along demos, concerts, mystery guests, and more.

-2020 Laptop Computer Policy & User Agreement: The COA purchased 9 Dell laptop computers with a Formula Grant in order to seed a Laptop Loan Program for seniors in need of a computer. Joan Chiffer, drafted a Laptop Computer Policy & User Agreement and presented it to the Board for discussion. That document will now go to the Town Administrator and then be reviewed by legal counsel.

- Roll Call Vote taken to adjourn meeting. Motion made by Lynne Bermudez to adjourn meeting and seconded by Joan Chiffer at 5:13 PM. 10 Ayes, 0 Nays. Penny Rogers, Aye, Charlotte O'Toole, Aye, Kimberly Love, Aye, Elaine Crippen, Aye, Joan Chiffer, Aye, Hannah Adelman-Menzer, Aye, George Berube, Aye, Kendra Berube, Aye, Lynne Bermudez, Aye, Florence Brady, Aye. .

-There will be no meeting in August 2020. Meetings will resume September 8th.

Respectfully submitted by Florence Brady, Recording Secretary/Clerk